



Atlantic Pilotage
Authority



Administration de Pilotage
de l'Atlantique

Workplace Health & Safety Committee Meeting

DATE/TIME: May 6, 2014

LOCATION: Halifax, NS

CO-CHAIRS: John Griffin
Ian Wallace

OHS COORDINATOR: Jennifer Holland

MEMBERS: Gary O'Donnell – Halifax Pilots
Ward Scott – Saint John Pilots
Tony Pierce – Cape Breton Pilots
Ron Broaders – Southeast NL Pilots
Glenn Hoffe – Western NL
Ian Wallace – Launchmasters
Lovett Bremner – Deckhands
Julie Harvey – Dispatch Representative

ABSENT: Captain O'Donnell, Captain Scott

RECORDING SECRETARY: Marilyn Howells

GUESTS:

1. Welcome

Mr. Griffin welcomed the OHS Committee to the May 6th meeting.

The meeting commenced at 10: 00am

2. Agenda & Minutes

2.1 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 May 6th Agenda was reviewed and accepted as written.

2.2 Review and Acceptance of Minutes from April 8, 2014
Discussion Highlights: <ul style="list-style-type: none">•
Conclusions: <ul style="list-style-type: none">• Minutes were approved as written.

3. Business Arising From the Past Minutes

3.1 Annual Inspection of Pilot Boats			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Griffin will be visiting Western Newfoundland around the end of May and will be completing the inspections on Ron Manual's boat and Don Johnson's boat in Humber Arm. • Would like to go to Cape Breton to go over the forms with the Pilot Boat Contractor in Sydney. • Mr. Griffin will be sending Captain Hoffe copies of the inspection forms when he sends them out to Ron Manuel and to Don Johnson. • Mr. Griffin will also send Captain Broaders the pilot boat inspection forms. • Captain Hoffe reported that the Indian Lake boat is out of the water now. Ron Manual's winter boat is still operational and will have his summer boat in the water by next week. • Mr. Griffin received an email from Charlie Anonsen who is in the process of hiring additional crew for the Pilot Boat in St. John's. • Ms. Harvey requested that when Pilots are completing their ESF and you have something you want to inform the office about, then check off the incident button and type in your information. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Forms and updated inspection to be sent out.	J. Griffin	Next Meeting	

3.2 H2S Gas

Discussion Highlights:

- Mr. Griffin has been sending out emails for H₂S training. One pilot from Newfoundland has been registered but he has not heard from the other Pilots involved.
- Captain Wallace would like to have information on H₂S gas sent to Officer in charge for the vessel traffic.
- Spare batteries have been ordered along with screw drivers and a locking mechanism for the monitors. Mr. Griffin understands that Cape Breton is going to new monitors that are more battery friendly.
- There is only one pilot in Saint John left to take this training. Several Pilots in the other areas.
- The target to try to complete the training by the fall.
- Ian suggested that it might be better to have the training completed for everyone in our meeting room. John noted that Halifax was the only area that that would work and he is looking into this.

Conclusions:

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Action Items

- Send information on H₂S Gas to the Officer in Charge for Vessel traffic.

Responsibility

J. Griffin

Target Date

Next Meeting

Date Introduced

May 2014

3.3 Ladder at Reeds Point			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin reported that Captain Griffiths brought this issue to the attention of the Port of Saint John during a meeting in April. 			
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"> Ongoing 			February 2013

3.4 Audit of OHS Manual			
Discussion Highlights:			
<ul style="list-style-type: none"> Manual has been sent to HSE Integrated. Ms. Holland has spoken with Kevin Reid and he has completed his review but would like to have a pilot boat session and then he can go over everything Looking at possibly having the report presented at the June Face to Face 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"> Arrange for a time when Mr. Reid can visit the Pilot Boat. 	J. Holland	Next Meeting	April 2013

3.5 Onboard Fire Prevention and Control Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Fire plan for the Fundy Pilot and the Soppitt still need to be completed for the OHS Policies. Mr. Carroll has confirmed that no smoking is permitted on any APA Pilot Boat. Smoking signs are posted. 			
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"> Work on completing the Fire Plans. No Smoking signs to be installed on the pilot boats. 	B. Carroll/S. Corkum S. Corkum	June Meeting May Meeting	June 2013

3.6 Black Water Discharge Valve			
Discussion Highlights:			
<ul style="list-style-type: none"> • Still waiting for the fitting in Saint John and in Halifax • The site of the overboard discharge on the #1 is a concern. • The Committee decided that this is now an operational issue and will now be removed from the OHS Agenda. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

3.7 Superport Marine Pilot Boat Grounding			
Discussion Highlights:			
<ul style="list-style-type: none"> • The letter has been sent to upper Management for discussion. • The pilots made a point with Management when they were in Cape Breton for a Pilots meeting. • Mr. Griffin has approached the Port for a copy of the report, but as of today's date nothing has been received. • Mr. Griffin noted that a report is good to have, not to point fingers but it is important to know if something was deficient then we can find the source of the problem and find a solution. • There are concerns from Management about how things are working the contractors and Management is looking closely at the contractors. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Update the Date Introduced Column	Ms. Howells/Ms. Holland	Next Meeting	
• Invite Captain Griffiths to attend the next meeting	Mr. Griffin		

