



Code of Practice

Transportation of Employees by Helicopter to or from a Workplace in the Offshore Petroleum Industry – East Coast Canada

June 2022

The Canadian Association of Petroleum Producers (CAPP) represents companies, large and small, that explore for, develop and produce natural gas and oil throughout Canada. CAPP's member companies produce about 80 per cent of Canada's natural gas and oil. CAPP's associate members provide a wide range of services that support the upstream oil and natural gas industry. Together CAPP's members and associate members are a solution-oriented partner to the world's needs for affordable, clean, safe and secure energy, and an important part of a national industry with revenues from oil and natural gas production of about \$116 billion a year. CAPP's mission, on behalf of the Canadian upstream oil and natural gas industry, is to advocate for and enable economic competitiveness, with environmentally and socially responsible performance and is dedicated to advancing reconciliation with Indigenous peoples. CAPP is committed to ensuring that Canada is positioned to help meet global climate commitments as the supplier of choice in a world that demands a lower carbon energy future.

DISCLAIMER

This publication was prepared for the Canadian Association of Petroleum Producers (CAPP). While it is believed that the information contained herein is reliable under the conditions and subject to the limitations set out, CAPP does not guarantee its accuracy. The use of this report or any information contained will be at the user's sole risk, regardless of any fault or negligence of CAPP or its co-funders.

2100, 350 – 7 Avenue S.W.
Calgary, Alberta
Canada T2P 3N9
Tel 403-267-1100
Fax 403-261-4622

1000, 275 Slater Street
Ottawa, Ontario
Canada K1P 5H9
Tel 613-288-2126
Fax 613- 236-4280

1004, 235 Water Street
St. John's, Newfoundland and Labrador
Canada A1C 1B6
Tel 709-724-4200
Fax 709-724-4225

360B Harbour Road
Victoria, British Columbia
Canada V9A 3S1
Tel 778-410-5000
Fax 778-410-5001

Contents

1	Introduction	2
1.1	Purpose and Scope	2
2	Legislative Regime and References	3
3	Posting and Availability of this Code of Practice	3
4	Refusal to be Transported	3
5	Terms and Definitions	4
6	Requirements Prior to Travelling Offshore via Helicopter	7
6.1	Mandatory Safety Training	7
6.2	Personnel travelling offshore for the First Time	7
6.3	Helicopter Safety Briefing	7
6.4	Helicopter Passenger Transportation Suit System (HPTSS)	8
7	Check-In at the Heliport / Heli Admin	8
7.1	Flight Information and Check-In Time	8
7.2	Identification	9
7.3	Clothing	9
7.4	Medication	9
7.5	Prohibited and Restricted Items	9
7.6	Luggage	9
7.7	Alcohol and Drug Policy	9
7.8	Personal Electronic Devices (PEDs)	10
7.9	Conduct	10
7.10	Security	10
8	Employee and Passenger Wellbeing and Fatigue Management	10
9	Weather and Environmental Considerations	10
10	Responsibilities of Workplace Parties	11
10.1	Responsibilities of Operator	11
10.2	Responsibilities of Employers	12
10.3	Responsibilities of Employees and Other Passengers	12
10.4	Responsibilities of Helicopter Service Providers	13
11	Additional Reference Material	13

1 Introduction

This Code of Practice (CoP) entitled *Transportation of Employees by Helicopter to or from a Workplace in the Offshore Petroleum Industry – East Coast Canada*, is a result of a joint effort among offshore east coast Canada Petroleum Industry Operators and Workplace Representatives, the Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB), the Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) and local Helicopter Service Providers.

1.1 Purpose and Scope

This CoP has been developed to provide practical and consistent information in regard to occupational health and safety best practices, standards and legislation for helicopter transportation in the Atlantic Canada Offshore Petroleum Area. It was established as a result of a request from the Chief Safety Officer (CSO) to establish a code of practice in respect to the transportation of employees to or from any of its workplaces, in accordance with section 205.016(1)(b) in the *Canada–Newfoundland and Labrador Atlantic Accord Implementation Act* and section 210.016(1)(b) of the *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act*. These provisions provide the authority for the respective CSO to mandate that an Operator put an Occupational Health and Safety (OHS) Code of Practice in place, or adopt one chosen by the Chief Safety Officer (CSO), with respect to any workplaces or the transportation of Employees to or from such Workplaces. Ultimately, the Operator has responsibility to ensure workplace health and safety.

