



Atlantic Pilotage
Authority



Administration de Pilotage
de l'Atlantique

Workplace Health & Safety Committee Meeting

DATE/TIME: April 30, 2013

LOCATION: Halifax, NS

CHAIRPERSONS: John Griffin
Ian Wallace

OHS COORDINATOR: Elizabeth Stewart

MEMBERS: George Hilchie – Halifax Pilots
Ward Scott – Saint John Pilots
Tony Pierce – Cape Breton Pilots
Ron Broaders – Southeast NL Pilots
Ian Wallace – Launchmasters
Lovett Bremner – Deckhands
Julia Harvey – Dispatch Representative

ABSENT:

RECORDING SECRETARY: Marilyn Howells

Meeting Commenced: 01:35 am

1. Welcome

The Co-Chair (Ian Wallace) welcomed the Committee to our April meeting.

2. Agenda & Minutes

1.1 Review and Acceptance of Agenda
Discussion Highlights: <ul style="list-style-type: none">• It was requested to have the following added to the agenda under New Business:<ul style="list-style-type: none">▪
Conclusions: <ul style="list-style-type: none">• The April Agenda was reviewed and accepted with the above amendments.

1.2 Review and Acceptance of Minutes from March 2013
Discussion Highlights: <ul style="list-style-type: none">• The minutes from the March 2013 meeting were reviewed.
Conclusions: <ul style="list-style-type: none">• Minutes were approved.

3. APA OHS Goals/Objectives

3.1 Review of APA OHS Goals and Objectives:			
Discussion Highlights:			
<ul style="list-style-type: none"> • APA is working towards keeping injury numbers as low as possible. 			
Conclusions:			
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<u>Action Items:</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
•			

4. Business Arising From the Past Minutes

4.1 H₂S Gas Awareness			
Discussion Highlights:			
<ul style="list-style-type: none"> • H₂S monitors have been ordered. Once the monitors have been distributed the Pilots and the crew will calibrate their own monitors. • The contract for the H₂S Monitors includes a one day training schedule. Mr. Wallace will be included in the training for the H₂S Monitors. • Mr. Griffin is hoping to have the monitors installed on May 22nd in Saint John. • There are two Pilots left to take the H₂S Alive training in Saint John. • It was suggested that we look into the online course for the crew. • Mr. Griffin will send Mr. Wallace the link for the online training for the H₂S Awareness. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Send Mr. Wallace the link for the H ₂ S Awareness online training.	J. Griffin	May Meeting	

4.2 Sea Marshall Man Overboard (PLB) – Personal Locator Beacon			
Discussion Highlights:			
<ul style="list-style-type: none"> • The green test units and batteries need to be ordered for the Halifax Pilots. • 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Check on the status of the order	J. Griffin	May Meeting	

4.3 Black Water New Legislation			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Wallace requested a hard copy of the new Black Water Legislation to be posted on each boat in Halifax. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Send a laminated copy down to the Halifax boats	J. Griffin	May Meeting	

4.4 Water for the Fundy Pilot			
Discussion Highlights:			
<ul style="list-style-type: none"> • The Saint John crew are having water delivered. • The Authority is looking at having the water line hooked up to the existing water line located at the trailer. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Remove from the Agenda			

4.5 WHMIS Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Ms. Stewart checked on the availability of the bulk rates for on-line training. Ms. Stewart is working to obtain a contract and then we will start rolling it out to the pilots, and crew. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> 			

4.6 Boarding Pilots from Tugs			
Discussion Highlights:			
<ul style="list-style-type: none"> Deferred to May, 2013 meeting 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> 			

4.7 Evacuation Procedures in Dispatch			
Discussion Highlights:			
<ul style="list-style-type: none"> The Orientation Checklist has been sent to Ms. Harvey. Ms. Harvey will now update the new Dispatchers on the Evacuation process for Dispatch. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Closed 			

4.8 Safety Policy			
Discussion Highlights:			
<ul style="list-style-type: none"> This has been signed by Captain McGuinness and copies will be sent to the work sites. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Complete 			

4.9 Confined Space Entry Program			
Discussion Highlights:			
<ul style="list-style-type: none"> There is an on-line training for Confined Space Entry. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> 			

