

## **OVERVIEW / TABLE OF CONTENTS**

### **LOCATION**

Victoria Shipyards is located within the Esquimalt Graving Dock PSPC Facility at 825 Admirals Road Victoria B.C. Further information can be found in [Section 1 Page 4](#).

### **WHAT TO BRING CHECKLIST**

[Page 3](#) of this document is a check list of what Documents, Information, and Equipment you will need on your first day.

### **HUMAN RESOURCES**

All new hires and rehires need to report directly to HR as soon as they enter the facility for onboarding and VSL ID card issuing or reactivation. (Please note: the HR office is open from 7:00am to 4:30pm Monday to Friday. If you are dispatched to start outside of business hours report to HR as soon as the office is open.) Further information can be found in [Section 2 Page 4](#).

### **SECURITY CLEARANCES**

In order to work on government projects, including HMC Frigates and submarines, you are required to hold a valid Government of Canada Security Clearance. In order to apply for Security Clearance you will need to have your fingerprints taken electronically and fill out an application form. This process will begin on your first day. Further information can be found in [Section 3 Page 4](#).

### **PARKING AND TRANSPORTATION**

Victoria Shipyards has three parking lots; one on Maplebank Road, one at the corner of Admirals Road and Lockley Road, and one on Kindersley Road. Victoria Shipyards has made every effort to optimize available parking, but space is limited. When the lots are full you will need to find street parking or take alternate transportation. The bus routes that pass the yard are the 24, 25, and 46. There are several bike parking racks located within the yard. Further information, including where and how to park to avoid getting a parking ticket can be found in [Section 4 Page 6](#).

### **FIT TEST**

If you are a new hire, or have been laid off longer than 2 years, you must successfully complete a 'Fitness for Duty Test.' This test should be completed prior to your start date. If due to extenuating circumstances the test cannot be completed prior to your start date, you must book the first available test and complete the test within two weeks of hire. To book the test visit [www.booksteam.com/medisys](http://www.booksteam.com/medisys). Further information can be found in [Section 5 Page 7](#).

### **PAYROLL AND TIMEKEEPING**

Time tracking at Victoria Shipyards is done via your VSL ID Card and Time Card Readers located throughout the yard. New hires will receive their VSL ID Card from HR on their first day. Rehires will need to report to HR to have their VSL ID Card activated.

Pay is direct deposit, a void cheque will be required for new hires and when changing banking information.

Paystubs will be delivered via Seaspan email; this email can be accessed from any computer or other internet-enabled device, as well as at print kiosk located within the yard.

Further information can be found in [Section 6 Page 8](#).

### **SAFETY**

Safety is one of Seaspan's Core Values. If you have not attended a VSL Safety Orientation, or it has been more than one year since you attended a VSL Safety Orientation, you will be scheduled to attend on your start date. The Safety Orientation will cover important information about staying safe on site, the Marine Transportation Safety Regulations, and Seaspan's Safety Absolutes. Further information can be found in [Section 7 Page 8](#).

### **MAPS**

See [Section 8 Page 9](#) for maps

### **CONTACT INFORMATION**

See [Section 9 Page 13](#) for a list of useful contact information.

## WHAT TO BRING CHECKLIST

### DOCUMENTS

- One Foundational ID** (Canadian Birth Certificate, Canadian Citizenship Certificate of Card, Confirmation of Permanent Residence, Record of Landing Document, or Verification of Status Request Document)

\*\*Please note: If you cannot produce a piece of foundational ID, you may submit your Canadian Passport plus two additional pieces of Secondary ID.

- One Secondary ID** (Canadian Passport, Canadian Driver's Licence, Provincial Photo Card, Nexus Card, Firearms License, Student Authorization Permit, Employment Authorization Permit, or Secure Certificate of Indian Status)

\*\*Please note: If you are a rehire with a valid security clearance, two pieces of current government issued ID, one with your photo, will be sufficient.