3.8 PLB Replacement			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain O'Donnell is absent today as he is on assignment. • Captain O'Donnell will update the Committee at our next meeting. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Tabled to next meeting	Captain O'Donnell	May Meeting	November 2013

3.9 Hours of Work Log for Contract boats			
Discussion Highlights:			
<ul style="list-style-type: none"> • Hours of Work Logs, Drills Log and the Pilot Embarkation/Disembarkation Log have been sent out for review and action. • Management has had some concern that this has not been completed in the past. • Mr. Griffin has asked that these forms be sent in once a month to him for the Contractor and Employee Boats. • Captain Pierce requested that one copy of this paperwork be sent to Superport Marine. Mr. Griffin will copy Captain Pierce on the email to the Superport Marine. • Super Port has just hired a Launchmaster, Rex Barnes. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Ongoing	J. Griffin	Next Meeting	Sept 2011

3.10 Strum Report			
Discussion Highlights:			
<ul style="list-style-type: none"> At the time the Strum Report was completed the company has lowered the bench mark from previous years, so there were more items reported in this year. Mr. Griffin has forwarded to the report to Crombie for review and has inquired as to the future plans for removal of the asbestos on our floor. Crombie has reported back that nothing has been planned for the next 5 years for this floor. Mr. Griffin has requested that Crombie look at the ceiling tiles that were mentioned in the Strum Report. 			
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 			April 2014

4. New Business

4.1 Importance of Committee Members Attending Meetings			
Discussion Highlights:			
<ul style="list-style-type: none"> Captain Pierce has a concern that Pilots are not attending meetings due to assignments. Mr. Griffin mentioned that if possibly every committee member should attend. Some areas have more traffic and which makes it more difficult for some committee members to always be at a 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"> Complete 			April, 2014

4.2 Scent Policy			
Discussion Highlights:			
<ul style="list-style-type: none"> • A request was submitted to the OHS Committee to remind everyone in the office and in Dispatch about the Scent Free Policy. • After a short discussion it was suggested that APA purchase a sign for the front door stating “Scent Free Office”. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Have a scent free workplace sign made for the door.	J. Holland	Next meeting	April 2014

4.3 Lack of a Pilot Boat for Voisey’s Bay			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Hoffe was asked on behalf of Captain Squires to propose the idea of a pilot boat for Voisey’s Bay. • Mr. Griffin mentioned that this issue has been brought up with Captain McGuinness and has been presented to Fed Nav. APA did a cost analysis for Fed Nav. • There are only 3 licensed pilots for Voisey’s Bay. When Captain Squires is performing jobs for Voisey’s Bay, APA is taking him out of his present district which puts a strain on the other two pilots in Western NL. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
•			April 2014

4.4 Suggestions for June Face to Face Meeting			
Discussion Highlights:			
<ul style="list-style-type: none"> The June Face to Face meeting will be held on Tuesday or Wednesday, June 24th or 25th. The Committee members were asked to think of training ideas for this 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"> Suggestions for the June Face to Face meeting. 	OHS Committee	May Meeting	April 2014

5. Review of Monthly Reports

5.1 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 since last 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"> Complete 			

5.2 Review of OHS System:			
5.2.1 Hearing Conservation Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Ms. Holland spoke with Mr. Griffin as she is new with the program. Ms. Holland and Mr. Griffin will look into NS Hearing & Speech to have them complete a testing on the pilot boats. 			
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 			

5.2 Review of OHS System:			
5.2.2 Investigation Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin would like to have a speaker come in for the face to face meeting as we now have several new members on the committee this year. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Complete			

5.3 Review of Inspection Reports: <i>(Summary of Reports Received Since Last Meeting & Actions Arising)</i>																			
Discussion Highlights: <ul style="list-style-type: none"> The office inspection report was completed. The issue from the office inspection are: the bamboo mats in Dispatch should to be replaced as they are worn out; The two emergency batteries in the office are not working; and we need to update the inspection forms. 																			
Conclusions: <ul style="list-style-type: none"> 																			
<table border="1"> <thead> <tr> <th><u>Action Items</u></th> <th><u>Responsibility</u></th> <th><u>Target Date</u></th> <th><u>Date Introduced</u></th> </tr> </thead> <tbody> <tr> <td>• Check on the replacement of the bamboo mats in Dispatch.</td> <td>J. Holland</td> <td>Next Meeting</td> <td>April 2014</td> </tr> <tr> <td>• Call Crombie regarding the air screen in Ms. Holland's office.</td> <td>J. Holland</td> <td>Next Meeting</td> <td>April 2014</td> </tr> <tr> <td>• Update the inspection form for the office.</td> <td>J. Holland/J. Harvey</td> <td>June Meeting</td> <td>April 2014</td> </tr> </tbody> </table>				<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>	• Check on the replacement of the bamboo mats in Dispatch.	J. Holland	Next Meeting	April 2014	• Call Crombie regarding the air screen in Ms. Holland's office.	J. Holland	Next Meeting	April 2014	• Update the inspection form for the office.	J. Holland/J. Harvey	June Meeting	April 2014
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>																
• Check on the replacement of the bamboo mats in Dispatch.	J. Holland	Next Meeting	April 2014																
• Call Crombie regarding the air screen in Ms. Holland's office.	J. Holland	Next Meeting	April 2014																
• Update the inspection form for the office.	J. Holland/J. Harvey	June Meeting	April 2014																