4.11 Ladders at Reeds Point			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin has forwarded the information to John McCann. Captain Scott reported that nothing has happened to date. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Follow up with Mr. McCann. 	J. Griffin	May Meeting	March 2013

4.11 Turn Styles at Whiffen Head Terminal			
Discussion Highlights:			
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Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

4.11 Weather Conditions Policy			
Discussion Highlights:			
<ul style="list-style-type: none"> • APA is slowly developing parameters and guidelines are being developed aligning with the weather watch procedures for each area. • Captain Rae presented a very good presentation on wave height, etc. to the Halifax Stakeholders in March. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
•	Ongoing		

4.12 Asbestos Testing Review			
Discussion Highlights:			
<ul style="list-style-type: none"> • Ms. Harvey, Mr. Griffin and Ms. Stewart reviewed the Air Assessment Report from Strum Consulting. The report stated that the air was within the recommended ppm with a decrease overall limits ppm. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

4.13 Emergency Preparedness & Response Program – Cogswell Tower

Discussion Highlights:

- Ms. Howells has contacted Crombie to organize a Lunch & Learn session for the office and Dispatch employees with regards to the emergency evacuation process for Cogswell Tower.

Conclusions:

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

4.14 Suggestions for Training for the Next Face-to-Face Meeting

Discussion Highlights:

- Ms. Stewart suggested that we have an injury prevention workshop – Julie Richards, Portland Physiotherapy has presented before for other OHS face-to-face meetings.
- Ms. Stewart has also requested quotes on ergonomics for Dispatch. Ms. Richards will work with the five (5) full-time Dispatchers on workplace ergonomics.
- Our face-to-face meeting will be June 25, 2013.

Conclusions:

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Arrange presentations for face-to-face.	L. Stewart	End of May	February 2013

5. New Business

5.1 Hearing Conservation Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Ms. Stewart called the NS Hearing & Speech to have the noise level testing completed on the Halifax boats. The NS Hearing & Speech Association will complete the testing at the same cost as two years ago. APA will have the noise level testing completed on the boats in Saint John. Ms. Stewart will check to see if the new boats already have this program built into them. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Locate a company in Saint John to test the noise level on the Saint John boats. 	L. Stewart	June, 2013	April 2013

5.2 Investigation Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin noted that Stewart McKelvie have an investigation checklist which he would like to compare to ours. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> 			

5.3 Casual Launchmasters

Discussion Highlights:

- Captain Hilchie inquired about the training of the casual launchmasters.
- Ms. Stewart noted that in Saint John the casuals are invited to go to the new boats whenever they are not working to complete training with the fulltime crew.
- It was suggested that the Halifax casuals complete a 4-hour training every 6 months with a fulltime launchmaster. Ms. Stewart would be aware of their training as it would be reflected on the pay sheets.
- The topic of floater coats for casual Launchmasters was brought forward. Ms. Stewart and Mr. Griffin noted that APA past practices are not to purchase floater coats for casual Launchmasters, but to have floater coats available on the boats for their use. APA will continue with this procedure. An XL floater coat will be ordered for the Saint John boats which will then give the Launchmasters two sizes on the boats for their use.

Conclusions:

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Action Items

Responsibility

Target Date

Date Introduced

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5.3 Audit the OHS Manual

Discussion Highlights:

- Ms. Stewart will contact Captain Reid from HSE Integrated requesting a contact to assist with the auditing of the OHS Manual. Captain Reid facilitated the Accident/Incident Investigation training that was completed during our November 2012 face-to-face meeting.

Conclusions:

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Action Items

Responsibility

Target Date

Date Introduced

-

6. Review of Monthly Reports

6.1 Review of OHS System:			
Discussion Highlights:			
<ul style="list-style-type: none"> No reports were received since the last OHS meeting. Captain Hilchie reported that they are still seeing ladders that are in bad condition on many ships. Captain Hilchie mentioned that Captain Rae and Captain Swan went to CMPA Meetings in Ottawa, and I ask them to see if they could push for Ship Safety to include inspections of Pilot Boarding Arrangements including ladders during Port State Inspections. Captain Swan sent to Captain Hilchie that an article on “SOLAS – Changes to Pilot Transfer Arrangements”. The link is http://www.westpandi.com/Publications/News/SOLAS---Changes-to-Pilot-Transfer-Arrangements/ 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