The aim of the CoP is to provide a document to assist Operator's, Employer's and providers of service, such as the Helicopter Services Provider in complying with their responsibilities under *Part III.1 of the Accord Act(s)* in relation to "passenger craft" and in complying with any other requirement of other Federal agencies for helicopter operations in the Atlantic Canada Offshore Petroleum Area.

This CoP does not include all regulatory requirements and measures identified as a result of hazard identification and risk assessment processes and Operators, Employers and providers of service are expected to identify and implement appropriate control measures to ensure risks have been reduced to risk to as low as reasonably practicable (ALARP).

Information contained in this Code of Practice should not be read in isolation. This Code of Practice is intended to complement an individual Operator's and Employer's and Helicopter Service Provider procedures, as well as legislative and regulatory requirements, for the transportation of Employees to and from a Workplace by helicopter. Operators, Employers, Employees, Service Providers and other parties are responsible to be aware of and to abide by other applicable requirements when traveling offshore. Board issued Guidance may also contain additional information to assist in complying with *Accord Act(s)* and regulations related to helicopter transportation offshore.

The Code of Practice will be updated from time to time to consider new technology and regulatory developments, including those associated with extended flight duration.

2 Legislative Regime and References

Offshore Helicopter Employee Transportation within the Atlantic Canada Offshore Petroleum Areas involves multiple regulatory authorities and legislation. See the applicable Memoranda of Understanding (MOUs) posted by the Boards which set out the areas of authority, cooperative working arrangements, information sharing, etc.

Any references in this document to the *Accord Act(s)* are to the federal versions of the *Accord Act(s)*. Responsible parties are required to follow both federal and provincial legislation in the jurisdiction they are operating in.

Legislative references include but are not limited to the following:

- *Canada-Newfoundland and Labrador Atlantic Accord Implementation Act, S.C.1987, C.3*
- *Newfoundland Offshore Area Petroleum Geophysical Operations Regulations, S.O.R./95-334*
- *Newfoundland Offshore Petroleum Drilling and Production Regulations, S.O.R./2009-316*
- *Newfoundland Offshore Petroleum Installations Regulations, S.O.R./1995-104*
- *Canada-Newfoundland and Labrador Offshore Area Occupational Health and Safety Regulations, SOR/2021-247 (the “OHS Regulations”)*
- *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act, S.C.1988, C.28*
- *Nova Scotia Offshore Area Petroleum Geophysical Operations Regulations, S.O.R./95-144*
- *Nova Scotia Offshore Petroleum Drilling and Production Regulations, S.O.R./2009-317*
- *Nova Scotia Offshore Petroleum Installations Regulations, S.O.R./1995-191*
- *Canada-Nova Scotia Offshore Area Occupational Health and Safety Regulations, SOR/2021-248 (the “OHS Regulations”)*
- *Canadian Aviation Regulations (CAR), S.O.R./1996-433*
- *Aeronautics Act, R.S.C., 1985, c. A-2*

3 Posting and Availability of this Code of Practice

In accordance with the *Accord Act(s)*¹, a copy of this Code of Practice must be readily available in a prominent place accessible to every Employee at each of its Workplaces that are accessible by helicopter. Operators should ensure that this Code of Practice is available in Heli Admin areas and heliport passenger areas and advise passengers of its location for reference, if not provided as a printed copy.

4 Refusal to be Transported

In accordance with the *Accord Acts*, any Employee has the right to know, right to participate and a right to refuse² to perform an activity at a Workplace, including refusal of offshore travel. The

¹ Section 205.037(2)(c) of the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Act* and 210.037(2)(c) of the *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act*

² Section 205.054 of the *Canada-Newfoundland and Labrador Atlantic Accord Implementation Act* and 210.054 of the *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act*

right to refuse transport by helicopter is based upon an Employee having reasonable cause to believe that the performance of the activity constitutes a danger to themselves.

