

H.M.C. DOCKYARD
HALIFAX, N.S.



SISTER SHIPS

MORNA I. McLELLAN

EMPLOYEES'
GUIDE BOOK

PRINTED

IN

H.M.C. DOCKYARD

Halifax, Nova Scotia

November 14th, 1946

Sketches by

Morna I. MacLellan

and

Roy R. Richardson



This booklet answers questions most new employees like to have answered - something about H.M.C. DOCKYARD.....why we do things certain ways, information about the practices, privileges and responsibilities affecting each one of us who works here.

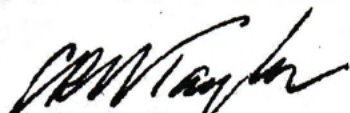
As time goes, on other questions may occur to you. Do not hesitate to ask for information. You will find your supervisor or your fellow employees glad to help you in any way they can.

If things seem a little unfamiliar at first, we hope you will not feel discouraged. We all have to learn as we go along. Preserving this booklet for future reference will be an additional help.

Every possible facility in H.M.C. Dockyard is used for the production and repair of H.M.C. Navy.

With victory won, our job today involves the reconstruction and maintenance of our "FIGHTING NAVY".

So the best of luck to you. We hope you will quickly feel at home, and that you will find your work pleasant and interesting.



C. R. H. Taylor,
Rear Admiral, R.C.N.

ITEMS
IN
THIS
BOOK

Absentees	Page 15
Baseball	24
Basketball	24
Blue Cross Plan	17
Cafeterias	19
Co-operation	10
Employees' Activities	24-25
Endorsing Cheques	12
Entertainments	25
Fire Protection	22
Good Housekeeping	13
Grievances	26
Have You a Better Way	11
Housing	25
If You're Late	14
If You Want the Phone	16
Keep Informed	16
Lost & Found	17
Magazine Employees	21
Opportunity	3
Pay Day	12
Pay Roll Deductions	12
Personal Records	6
Please Ask	15
Promoting Good Will	14
Recording Your Time	4
Sick Bay - First Aid	23
Smoking	15
Softball	24
Solicitation	16
Something for Everyone	24
Suppose you Move	15
Swimming	24
That Package Pass	14
Training	7
Vacation with Pay	20
What is H.M.C. Dockyard	1
Where to Park	9
Who owns H.M.C. Dockyard	2
Working Safely	18
Yard Craft	-17
Your Earnings	3
Your Identification	5
Your Mail	16



**WHAT IS
H.M.C.
DOCKYARD?**

Is it a factory? Is it machinery? Is it stockholders, or management, or workers? It is all of these, joined in an enterprise to produce and maintain the ships of H.M.C. Navy.

In peace time our work consists of improving and developing our fighting ships. In time of war our job is to keep these same ships afloat and at sea in our vital fight for freedom and our democratic status.

Each person who has bought Victory Bonds in the past has made a personal investment in H.M.C. DOCKYARD. These people, in fact the twelve million people who constitute our Dominion are the owners and stockholders of this government organization. All of the employees who work for H.M.C. "DOCKYARD" have put part of their earnings into the yard through the purchase of Victory Bonds. Just as anyone may have purchased Victory Bonds to become part owner of H.M.C. DOCKYARD, so also may they aspire to a management position - and most of the people now in such positions have risen through the ranks.

WHO OWNS
H.M.C.
DOCKYARD?

It is the job of management to so conduct the enterprise that all workers will get a fair share of returns namely, steady employment and protection for their families and all the other families of the Dominion. To achieve this, one group must be considered - the men who sail our ships - and this is the most important of all for it is these men who, in the final analysis have the last word regarding our work. Their safety and our security depend on the way we do our job.

**YOUR
EARNINGS**

"H.M.C. YOCKYARD" men and women get good pay. In order that increased ability and efficiency can be properly recognized, your progress will be reviewed from time to time.

OPPORTUNITY

All employees are given every consideration for greater responsibilities.