6.2 Review of Occurrence Reports:			
<i>(Summary of Reports Received Since Last Meeting & Actions Arising)</i>			
Discussion Highlights:			
<ul style="list-style-type: none"> No reports were received since the last meeting. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

6.3 Review of Inspection Reports:			
Discussion Highlights:			
<ul style="list-style-type: none"> Ms. Harvey and Ms. Stewart completed the inspection report for April for the Office. There were a few minor items to be looked at. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Complete 			

7. Hazards Due to Anticipated Change

7.1 (New Tools, Tasks, Equipment, Materials, Conditions and People)			
Discussion Highlights:			
<ul style="list-style-type: none"> Chebucto Pilot – <ul style="list-style-type: none"> The third tire will be installed when the warranty refit is completed which will probably be in June. Hand Rails and the mate saver – Would like to see the mate saver located just below the hand rail. Would require a self-locking bracket. Captain A.G. Soppitt – <ul style="list-style-type: none"> Mr. Bremner has not heard any complaints about the Captain A.G. Soppitt. She seems to be working very well. Captain Scott mentioned that the tethers are long. The test PLB units have been ordered through George Hickie. Contractors are again working on the boats without anyone on site. There should always be a member of the crew, Mr. Pilgrim or Mr. Carroll there when work is being completed on the boats. Mr. Griffin mentioned that we are investigating a potential site regarding relocating the pilot boats on the opposite side of the harbour. If this goes through it will take place in approximately 6 months to a year. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> 			

Meeting Adjourned: 3:15 pm

Next Meeting: May 21, 2013 @ 1:30 pm



John Griffin - OHS Chairperson



Ian Wallace - OHS Chairperson

Acronyms

AED – Automatic External Defibrillator
APA – Atlantic Pilotage Authority
ATL – Atlantic Towing Limited
EAHOR - Employer's Annual Hazardous Occurrence Report
ECTUG – East Coast Towing
EPIRBS – Emergency Position Indicating Radio Beacon
HSE – HSE Integrated
IEL – Industrial Engineering Limited
OHS – Occupational Health & Safety
MOB – Man Overboard
MSDS – Material Safety Data Sheets
NB – New Brunswick
NL – Newfoundland & Labrador
NS – Nova Scotia
SART – Search and Rescue Transponder
SOP – Safe Operating Procedures
WHSC – Workplace Health & Safety Committee

List of Main Items / Issues Completed (Commencing January 2011)

- Jetty Construction – Come by Chance Refinery 2010 January 2011
- Noise Level Testing on APA #18 February 2011
- Cogswell Tower Evacuation Procedures – APA Main Office & Dispatch February 2011
- Casual Boat Crew Footwear February 2011
- Access to Pilot Boat Berth in Saint John February 2011
- APA #20 Plotter/AIS system now working February 2011
- Stove/Fridge on the APA #1 replaced February 2011
- Digital Cameras on Pilot Boats February 2011
- Pilot Ladder Inspections February 2011
- Fuel Storage Tank February 2011
- Digital Cameras on Pilot Boats March 2011
- New Stove for the APA #1 March 2011
- Pilot Ladders March 2011
- Hallway Obstruction in Cogswell Tower March 2011
- APA 20 Plotter/AIS April 2011
- Cogswell Tower Hallway Obstruction April 2011
- Port Auxiliary Hour Meter on the APA #20 April 2011
- Confined Space Entry on Pilot Boats May 2011
- Review of Drill Programs May 2011
- Inclement Weather Training for Pilot Boat Crews - SOP May, 2011
- Inspection Program and the Fire Procedures Program June, 2011
- 3ml Wet Suits for Wearing Underneath Clothing June, 2011
- First Aid Certificates June, 2011
- Attendance at OHS Meetings – Time Compensation June, 2011
- Gyrostatic Stabilizer October 2011
- Strobe Light Batteries January 2012
- Review of Risk Assessment & Control Program February 2012
- Confined Space Update Light in the Lazarette February 2012
- SOP Final Review - #5, #10, and #15 February 2012
- Fatigue – ULCC: Placentia Bay February 2012