In accordance with the *Accord Acts*, Operators are required to fulfill specific duties regarding refusals to be transported and are required to communicate the process for exercising a right to refuse helicopter transport. These include but are not limited to:

- Who and how to report refusals prior to each flight
- Providing notice to all passengers and the workplace committee when there is a refusal
- Process of resolving the refusal and/or providing alternate travel arrangements

Communication to passengers of the information above can be via verbal instruction, poster provided in a prominent place, or by other suitable means.

5 Terms and Definitions

All capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the *Accord Acts*.

For the purpose of this Code of Practice, the following terms and definitions apply:

Accord Act(s)	The Canada-Newfoundland Atlantic Accord Implementation Act; and The Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act
Atlantic Canada Offshore Petroleum Area	The Atlantic Canada Offshore Petroleum Area refers to the Offshore Area(s) as defined by the Accord Act(s)
Boards	Canada-Newfoundland and Labrador Offshore Petroleum Board and Canada Nova Scotia Offshore Petroleum Board
Civil Twilight	Civil Twilight can refer to morning or evening civil twilight, which define the demarcation between day and night for the purpose of flight planning. Civil twilight is determined for specific geographic latitudes and calendar dates using charts and formulas published in Transport Canada's Aeronautic Information Manual (AIM)
Employee	Means an Employee pursuant to the Accord Acts ³ .
Flight Number	Unique alphanumeric identifier for a specific scheduled flight on a specific day.
Heli Admin	Location offshore where boarding and access to helicopters for transportation is controlled by

³ subsection 205.001(1) of the Canada-Newfoundland and Labrador Atlantic Accord Implementation Act and 210.001(1) of the Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act

	administrative procedures. This function is fulfilled onshore by the Helicopter Service Provider.
Heli Admin Personnel	Offshore installation personnel responsible for control and care of helicopter passenger movement
Helicopter Service Provider	Company or organization providing transportation services between onshore and offshore workplaces using helicopters that comply with Transport Canada regulations and is considered a “provider of service” as per the Accord Act(s).
Helicopter	Means a power-driven heavier-than-air aircraft that derives its lift in flight from aerodynamic reactions on one or more power-driven rotors on substantially vertical axes. Sometimes also referred to as Rotorcraft. It is considered a “passenger craft” under the Accord Act(s) and is considered a “support craft” under other regulations.
Helideck	A helicopter landing/take-off area located on a marine installation or structure or vessel
Helicopter Landing Officer (HLO)	<p>The Helicopter Landing Officer (HLO) is a competent person appointed by an offshore installation operator who is responsible for the day-to-day management of the helideck, associated helideck operations and supervision of the Helideck Team as defined in the <i>Atlantic Canada Offshore Petroleum Standard Practice for the Training and Qualifications of Offshore Personnel (TQSP)</i>.</p> <p>The HLO will also be responsible for leading the initial response to a helicopter emergency on an offshore fixed, mobile, floating installation or vessel and leading the helideck team during the emergency. Training and competency of the HLO and Helideck Team are included in TQSP.</p>
Incident	Means any event that caused or, under slightly different circumstances, would likely have caused harm to personnel, an unauthorized discharge or spill or an imminent threat to the safety of a marine installation or structure, passenger craft, vessel or aircraft. It also includes any event that impairs the function of any Critical Equipment as defined in the C-NLOPB/CNSOPB Incident Reporting and Investigation Guidelines ⁴ .