*HELPFUL TIP:  
You can print a void  
cheque from your  
Online Banking*

- VSL ID/Access Card** (Rehires Only)
- Your **Social Insurance Number (SIN)** (new hires only)
- A **Void Cheque** or bank printout containing account, transit, and branch numbers. Handwritten banking information will not be accepted (new hires or rehires who wish to change their banking information)
- If born outside of Canada** your Certificate of Citizenship, PR Card, or Immigrant Visa

### INFORMATION

- Vehicle License Plate Number** and details (year, colour, make, and model)
- Five Year Address History**, including the year and month when you moved to each address.  
**-Or-**  
If you hold a **valid Government of Canada Security Clearance** with another company, Legal Name of Company, Level of Clearance, Granted Year, and File Number.
- List of **Criminal Convictions**, including charges, police force, and date of conviction(s)

*HELPFUL TIP:  
Take a picture of  
your licence plate  
number so you  
don't forget it*

### EQUIPMENT

- Steeltoe Boots** or Shoes
- Red VSL Issued **Hard Hat** (rehires only)
- Personal tools** if necessary

### SECTION 1 – LOCATION

There are two entrance gates controlled by PSPC. The main gate is located at the intersection of Admirals Rd. and Colville St. The back gate is accessed via Maplebank Road. See the Section 8 for maps of the area and facility.

### SECTION 2 - HUMAN RESOURCES

Human Resources are located in the Seaspan Main Administrative Building (NS36). If you are not familiar with the site it is recommended that you park in the Lockley Rd Parking lot and enter the yard through the main gate. From there, follow the yellow/orange pedestrian walkway past the mouth of the drydock, the administrative building is dark blue and will be on your right. On the Administrative building are yellow 'ID Cards Here' signs that will guide you to the correct entrance.

If your dispatch is received by VSL during office hours, your name will be put on the PSPC Visitor list. If your dispatch was received after 4pm the day prior to your start date you may need to wait while the gate phones our HR office to confirm your dispatch. Please allow additional time for this if you are dispatched after 4pm the business day prior to your first day of work.

New Hires will be asked to complete our new hire package. You will need to know your SIN. Rehires will be asked to complete a rehire checklist and will be given the opportunity to update or change information and preferences on file.

### SECTION 3 - SECURITY CLEARANCES

In order to work on government projects, including HMC Frigates and submarines, you are required to hold a valid Government of Canada Security Clearance. The minimum level of clearance for access to navy vessels is Reliability Status. In addition to this, many spaces require a clearance of NATO Secret. We also have on site Controlled Goods information and material.

The process for attaining full security clearance begins on your first day, provided that you have brought the necessary Identification and Information (See [Page 3](#) What to Bring Checklist). If you already hold a valid Government of Canada Security Clearance, please inform Security prior to being fingerprinted. The steps of the process are as follows:

1. You will have your fingerprints taken in the security office on your first day (except at times of high volume) and the prints will be sent to the RCMP to conduct a Criminal Record Check. Once the check is complete, the results of the

## NEW HIRE and REHIRE INFORMATION

check will be sent directly to the Contract Security Program (CSP); the RCMP will then destroy the prints.

2. Immediately after having your fingerprints taken, you will sit down with one of our Security Assistants and submit an application for Reliability Status. You will be asked to provide biographical information, your 5-year residence history, and any criminal convictions you might have. Attached as Annex 1 is an information gathering aid.
3. Within two business days of submitting your application for Reliability Status, you will receive two emails. One from VSL Security will contain step by step instructions to log into the government website known as OLISS to complete your application for NATO Secret Clearance. A second email will come from OLISS with your User ID and temporary password. This application can be accessed from any internet enabled device including your home computer, tablet, or library computers. If you do not have access to an internet enabled device, or are having difficulty using the OLISS website, you can book time before or after your shift to use a computer in the Security Office.
4. Once you complete the online NATO Secret Application it can be E-signed and submitted. This notifies VSL Security who will review the application for missing information and common mistakes. VSL Security will then notify you when your application has been submitted to CSP for Government Approval.
5. Once your application has been approved by CSP, VSL Security will contact you to attend a security briefing. Only after attending the security briefing and signing your Security Briefing Form are you cleared to the approved level of clearance.
6. At any point during this process you can begin an application for Controlled Goods Clearance using the long form application process. However, if the need for access to Controlled Goods is not urgent, it is preferable to wait until your NATO Secret Clearance has been approved. If you have NATO Secret Clearance you can sign a consent form for us to use your Secret Clearance in lieu of the long form application.

### **Security Escorting**

Victoria Shipyards is fortunate in that we are one of the few companies in Canada who have been granted an Escort Clause in our government contracts. This clause allows non-cleared personnel to be escorted by cleared personnel during the Security Clearance Application Process. Failure to complete your Security Clearance Application Forms in a timely manner will result in your access to government projects and escort privileges being revoked.