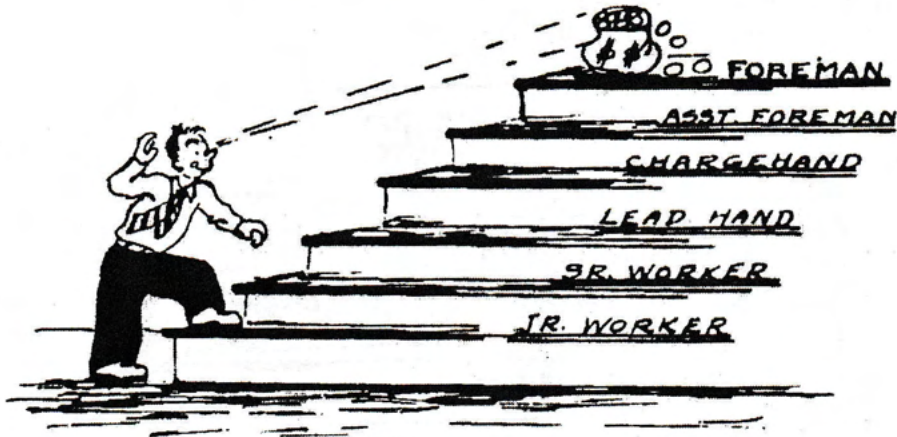
There is plenty of opportunity. H.M.C. YOCKYARD always needs capable men and women to fill positions of greater responsibilities.

All of us were once beginners in this business just as you are today.

Those in highly skilled, technical and supervisory jobs rose to their present positions on individual merit.

When an opportunity arises, every effort is made to provide promotions for those already within the organization.

If you believe you possess qualifications for another job, discuss the matter with your supervisor.



The clock cards are the means of recording the time you spend on the job. You will have a clock card identified with your name and identification number. This card is checked regularly to accumulate the total hours for which you are paid.

RECORDING YOUR TIME

When reporting for work, punch your clock card IN, and place it in the IN rack. When leaving work, punch your clock card OUT, and place it in the OUT rack. As an additional precaution look at your card to make certain that there is an IN and OUT time shown for each day that you have worked. If there is not notify your supervisor in order to avoid any error in your pay check.

Overtime at time and one half, is paid for all work duly authorized which is performed in excess of eight hours in any one day, forty four hours in any calendar week. Double time will be paid for work on the seventh day worked in any calendar week, or for holidays.





**YOUR
IDENTIFI-
CATION**

Identification cards and badges are for your own protection as well as for the protection of this plant. These practices are in agreement with federal regulations that call for protective measures in all plants.

Your identification card and badge identify you as an employee of H. M. C. DOCKYARD and serve as your pass in and out of the DOCKYARD. Your card is carried in your purse, wallet or pocket and your badge is worn continuously while at work in a visible position on the left side of your clothing. Badges are circular shaped enameled pins.

Protect your card and badge at all times. If they fall into the wrong hand they may be used to your own serious disadvantage or to the serious disadvantage of the Dockyard. In the event of their loss or misplacement, immediately report to the Civilian Personnel Office in order that prompt action may be taken and other arrangements made for your identification.



Your personal record which is filed in the Personnel Office is extremely important both to us and to you. Report any changes promptly such as your address, telephone, etc. to the Personnel Office. In case of emergency the Personnel Office must have your correct address and telephone number.

PERSONAL
RECORDS

TRAINING

On-the-job Training is given to all employees to insure correct operating practices and safe working procedures. An instructor, well trained for the job will show and tell you how to do your work. He will check your work and be glad to answer any questions you may have. Ask him when you are in doubt.

Do not overlook the opportunities for learning on the job. Foremen and older employees are well qualified to answer any questions about your work. Increase your own knowledge and skill but do not use wrong methods. When in doubt, see your supervisor.

Special training is available to those who for proper reasons require higher technical skills. If you feel entitled or in need of this type of training, see the Dockyard supervisor of training. He will be glad to discuss the matter with you.

Schedules are set up to show employees special films on technical work and safety methods. See your foreman about these.

Regardless of what training you take or where you take it be sure your foreman knows as he will keep in touch with your progress. Any special training you have had in the past should be on your Personal Record Card to avail you for the better job.