⁴ Incident Reporting and Investigation Guideline, April 2018

Installation	Refers to a production, drilling, accommodations or diving installation as defined by the Installation Regulations
Marine Installation or Structure	Refers to a “marine installation or structure” as defined in the <i>Accord Act(s)</i>
Offshore Installation Manager (OIM)	The manager responsible for the safety of all personnel onboard an Offshore Installation, placed in command pursuant to the Accord Acts and meets the requirements of the Atlantic Canada Offshore Petroleum Standard Practice for the Training and Qualifications of Offshore Personnel Standard Practice (TQSP).
Operator	The holder of an authorization by either the Canada - Newfoundland and Labrador or the Canada - Nova Scotia Offshore Petroleum Board
Passenger	A person, other than a crew member, who is carried on board an aircraft as defined in the Canadian Aviation Regulations
Passenger Craft	As defined in the <i>Accord Act(s)</i>
Passenger Flight	Flight for which the primary purpose is movement of personnel
Person in Charge	Offshore Installation Manager on an Offshore Installation; Master of Vessel on board a Marine Vessel
Personal Electronic Device	Any device that a passenger is in possession of which electronically communicates, sends, receives, stores, reproduces or displays imagery, voice and/or text communication or data.
Pilot in Command	The person assigned as "in-command" during flight as per Transport Canada Canadian Aviation Regulations.
TQSP	Refers to the Atlantic Canada Offshore Petroleum Standard Practice for the Training and Qualifications of Offshore Personnel (TQSP)
Vessel Master	The individual in command of the vessel and responsible for its safe and efficient operations and the safety of all personnel on board.
Workplace	A Workplace is defined pursuant to the <i>Accord Acts</i> ⁶

6 Requirements Prior to Travelling Offshore via Helicopter

6.1 Mandatory Safety Training

All Passengers travelling to or from a Workplace by Helicopter must be properly trained as per appropriate operator and regulatory requirements. The OHS Regulations and the TQSP outline the requirements for safety and emergency preparedness training for all individuals who work on board a drilling or production Installation operating in Atlantic Canada's Offshore Petroleum Area. Any exemption or equivalency from this training shall have an equivalency form submitted to the Board in accordance with the process outlined in the TQSP. Prior to travelling offshore, all individuals must have a valid offshore medical completed by a recognized physician as outlined in the CAPP Fitness to Work Guidelines.

Note: These are the minimum standards as outlined in the *Canadian Aviation Regulations* for individuals flying offshore east coast Canada. In addition, Operators must have in place a mandatory safety training program including installation and role specific training that will be provided by the Operator upon arrival at the Offshore Marine Structure or Installation.

Note: Aircrew Survival Training (AST) is a training requirement for Line and Search and Rescue (SAR) pilots; Rescue Specialists, and Aircraft Maintenance Engineers and is outlined in the TQSP in addition to Transport Canada requirements.

Note: Passengers traveling under a Transport Canada (TC) exemption for safety training shall be accompanied by personnel with rescue training, which is helicopter specific, in accordance with the TC exemption conditions and at a ratio of not less than 1 rescue trained personnel to 1 passenger.

Passengers are required to carry a copy of their required offshore training certificates.

6.2 Personnel travelling offshore for the First Time

Once a medical and all mandatory safety training are completed and prior to travelling offshore for the first time an individual may be required to complete a registration form with passenger data in accordance with operator policy.

6.3 Helicopter Safety Briefing

The Helicopter Safety Briefing/Video is designed to provide Passengers travelling to and from offshore with a general awareness of helicopter travel including the risks associated with helicopter transportation, the procedures to be followed in the event of an emergency during transport and high-level orientation of destination facility.

All Passengers travelling offshore will receive a Helicopter Safety Briefing/Video prior to transport to or from a Marine Installation or Structure. The briefing must be repeated for each trip and must include, at a minimum, the following information as mandated by the *Canadian Aviation Regulations (CAR)* and subsection 50(1) of the *OHS Regulations*:

- helicopter/vessel awareness including safety-related features and emergency equipment;
- demonstration of donning and doffing of the helicopter transportation suit;

- cautionary measures when embarking, disembarking and while en route;
- the role of passengers during emergencies; including the means by which passengers may communicate directly with the pilot to alert them of an emergency;
- the location and use of emergency exits and equipment (including compressed air Helicopter Underwater Emergency Breathing Apparatus (HUEBA); life rafts and
- escape/abandonment procedures.

