



Line Hauling Policy

To: All Employees & Vessel Carriers
Date: September 14, 2012
Subject: **Vessel Line Hauling Policy**

Our Commitment

At Squamish Terminals, we are committed to ensuring the proper safe work procedures are in place as a means of providing a healthy, safe and productive work environment for all employees and vessel carriers. The purpose of this policy is to establish guidelines for moving vessels along the berth face utilizing only the vessel lines.

Procedures

- The Port Captain must contact the On Call Operations Superintendent well in advance of moving the vessel.
- The On Call Operations Superintendent must be in attendance before any attempt to move the vessel is made.
- The Chief Mate and Port Captain will examine the dock with the On Call Operations Superintendent prior to the move and identify any damage.
- No bollards on the berth face are to be used.
- The On Call Operations Superintendent will stay at the dock until the move is completed.
- The Chief Mate and Port Captain will examine the dock with the On Call Operations Superintendent.
- A sign off sheet will need to be completed and signed off by the Port Captain and On Call Operations Superintendent to verify that there was no damage or additional damage from the move.
- Any additional damage to the dock will be noted on the sign off sheet and will be to the account of the vessel.
- The vessel will accept all responsibility of damage that is identified after the fact if they do not comply with the above noted procedures.

Exceptions

1. In an emergency situation where time constraints are crucial, an exception to this policy may be necessary for safety reasons.

Employee & Vessel Carrier Responsibilities

All employees and vessel carriers are expected to adhere to this policy and must report any concerns with regards to the policy to the On Call Operations Superintendent at (604) 328-0286. Violations of any guidelines in this policy will result in disciplinary action up to and including termination of employment.



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Squamish Terminals' Responsibilities

As an employer, Squamish Terminals has a responsibility to be aware of what is happening in the workplace and to enforce this policy. The success of this policy; however, will depend on the thoughtfulness, consideration and cooperation of all employees and vessel carriers. All of us share in the responsibility for adhering to and enforcing this policy.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ron Anderson', is written in a cursive style.

Ron Anderson, President & CEO