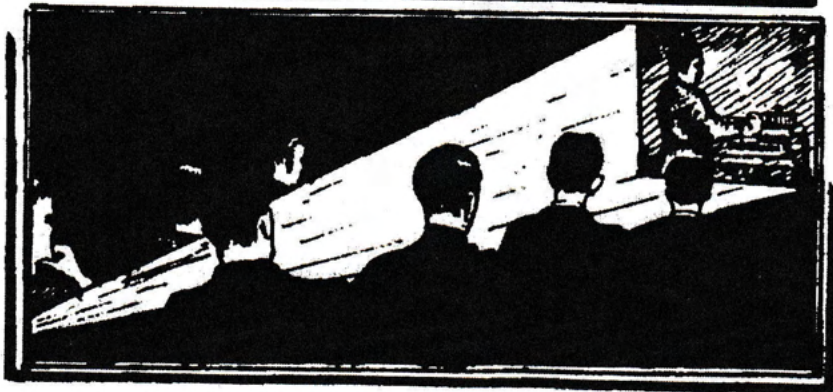


LEARN DRAFTING TO ADVANCE
YOUR ABILITY

MATHEMATICS
ALGEBRA
CALCULUS
AND OTHER SUBJECTS



TRAINING
CONFERENCES



INSTRUCTING WITH FILMS

**WHERE
TO PARK**

If you drive to work, your car can be parked in one of the conveniently located parking spaces. H.M.C. DOCKYARD will make every effort to protect your car and contents, but cannot assume any responsibility for loss or damage.

You should be vigilant and report immediately to Civilian Personnel Office any tampering with cars or tires on any of the vehicles parked in these spaces.

Please refrain from parking cars on the street, or in the sections not marked as such.

In order to avail yourself of the Dockyard parking privilege, you must first obtain a Vehicle Pass. See your Supervisor about it.





COOPERATION

Your success and the success of H.M.C. DOCKYARD are dependent upon cooperation. Without it our energies are wasted. With it we see our efforts transformed into accomplishment.

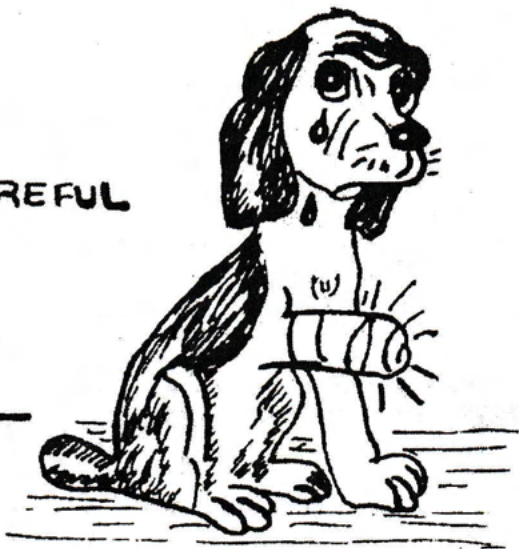
Over a period of years, certain Dockyard rules have been established that serve the best interests of all. When these rules are violated, the offender is subject to the penalty of dismissal.

Typical violations which demand such action are as follows:

1. When an employee intentionally punches the clock card of another employee (possibly involving both employees).
2. When an employee fights on Dockyard property or during working hours.
3. When an employee brings liquor into the plant, or consumes liquor on the premises, or reports for duty under the influence of liquor.
4. When an employee smokes in a restricted area, or during working hours when it is not permitted.
5. When an employee engages in any form of solicitation during working hours without permission.
6. When an employee is habitually tardy or absent from work for more than five days without the proper notification.

CO-
OPERATION

HE'LL BE CAREFUL
 NEXT TIME.
 "WHY NOT BE
CAREFUL FIRST—
IT PAYS!"



HAVE YOU
 A BETTER
 WAY OF
 DOING IT?

Progress in every field has been the result of some person's ingenuity in finding a better way of doing tomorrow what has been well done today.

By keeping on the alert, chances are you will occasionally be able to see better ways of performing a specific job or shortening a particular process.