The CARs require the Pilot in Command (PIC) to conduct a Safety Briefing prior to take-off, prior to landing and in flight due to turbulence or an emergency situation. The regulations and the *Accord Act(s)* also requires all passengers to follow the instructions of the crew. In the offshore environment the pre-flight video or verbal briefing is typically conducted in the Heliport or Heli Admin on behalf of the PIC and is in addition to any on board announcement by the crew. Such video briefings are authorized by the company on behalf of the PIC. As such, passengers are still required to follow the instructions of the briefer and participate and pay due attention to the briefing.

6.4 Helicopter Passenger Transportation Suit System (HPTSS)

Prior to travelling offshore, all Passengers are fitted and provided with an approved CAN/CGSB-65.17 Helicopter Passenger Transportation Suit Systems (as amended from time to time) HPTSS suit. Prior to the flight, instructions on the use of the suit, including safe donning and doffing will be provided at the heliport.

Passengers must carry out inspection of their HPTSS for possible defects before travel, and notify Offshore Heli Admin personnel or Heliport Staff, as appropriate, of any deterioration or other concerns immediately upon observation.

Passengers must notify the Operator and/or their Employer of any changes to personal physical measurements or conditions that might affect the fit or ability to don the suit, as soon as practicable before the scheduled flight. Another fitting may be required.

7 Check-In at the Heliport / Heli Admin

A correct check-in procedure is crucial to ensure that helicopter operations run smoothly, safely, and on time.

Passengers should be at the Heliport / Heli Admin check in prior to scheduled departure at the time instructed by the Operator or Employer.

7.1 Flight Information and Check-In Time

Passengers travelling offshore are provided with their flight number the day prior to scheduled departure time. The Employer is responsible for ensuring that its Employees have access to flight information, including check-in time. All Passengers should monitor flight status at a minimum to verify flight status and time the night before travel and before departing for the heliport.

Flight status may be communicated to the Employee by their Employer, but it is the Passenger's responsibility to confirm flight status via the procedure advised by their Employer or Operator.

7.2 Identification

Passengers are required to carry a valid Government issued Photo ID as proof of identification, to be presented when travelling offshore.

Passengers should also refer to specific identification requirements as stipulated by the Operator.

Passengers must ensure all personal information is accurate before travel.

7.3 Clothing

Passengers should dress comfortably using appropriate types of layered clothing suitable for offshore travel, with specific consideration of clothing or accessories that could damage or impair integrity of the HPTSS. The Operator may additionally stipulate specific mandatory clothing requirements, including but not limited to HPTSS manufacturers' recommendations.

7.4 Medication

A Passenger taking medicine offshore must declare all medications and confirm that they are the owner/user of the medicine as per the Operator's requirements. Passengers shall comply with the Operator's policy regarding travelling offshore with medication.

7.5 Prohibited and Restricted Items

A current list of prohibited and restricted items may be obtained from passengers' Employer, the Operator or the Helicopter service provider. Passengers shall comply with all relevant policies, including Transport Canada regulations.

7.6 Luggage

Passengers should check directly with their Employer to determine baggage restrictions including number of bags permitted and weight restrictions.

Passengers shall ensure that their luggage is maintained in overall good condition, with particular attention to integrity of containment envelope, closing arrangements and hand holds.

Passengers are responsible to ensure luggage contents comply with this code of practice and relevant regulations and may be subject to verification of luggage integrity, contents and weight by a responsible person.

7.7 Alcohol and Drug Policy

All Operators in the Atlantic Canada Offshore Petroleum Area should have a written policy regarding alcohol and drugs. Passengers should make themselves familiar and comply with the relevant Operator's policy before travel.

Suspicion of passenger impairment from alcohol or drug consumption will result in the Operator being informed, and the passenger may be refused offshore travel.

7.8 Personal Electronic Devices (PEDs)

Operators and Helicopter Service Providers shall ensure policies are in place to govern use of personal electronic devices, which shall comply, at a minimum, with Transport Canada requirements.

Passengers shall manage Personal Electronic Devices (PEDs) in accordance with policies of the Operator and the Helicopter Service Provider.