## **SECTION 4 - PARKING AND TRANSPORTATION**

Parking is limited and spots fill up quickly. Please consider carpooling, using public transit or biking. We have three parking lots; one on Maplebank Road, one at the corner of Admirals Road and Lockley Road, and one on Kindersley Road, accessed via Coles Street.

VSL parking is for active VSL employees only. Parking enforcement is carried out by License Plate recognition software. We no longer use parking decals. You must register your vehicle with HR (including temporary and rental vehicles). There is a onetime \$10 per vehicle fee that will be deducted from you next paycheque.

Violations will be fined \$45.00 initially and will escalate 20 days later to \$105.00 if not paid. Violations are detailed by lot listed below. Vehicles that have three (3) or more violation tickets outstanding, or who are obstructing fire lanes, blocking other vehicles, parking outside of designated parking areas, parking in a dangerous manor, or parking in stalls designed for DND, OSMT, and Babcock are subject to tow without warning and at the owner's expense.

These measures are implemented to ensure the maximum capacity of our available space for parking for everyone. Thank you for your cooperation and courtesy.

### **THE LOCKLEY LOT**

In this lot, parking stalls are defined by concrete wheelstops. **Park your vehicle at 90 degrees to the wheelstops, occupying only one wheelstop.** In areas where there are no wheelstops vehicles must not obstruct emergency vehicle access. Do not park past the last wheelstop in a line, obstructing the road allowance. When in doubt, seek clarification from the VSL Parking Coordinator before parking where no wheelstops exist. Vehicles taking up two wheelstops or parked in roadways, laneways or egresses will be ticketed and/or towed. Wheelstops marked DND are for DND employees only.

### **THE MAPLEBANK LOT**

In this lot, parking stalls are defined by white painted lines with a company designation within the lines. **Park only in VSL labelled parking stalls.** Parking elsewhere will result in your vehicle being ticketed and/or towed.

### **THE KINDERSLEY LOT**

This is a recently acquired parking area. Parking stall definition and optimization has not yet occurred. Please park in a manner that optimizes the available parking, does not block in other vehicles, and allows for emergency vehicle access if necessary. Park only in the gravel lot, vehicles parked outside the gravel lot are on DND property and will be ticket and/or towed without warning and at the owner's expense.

### SECTION 5 - FIT TEST

Please fill out the 'Get Active Questionnaire' attached as Annex 2. If you answer yes to any of the 'Prepare to Become More Active' section of the Questionnaire or you suspect you have high blood pressure or a high heart rate, you will require a note from your physician that states you are cleared to take the fit test.

The assessment will be conducted by Medisys and will assess the essential job demands for work performed at Victoria Shipyard. Your blood pressure and heartrate will be taken prior to the test. If they are found to be above safe protocols your test may be deferred until the issue is addressed by your physician.

**To book your appointment:**

[booksteam.com/medisys](http://booksteam.com/medisys)

Or by phone at 1-866-681-2400 ext. 6268

**Location: 4371 Interurban Rd. Victoria BC, V9E 2C5**

The assessment will include the following tests:

- Aerobic fitness on a step test
- Back Fitness/Strength Assessment
- Grip Strength Assessment
- Ladder Climbing Assessment
- Hand Dexterity Assessment
- Proper Lifting Assessment
- Basic Physical Assessment
- Cognitive Assessment
- Please wear comfortable clothing, such as shorts and a t-shirt and closed shoes such as athletic footwear and or work shoes/boots.
- The assessment is approximately 1 hour in duration; however it may not take the full allotted time.
- Please do not drink coffee or any other caffeinated beverage for at least 2 hours prior to the assessment.
- **Please show up 15 minutes prior to your appointment.**

Please note that the information provided as a result of the Fitness for Duty assessment is protected by privacy regulations and the results are only reported to the Wellness department. The Company is only provided with a Pass, Fail or Deferred notice for each employee assessed. Any employee who receives a Deferred or Fail notice will be subject to lay off and will be provided another opportunity to participate in the Fitness for Duty assessment after they have addressed the reason(s) for the Deferral or Fail.

### SECTION 6 - PAYROLL AND TIMEKEEPING

Our Payroll Department is centralized for all Seaspan Companies, and located in our Vancouver Office. They can be reached by phone at 1-800-286-5038.