If you have such a suggestion discuss it with your supervisor. You may also wish to send it to the Labour Management Production Committee for consideration. This committee, like similar committees in plants throughout Canada has one major purpose - that of increasing production.

If you are on the weekly salary roll you will be paid every Thursday.

PAY DAY

Should you be on the monthly roll, you will receive your cheque on the last day of the month unless the regular day falls on Saturday or Sunday. In that event cheques will be distributed on the preceding Friday.

If you note any apparent error in your pay cheque promptly notify your supervisor.

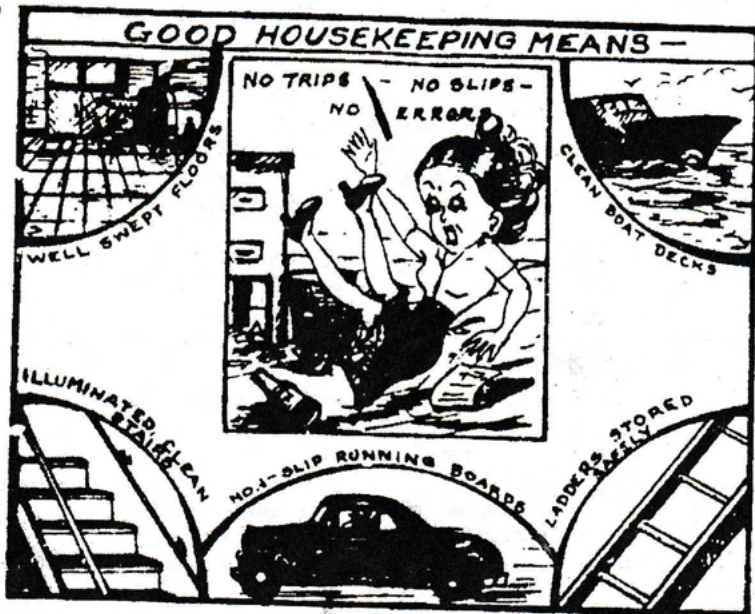
When you receive your pay cheque, you will find that certain deductions have been made. With the exception of those required by the Government, such as income and unemployment insurance tax no deductions will be made unless authorized by you beforehand.

PAYROLL DEDUCTIONS

Pay cheques by their very nature, are readily negotiable. If lost they may be cashed by unscrupulous persons when the cheque bears your endorsement. The best practice is to endorse your cheque just before you cash it.

ENDORISING CHEQUES

**THE REWARD OF THE WORKER
WHO PRACTICED SAFETY**



**GOOD
HOUSE-
KEEPING**

Since we all like to work best in clean, healthful surroundings, all departments are kept as clean and orderly as possible. You can do your part by placing refuse and paper in wastebaskets provided for this purpose, by keeping equipment in its proper place, and by generally observing the rules of good housekeeping.

Good housekeeping is thus a part of everyone's job. It means more than good appearance. It means good work, too.



"H.M.C. DOCKYARD" employees have enjoyed an enviable reputation for attendance and punctuality. These are highly desirable attributes and receive recognition in the employee's record.

IF YOU'RE
LATE.....

Although all of us are expected to be punctual, no deductions are made for tardiness of less than three minutes for employees on the Hourly Salary Payrolls. When tardy more than three minutes proper deductions will be made. No allowance is made for Civil Servants, who must be on TIME - all the TIME.

In order to take any property out of the premises other than clothing, have your supervisor issue a Package Pass to facilitate clearance at the exits.

THAT
PACKAGE
PASS

One of the most valuable assets of any business is Good Will. Although it seldom appears on a financial balance sheet it is always considered a very real and important possession.

PROMOTING
GOOD WILL



Poor Mr. Stocker
Left His Goggles
In His Locker!!

PLEASE ASK

Your supervisor is responsible for your work. He wants you to make a success of your new job and is prepared to help you do it. By asking for assistance, you will learn faster, make fewer errors. Remember, all ".....C. DOCKYARD" supervisors were once new employees - they will understand your problems.

ABSENTEES

There is a real need for your uninterrupted services. If, for any reason, you are unable to report for work, notify your supervisor as soon as possible by telephone or call the Civilian Personnel Office (Telephone 3-1161 and ask for extension 270).