- Conference Calls February 2012
- Fuel Stops February 2012
- Jetty Safety – Ice/Snow Removal February 2012
- 2012 Annual Training Plan March 2012
- Evacuation of Cogswell Tower April 2012
- Review of the Employer’s Annual Hazardous Occurrence Report (EAHOR) April 2012
- Security on the Halifax Boats April 2012
- Emergency Engine Room Stop has been fixed on the boats in Halifax and Saint John April 2012
- The annual Asbestos Report has been completed and reviewed with no issues. April 2012
- In Saint John the gate has been adjusted as the gate was opening the wrong way. April 2012
- The Communication problem in Halifax, i.e. no one is notified when contractors will be coming and who will be there while the contractor is performing the work, has been resolved. May 2012
- Security on the Halifax Pilot boats has been resolved. A chain and signage has been installed. June 2012
- Letter regarding the Pilot Boat Contractor representation on the APA OHS Committee. June 2012
- The shaft on the search light on the APA #20 has been replaced. September 2012
- The 4th crew began work in Saint John on August 16, 2012 and are now working 12 hour shifts on a schedule unanimously decided by the crews. September 2012
- A practice run of the evacuation process was completed in Dispatch. October 2012
- The fuse box on the APA #20 was fixed. October 2012
- Letter issued advising that the crew should have their certificates with them at all times. October 2012
- Security signage installed for the Halifax boats. November 2012
- Hours of Work Log with the Contractors in Cape Breton November 2012
- Completion of MSDS Binders November 2012
- Julie Harvey and Ian Wallace have been registered for Due Diligence course for Feb/13. January, 2013
- Rescue Sticks purchased for the boats. January 2013
- Heated Deck on the Fundy Pilot. January 2013
- Ordered Lock & Tags for the boats. January 2013
- The revised drill schedule for Saint John and for Halifax has been completed. January 2013
- As a result of hiring a 4th crew, the Saint John crew have accepted the new shift schedule. January 2013
- Emergency Lighting in Dispatch. February 2013

Agenda Items for Review At The Next Face-To-Face Meeting				
	Agenda Item	Responsibility	Deadline	Date on Last Minutes
1.	Annual Inspection of Contract Pilot Boats	John Griffin	June 2013	January 2013
2.	Emergency Lighting in Dispatch	John Griffin	June 2013	January 2013
3.				
4.				

Action Items To Be Completed

<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Meet with Captain McGuinness on the Annual OHS Objectives.	Liz Stewart	April 2013
2. Resend the H2S Gas Awareness SOP to the OHS Committee for review.	Liz Stewart	March 2013
3. Send out SOP #171 H2S Gas Awareness to the Committee for review by September.	John Griffin	April 2013
4. Complete cost comparison for H2S Gas Monitors and send to Captain McGuinness.	John Griffin	April 2013
5. Send out the Sea Marshall website for the Personal Locator Beacon to the Pilots.	John Griffin	April 2013
6. Send memo to the boat crew informing them of the Black Water Legislation.	John Griffin	April 2013
7. Check with Port of Saint John as to where water can be accessed for the boats.	John Griffin	April 2013
8. Check on the availability of a bulk rate for WHMIS training and then send the link to the OHS Committee.	Liz Stewart	April 2013
9. Send a memo to the Pilots and crew regarding boarding Pilots from Tugs.	John Griffin	April 2013
10. Send out the Safety Policy for review and then have it signed by Captain McGuinness.	Liz Stewart	April 2013
11. Check into the availability of the online training for Confined Space.	Liz Stewart	April 2013
12. Order a size Large floater coat and have it sent to Saint John	Liz Stewart	April 2013
13. Contact the Saint John Port Authority regarding the Reeds Point ladders	John Griffin	April 2013
14. Send a memo to the boat crew regarding scraping off the ice and salting the deck.	John Griffin	March 2013
15. Investigate the possibility of access cards for the Pilots at Whiffen Head.	John Griffin	March 2013
16. Look into the salting and removal of snow from the Halifax dock.	John Griffin	September 2013
17. Suggestions for the next face-to-face.	OHS Committee	Ongoing
18. Arrange a Lunch & Learn Training Session regarding emergency preparedness And response program for Cogswell Tower	Liz Stewart	May/June 2013
19. Weather conditions policy	John Griffin	April, 2013