Passengers shall review and comply with the applicable requirements set out by the Operator, Regulators and Helicopter Service Provider when travelling offshore.

7.9 Conduct

Operators shall have Code of Conduct policies to protect personnel from workplace violence and workplace harassment in accordance with section 42 of the OHS Regulations. Passengers shall ensure they are familiar with the relevant Operator's policy and conduct themselves accordingly. Passengers shall co-operate with the Helicopter Service Provider team as necessary to facilitate efficient planning and execution of flight preparation.

7.10 Security

All passengers shall comply with Transport Canada, Operator and Helicopter Service Provider security requirements. If a passenger is not in compliance, the Operator and Helicopter Service Provider may refuse travel to the passenger.

Security screening protocols may include, but may not be limited to, passenger disclosure, use of electronicscanning devices, personal search and/or canine inspection.

8 Employee and Passenger Wellbeing and Fatigue Management

Each Operator shall develop and implement a fatigue management program in accordance with sections 37 – 39 of the OHS Regulations and the *COP Fatigue Management in the Canada-Newfoundland and Labrador Offshore Petroleum Industry*. Passengers should ensure they are familiar and conduct themselves in compliance with their Operator's program. Consideration should be given to:

- Cabin Temperature relative to HVAC system performance
- Nutrition during flight delays
- Availability of water in aircraft

9 Weather and Environmental Considerations

Flight operations are regulated by Transport Canada and managed under Helicopter Service Providers' approved Company Operations Manual (COM).

Operators' and Helicopter Service Providers' management systems shall comply with Transport Canada Regulations and Board requirements and shall take into consideration the actual physical environmental conditions and those forecasted for the planned trip duration en route

to or from destinations in flight planning as part of flight dispatch protocols. Factors to consider include, but are not limited to:

- visibility;
- wind speed and direction;
- sea state, (including swell height and direction, current or tide speed and direction);
- weather conditions (including rain, snow or ice, lightning induced phenomena);
- time of day, including Civil Twilight; and
- any additional criteria or restrictions as deemed appropriate by Transport Canada, the Helicopter Service Provider, Operator or other agencies, including Offshore Petroleum Boards and Canadian Transportation Safety Board.

10 Responsibilities of Workplace Parties

The following are the overarching responsibilities of Operators, Employers, Helicopter Service Providers, Employees and other Passengers in transit. This is not an exhaustive list and is intended to complement the specific responsibilities contained in the Operator's and/or Employer's management system, requirements of the Helicopter Service Provider and the Accord Acts and associated regulations.

10.1 Responsibilities of Operator

Operators shall ensure that all operations related to the transportation of Employees by Helicopter to or from a Workplace are conducted in accordance with the applicable regulatory authorization, the *Accord Acts* and associated regulations, Transport Canada requirements, Helicopter Service Provider requirements and the Operator's management systems and Employer's management system, where applicable.

As part of overall safety planning and management, Operators shall ensure:

- Applicable aircraft and associated equipment comply with Transport Canada regulations and the *Accord Act* and associated regulations and are suitable for Passenger transportation in the operating environment and role being performed.
- Any Employee or Passenger traveling to an offshore facility has received the appropriate instruction, training to ensure competency.
- The management system covering helicopter operations are compliant with Transport Canada regulations and the *Accord Act(s)* and associated regulations and that all hazards have been identified, appropriate risk assessments undertaken, and control measures implemented to reduce risks to ALARP. This should take into consideration other relevant industry-specific health and safety information and include the expectations as outlined in Sections 6 - 10 of this COP and operational awareness.
- The integrity and availability of Helideck (also referred to as the aircraft landing area) and associated equipment are verified by a competent authority to the satisfaction of the Helicopter Service Provider, relevant Board and Operator.
- The Offshore Installation Manager and/or PIC, or their designate, in consultation with the Helicopter Pilot in Command, has the ultimate authority, to grant permission to land on

the helideck and for the transfer of Employees and other Passengers between the helicopter and the Workplace.