Let's make our slogan, "Except for sickness, everybody on the job all the time".

SUPPOSE
YOU, MOVE

SMOKING

Are you going to move to a new address? Be sure to notify the Personnel Division of the change.

You can be certain your address is a matter of confidence between you and the Dockyard.

Smoking is not permitted except in designated areas or at designated periods.

If you wish to know where and when it is permissible to smoke, consult your supervisor.

Only in the case of emergency is it permissible for employees to make outside line calls.

There are available for your use in an emergency Jay Station telephones on each Jetty and at each Gate. For ordinary outside line calls please use this service during lunch hour.

IF YOU WANT
TO USE THE
PHONE



By glancing at the bulletin boards regularly, you can keep in touch with Dockyard events and announcements. You are advised to read all material on these boards daily.

KEEP
INFORMED

You are requested to have no personal mail addressed to H. M. C. Dockyard as our sorting and distributing facilities are not adequate for this purpose. An extreme delay might easily result where personal mail is involved.

YOUR
MAIL



Any form of solicitation during working hours without the permission of H.M.C. DOCKYARD, is a violation of a rule of long standing.

SOLICIT-
ATION

You are asked to co-operate by neither making nor receiving solicitations in violation of this rule.

**H. M. C.
DOCKYARD
MUTUAL
HEALTH
BENEFIT
ASS'N**

There is a plan which is now in the process of completion which will cover hospitalization, surgical indemnity, and salary reimbursement for all employees and their dependents. At the time of employment all new employees are advised to make inquiries about this plan.

**YARD
CRAFT**



Transportation is not available by Yard Craft to employees except those who are on duty at H.M.C. Dockyard and R.C.N.A.D. This service is for their use in carrying out their work. Schedules are available from your foreman. If you work at Bedford Magazine, it is your privilege to use this service as transportation to and from the Magazine. You are requested to use Yard Craft service in a fair way. Don't break the regulations which apply - Don't smoke on, or near, a Craft - Wait until the boat is properly secured before boarding or going ashore. Breaking the rules of Yard Craft are serious and can mean dismissal.

**LOST
AND FOUND**

If you find an article in or near the yard please take it to the Civilian Personnel Office where the person who lost it may claim it after proper identification.



Although we do everything possible to provide the safest of working conditions the prevention of accidents is largely a question of individual responsibility. This is true because accidents do not "just happen". Many of them can be prevented by reasonable care and forethought.

Running on stairs, through passageways or other parts of buildings - all are dangerous. Let's be careful carrying out our regular duties. A banana skin is not the only thing you can slip on. Keep all paper, bottles, wrappers in proper waste containers. Let us make our safety rule "Safety first and always".

Read your Safety Instruction Rule Book often. Remember - Your Supervisor is your Safety Instructor. Do not take that chance - ask him first.

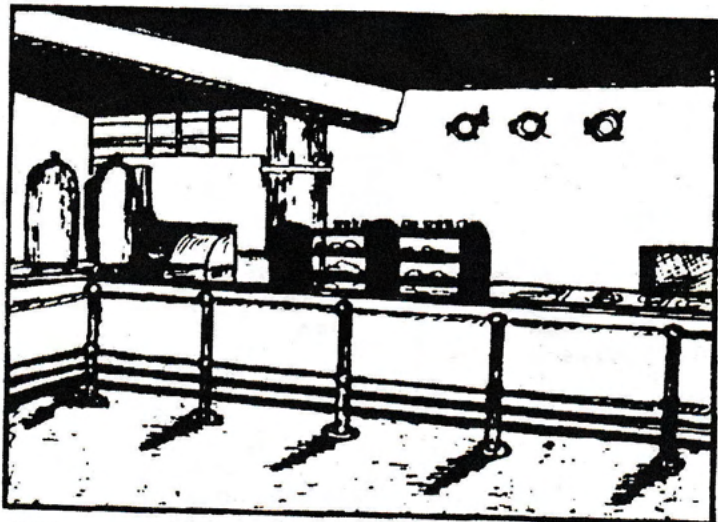
We join you in the sincere hope that your employment will be free from accident.