Pay is by direct deposit for all employees without exception. In order to set this up you will be required to provide a void cheque, or bank printout containing account, transit, and branch numbers. **Handwritten banking information will not be accepted.**

Pay stubs are sent via Seaspan email to all employees without exception. At Victoria Shipyards we do not have access to your payroll information and cannot print your paystubs for you. You will be assigned a Seaspan email account. You will receive a letter from your Chargehand with instructions for accessing this account and your Username and password shortly after you start. If you do not receive this letter within 2 weeks, please ask your Chargehand to follow up or come in to HR to request a copy.

You can access your Seaspan email from any internet-enabled device by visiting the website <https://outlook.office365.com>. There are also two computer kiosks in the yard where you can access and print your pay stubs.

Time tracking is done via your VSL ID Card and Time Card Readers throughout the yard. Prior to the start of your shift each day you should swipe your VSL ID Card at any 'IN' reader. Before departing the yard swipe your VSL ID at any 'OUT' reader to record your time for the day. Swipe your ID Card by itself. Holding any other proximity, magnetic strip, or chip hard in your hand while swiping could interfere with the reader and result in time errors.

### SECTION 7 – SAFETY

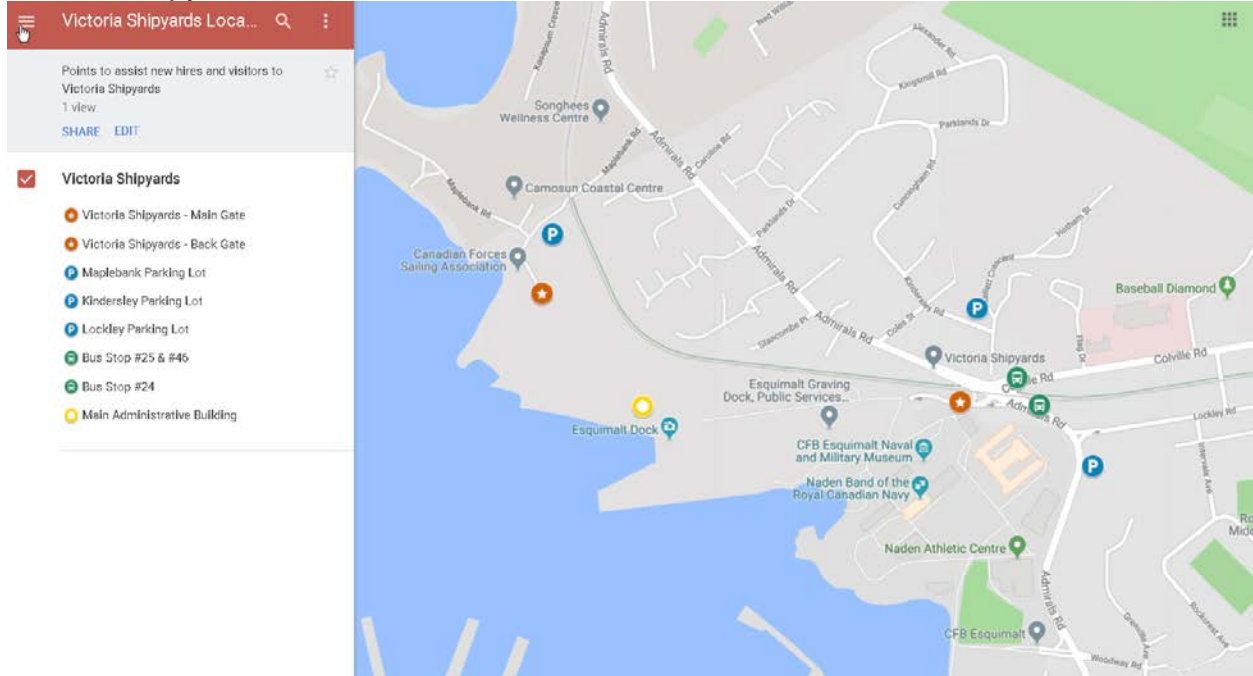
PPE is Mandatory when onsite. You will be required to provide and wear Steeltoe Boots/Shoes. VSL will provide a hard hat, safety glasses, and coveralls with reflective strips. If you wear prescription glasses VSL provides safety glasses designed to fit over your glasses. Inquire at HR to find out if you're eligible for prescription safety glasses reimbursement.

For safety and security reasons, and to be compliant with the MTSR, your VSL ID Card should be worn in a visible location between your neck and waistline at all times while on site. VSL will provide an ID lanyard with safety quick release.