- All reasonable precautions are taken to ensure that any operation necessary for the safety of Employees or other Passengers has priority, at all times, over any work or activity at a place of work.
- Offshore meteorological observers onboard a drilling or production installation shall be competent and qualified in accordance with the TQSP.
- Employee transportation by helicopter to and from a Workplace shall be done at a level of risk that is ALARP in accordance with the helicopter's individual passenger carrying certification.
- Risks are assessed with the Helicopter Provider including, but not limited to, the environmental conditions, operational awareness, Employee well-being and fatigue management, and that appropriate controls and measures are implemented as a result. If changes in the above noted conditions are identified, they will be communicated to the helicopter service provider.
- Onshore helicopter departure areas are equipped with
 - A terminal information display screen displaying the status of helicopter passenger flights and destination weather information
 - A refreshment station equipped with hot and cold beverages and light snacks
 - An independent lunchroom area
- Helicopters are equipped with in-cabin equipment to facilitate two way communication between the cabin and the flight crew
- Passengers that are incapacitated and/or have sustained injuries that might impact their ability to escape from a ditched helicopter are prohibited from travel on a passenger flight and must travel on an emergency flight, with appropriate number of rescue personnel.

10.2 Responsibilities of Employers

Employers are required to meet all regulatory requirements including the requirements set out in the *OHS Regulations*.

In accordance with the *Accord Acts*, every Employer is responsible for:

- the health and safety of its Employees and other individuals at a Workplace under its control;
- the health and safety of its Employees at a Workplace that is not under its control, to the extent that it controls their activities at the Workplace; and
- the health and safety of its Employees while — and immediately before — they are transported on a Helicopter.

10.3 Responsibilities of Employees and Other Passengers

During helicopter transportation, Employees and other Passengers shall follow the instructions of the Helicopter Service Provider and shall comply with regulatory requirements set out in Section 205.028 of the *Accord Act*, as well as the *Canadian Aviation Regulation (CAR) 602.05 (1)* which states that “Every passenger on board an aircraft shall comply with instructions given by

any crew member respecting the safety of the aircraft or of persons on board the aircraft". Check in staff and Helicopter Service Provider personnel or delegates act on behalf of the Pilot in Command.

Employees and other Passengers shall:

- Notify the Helicopter crew or designate of any safety concerns, injury, illness or restrictions as soon as known and safe to report, prior to or during the flight, including any conditions that might affect ability to egress the helicopter
- Disclose carriage of any items that are restricted or prohibited by regulation or policies of Operator and Helicopter Service Provider
- Report fatigue or any impediment to performing work safely to their immediate supervisors
- Participate and pay due attention to the Helicopter Safety Briefing and any other briefings mandated by Regulators, Operators or Helicopter Service Providers, prior to, during or after flight
- Respect and follow established procedures, instructions and protocols on the Helicopter leading up to and during all stages of transport
- Comply with the Operator's safety management system, policies, and programs, including but not limited to any related to fatigue or impairment management
- Maintain situational awareness during departure and arrival, and be prepared to follow the instructions of the helicopter crew, Helicopter Landing Officer, and helideck crew

10.4 Responsibilities of Helicopter Service Providers

Helicopter Service Providers shall ensure:

- They operate in full compliance with the requirements of Transport Canada regulations, the *Accord Act(s)* and associated regulations and the management system that has been accepted by the Operators.
- All Personnel involved in transporting Passengers to or from a Workplace are trained in accordance with any legislative requirements and other requirements of the Operator and the Helicopter Service Providers.

The Helicopter Service Provider must notify the Operator promptly of any health or safety issues or concerns related to the transport of passengers.

11 Additional Reference Material

- Atlantic Canada Offshore Petroleum Standard Practice for the Training and Qualifications of Offshore Personnel (TQSP)
- CAP 437 Standards for Offshore Helicopter Landing Areas
- CAP 746 Meteorological Observations at Aerodromes
- CAPP Fitness to Work Guidelines
- Incident Reporting and Investigation Guidelines

- Code of Practice – Fatigue Management in the Canada-Newfoundland and Labrador Offshore Petroleum Industry