Meeting Adjourned: 11:25 am

Next Meeting: May 28, 2014 @ 10:00 am



 John Griffin - OHS Co-Chair



 Ian Wallace - OHS Co-Chair

Acronyms

AED – Automatic External Defibrillator
APA – Atlantic Pilotage Authority
ATL – Atlantic Towing Limited
CBSA – Canadian Border Services Agency
EAHOR - Employer’s Annual Hazardous Occurrence Report
ECTUG – East Coast Towing
EPIRBS – Emergency Position Indicating Radio Beacon
HSE – HSE Integrated
IEL – Industrial Engineering Limited
IMO - International Maritime Organization
OHS – Occupational Health & Safety
MOB – Man Overboard
MOSH - Marine Occupational Safety Handbook
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
- Memo sent to the Pilots in NL regarding the safety instructions for going through the turn styles at Whiffen Head Terminal. March 2013

- Access of water for the Fundy Pilot. April 2013
- Evacuation Procedures for Dispatch has been reviewed and is now complete. April 2013
- 2013 Safety Policy has been signed by Captain McGuinness. April 2013
- The Air Assessment Report from Strum Consulting has been reviewed and is complete for 2013. April 2013
- Emergency Preparedness and Response Program for Cogswell Tower April 2013
- A bulletin board has been placed in Dispatch for all notices regarding above ceiling work. May 2013
- Emergency Lighting in Dispatch June 2013
- Black Water New Legislation June 2013
- Weather Conditions Policy June 2013
- Hearing Conservation Program June 2013
- Casual Launchmaster Training June 2013
- Inspection Program Review June 2013
- CMPA Meeting – Ship Safety June 2013
- A memo was sent out to the tug operators regarding the proper equipment required for APA Pilots September 2013
- Mr. Griffin updated the OHS Committee on the requirements and procedures for visitors on the Pilots boats. September 2013
- Copies of the MOSH (Marine Occupational Safety Handbook) has been given to all APA Pilot boats. September 2013
- A memo was sent to all Pilot boats stating that the accommodation hatch must be kept closed when the vessels are underway. September 2013
- Programming has been completed giving Ms. Stewart and Mr. Griffin Service requests that are coded Safety which will keep them up-to-date with the inspections. November, 2013
- The OHS Committee agreed to use CCOHS for the WHMIS training once the new changes are finalized. November 2013
- The Return-to-Work program is working well. The Committee suggested that this should be removed from the OHS Binder as this program can now stand on its own. November 2013
- Safety Bulletin sent out to the OHS Committee, Pilots and Boat Crew on the usage of Cell Phones/Tablets while at work. January, 2014
- Appointment of Captain Hoffe as the Western NL OHS Representative. January 2014
- Transportation of Peach Officers on APA Halifax Pilot Boats February 2014
- Review of Dispatch Evacuation Procedures with all dispatchers. February 2014
- Movement of Life Rafts should no longer be completed by the boat crew but should be completed by a boom truck. February 2014
- Discussion regarding the purchasing of safety boots for Pilots. It was noted that under the collective agreement APA agrees to pay for safety boots as required. February 2014

Agenda Items for Review At The Next Face-To-Face Meeting				
	Agenda Item	Responsibility	Deadline	Date on Last Minutes
1.	Pilot Boat Tethers & Railings for the Soppitt	W. Scott/J. Griffin	When the Soppitt is back from refit.	February 2014
2.				
3.				
4.				

Action Items To Be Completed For the May 27, 2014 Meeting

<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Inspection forms to be updated and sent out	J. Griffin	May Meeting
2. Send information on H ₂ S Gas to the Officer in Charge for Vessel Traffic.	J. Griffin	May Meeting
3. Arrange for Mr. Reid to visit the Pilot Boat.	J. Holland	May Meeting
4. Work on completing the Fire Plans.	B. Carroll/S. Corkum	June Meeting
5. No smoking signs to be installed on the pilot boats.	S. Corkum/J. Holland	May Meeting
6. Update the Date Introduction Column	M. Howells/J. Holland	May Meeting
7. Invite Captain Griffiths to attend the next meeting.	Mr. Griffin	May Meeting
8. PLB Replacement Update	Captain O'Donnell	May Meeting
9. Have a scent free workplace sign made for the office door.	J. Holland	May Meeting
10. Suggestions for the June Face to Face meeting	OHS Committee	May Meeting
11. Check on the replacement of the bamboo mats in dispatch	J. Holland	Next Meeting
12. Call Crombie regarding the air screen in Md. Holland's office.	J. Holland	Next Meeting
13. Update the Inspection Form for the Office.	J. Holland/J. Harvey	June Meeting