## SECTION 8 - MAPS

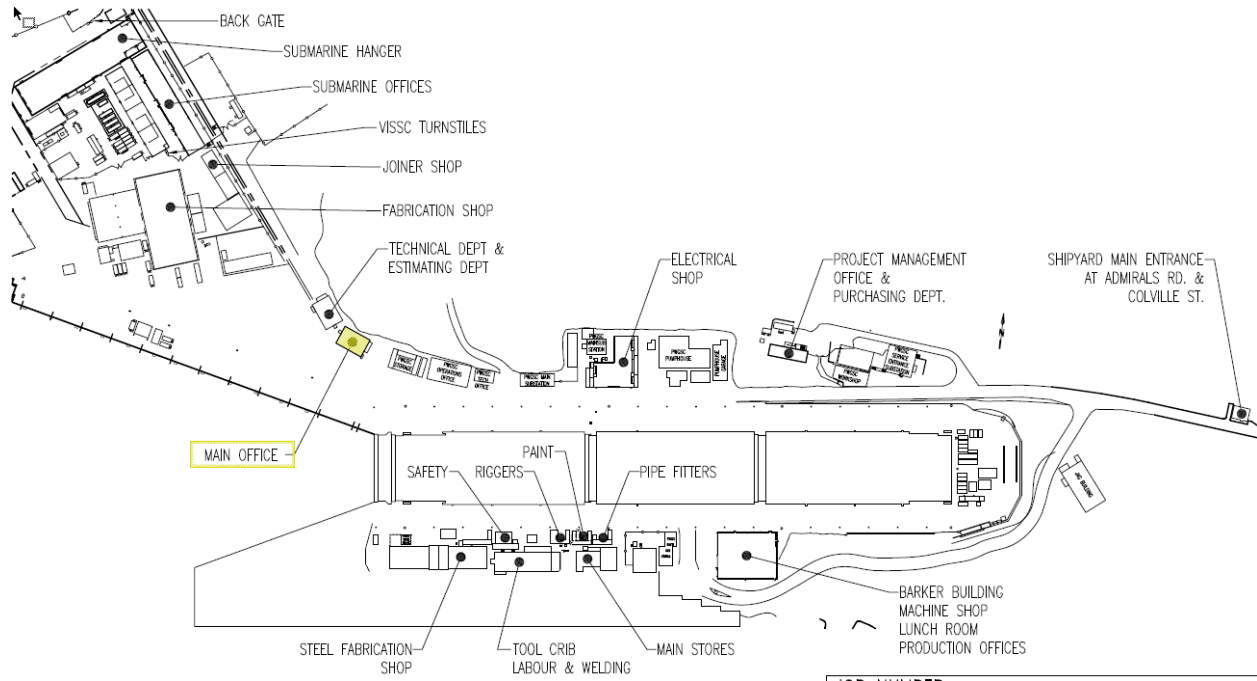
### Victoria Shipyards Location



This Interactive map is available at [https://drive.google.com/open?id=16\\_yE8H7NX1VeBBE86v2og-hleyzxEqzH&usp=sharing](https://drive.google.com/open?id=16_yE8H7NX1VeBBE86v2og-hleyzxEqzH&usp=sharing)