**WORKING
SAFELY
IS YOUR
RESPONSIBILITY**



**PREVENT
THIS!**

GOOD HOUSEKEEPING — WILL —

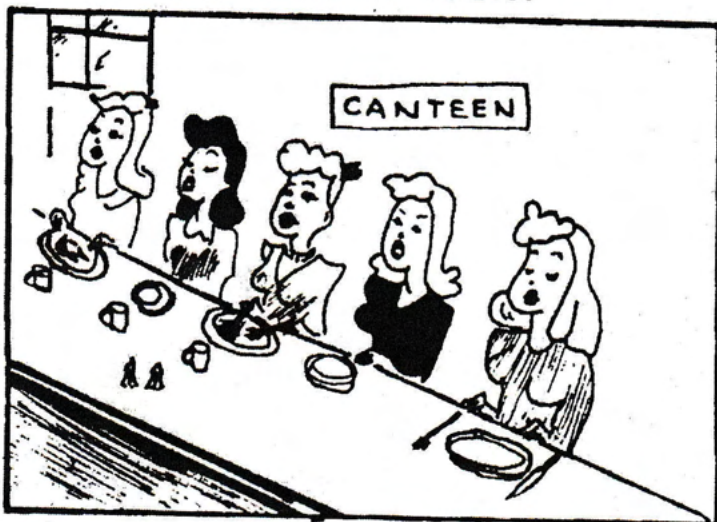


CAFETERIAS



You will want to have your lunch at one of the cafeterias. The food is good and the check is easy on the pocketbook because the units are operated on a non-profit basis.

Whether you patronize the cafeteria or bring your own lunch, you are always welcome to use the tables.



Hourly Rate Employees
Exempt Civil Servants

Vacation
With Pay

When you have worked 150 days, you have completed the required qualifying period for vacation with pay. You then begin to earn this leave at the rate of $\frac{1}{2}$ day per month. This may be taken in advance after the qualifying period is completed but if you should leave the employ of H.M.C. DOCKYARD, having taken unearned leave, a corresponding salary deduction from final pay cheque will be necessary.

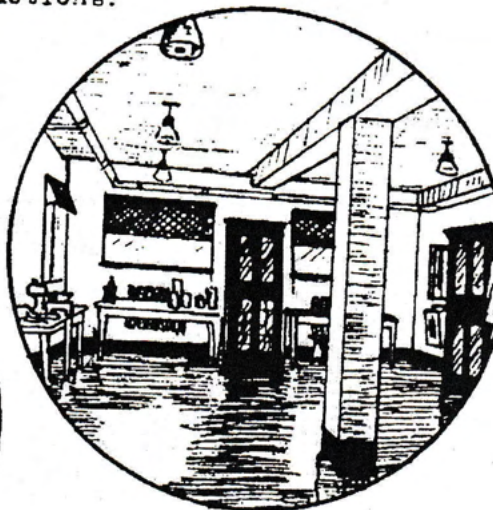
Civil Servants

If you are a Civil Servant, your annual leave accumulates at the rate of $1\frac{1}{2}$ days a month, after you have completed a six months qualifying period. This may be taken in advance, with stipulations as outlined for hourly rate employees applying here as well. However, Civil Servants, if your annual leave is not utilized before the end of the fiscal year, March 31, it must be forfeited.



MAGAZINE EMPLOYEES The principles of policy of H.M.C. DOCK-YARD and R.C.N.A.D. to a considerable degree apply to those who work in the magazine but some matters such as transportation, canteens, Safety Regulations etc. differ greatly. You will be instructed carefully on each of these points first during induction lectures and further by your supervisor.

At all times remember your supervisor is your safety instructor. He knows the correct way which is the safe way to do the job. Follow his instructions carefully. The Naval Magazine is as safe a place to work as any other type of business when you follow your supervisor's instructions.



Fire is our common enemy. By care and cooperation, each one of us can take a very important part in its prevention by becoming acquainted with the location of fire extinguishers in our vicinity, and finding out how to use them in the event of fire.