### Facility Layout and HR Location

## NEW HIRE and REHIRE INFORMATION



Victoria Shipyards Parking Lot Details

Maplebank Parking Lot



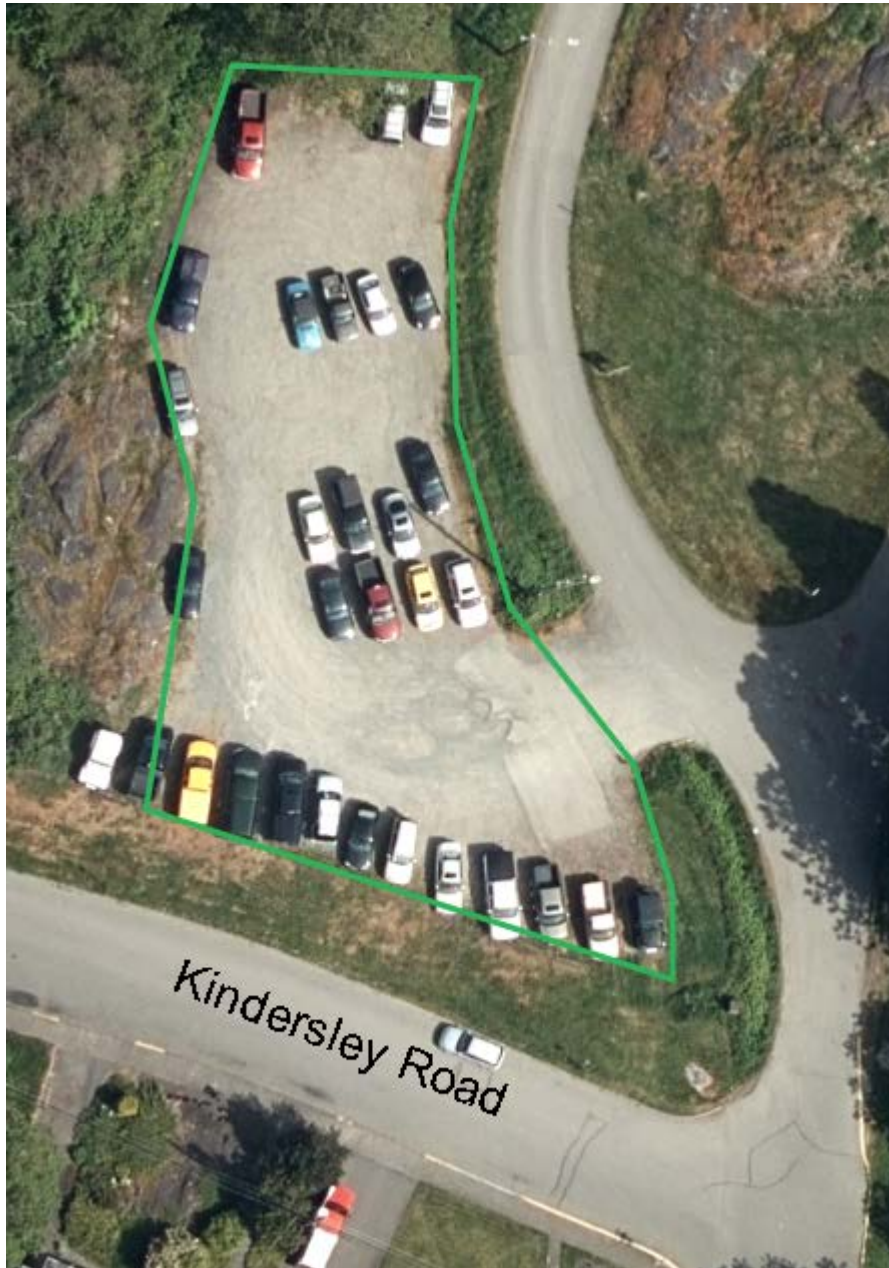
Park only in VSL labeled stalls.

Lockley Parking Lot



Do not park in Red Marked areas.  
In Green Marked areas parking stalls are defined by concrete wheelstops. Park your vehicle at 90 degrees to the wheelstops, occupying only one wheelstop.  
In Yellow Marked area parallel parking is allowed when green marked areas are full. Do not obstruct emergency vehicle access or block in other vehicles.

Kindersley Parking Lot



Park only within the gravel lot. Until wheelstops are installed, park in a manner that optimizes spaces and does not block other vehicles or accesses. Once wheelstops are installed, park your vehicle at 90 degrees to the wheelstops, occupying only one wheelstop.

## **SECTION 9 - CONTACT INFORMATION**

Victoria Shipyards Reception – 250-380-1602

Human Resources

HR Contact Center – 1-800-859-2977 – [HRContactCentre@Seaspan.com](mailto:HRContactCentre@Seaspan.com)

VSL HR Assistants – 250-380-1602 Ext 6571 or 6746 – [VSLID@Seaspan.com](mailto:VSLID@Seaspan.com)

Security – 250-380-1602 Ext 6363

Personnel Security Clearance Applications – [VSLSecurityForms@seaspan.com](mailto:VSLSecurityForms@seaspan.com)

Security Administration and Access Control – [VSLSecurityAdmin@seaspan.com](mailto:VSLSecurityAdmin@seaspan.com)

Parking – [VSLParking@seaspan.com](mailto:VSLParking@seaspan.com)

Fitness and Ability Management – 250-419-6344 – [Hperry@seaspan.com](mailto:Hperry@seaspan.com)

Payroll General Inquiries – 1-800-286-5038

Paystub Email IT Support – 1-855-924-8669

Safety – For general inquiries regarding PPE or regarding information in this document please contact one of our HR Assistants who will answer your questions or direct your call to the appropriate personnel – 250-380-1602 Ext 6571 or 6746