Because of the ever present danger of fire, matches, cigar and cigarette stubs and pipe ashes are never deposited in waste baskets or similar places.

If a fire occurs, go to the nearest telephone or nearest fire alarm box. Fire Hall number is 500 - a good one to remember.

While waiting for the fire squad to arrive, try to hold the fire in check by using the fire extinguisher in your department.

Fully equipped fire and defence squads are ready to swing into immediate action at any time of day or night.

FIRE PROTECTION



SAFETY



**SICK BAY
FIRST AID**

In case of injury, - even the smallest scratch, - go immediately to your supervisor who will take or direct you to the "Civilian Sick Bay". Our first aid facilities stand ready at all times to give treatment for any injury.

A scratch today unattended can easily result in the loss of your arm tomorrow.

"SAFETY IS A SOUND INVESTMENT"

EMPLOYEE ACTIVITIES

24

Some recreation is necessary to keep healthy minds and healthy bodies. As an H.M.C. DOCKYARD employee you are eligible to enjoy and participate in the H.M.C. DOCKYARD Athletic Association.

SOMETHING
FOR
EVERYONE

Financed by funds derived from the sale of membership cards, the organization is managed by H.M.C. DOCKYARD employees. Membership is acquired through your Departmental Representative.



Fans and players alike enjoy the regularly scheduled baseball games. In addition, games will be played from time to time with H.M.C.S. STADACONA and other organizations.

BASEBALL



Organization of this is planned. All those wishing to participate are asked to contact their foreman or Welfare Officer at the Personnel Office.

SOFTBALL



Basketball is another popular sport from the standpoint of players and spectators alike. Many teams play regularly scheduled games each year.

BASKETBALL

Swimming pool instruction and the full facilities of one of the most modern pools in Canada are available to all H.M.C. DOCKYARD Athletic Association members.

SWIMMING

**OTHER
SPORTS**

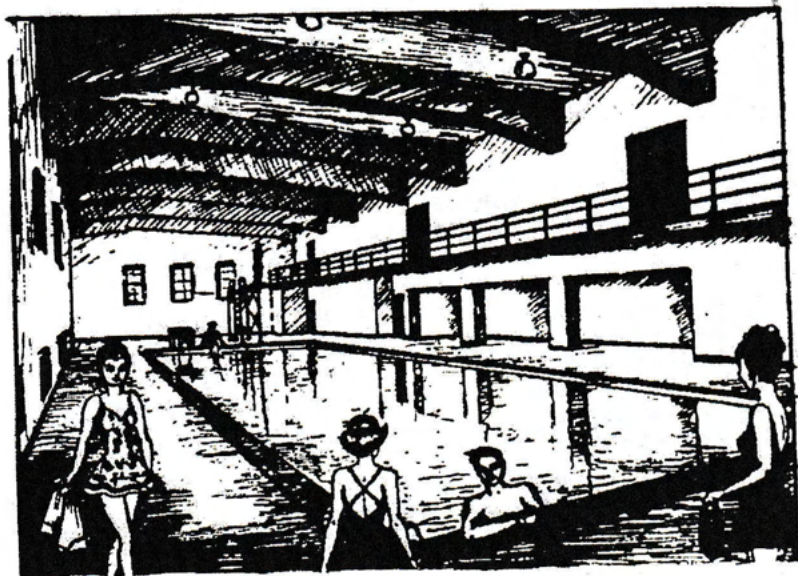
Badminton, Volley Ball and other games are available to all members of Athletic Association who show interest.

**ENTERTAIN-
MENTS**

Picnics, movies, dancing and other forms of entertainment are arranged from time to time upon request.

HOUSING

Your Welfare Department will assist you in obtaining desirable living accommodations.





Employees will please advise charge-hands of their intentions to state grievances to their foreman. The foreman will endeavour to settle any grievance; but should this not be possible he will advise the employee the proper channels through which a grievance should be taken. Your foreman is anxious to co-operate with you on all reasonable matters of this type. Your co-operation is a necessary factor in settling any grievances.

GRIEV-
ANCES

MEMO.

