

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

DISTRIBUTION OF AUTHORITY, RESPONSIBILITY & ACCOUNTABILITY

The mandate of the Atlantic Pilotage Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient pilotage service within the designated waters of the Atlantic region. Pilots play a key functional role in fulfilling that mandate, and their work clearly exposes them to considerable inherent risk. The other members of our pilotage team, from those who operate our pilot boats to our dispatchers and administrative staff, also experience their own work-related risks. The intent of this OHS System is to eliminate or control those risks, and its success depends on each person knowing and fulfilling his or her responsibilities for safety.

Authority can be defined as the power that an individual has to act and to get others to do things. Responsibility, on the other hand, is the obligation or duty an individual has to get things done. Ultimately, the authority and responsibility for OHS at the Atlantic Pilotage Authority lies with the board of directors and cascades down the organization by way of delegation.

Accountability means determining if individuals properly exercise their authority and carry out their responsibilities. Accountability requires clearly defined standards against which performance can be evaluated. Accountability tends to flow back up the organizational structure.

These three attributes – authority, responsibility and accountability – go hand-in-hand. All three must be present and defined for each level within the organization so that the Internal Responsibility System (IRS) can function effectively. Only then can this OHS System be successful.

The Canada Labour Code, Part II, the Canada Shipping Act, and relevant regulations are the guiding documents that define specific OHS duties and requirements for the Atlantic Pilotage Authority and its employees. Those legislative documents detail specific requirements and shall prevail when determining complete responsibilities.

Care must be exercised by all parties at the Atlantic Pilotage Authority to remain current with legislated requirements and standards, and to incorporate any changes into this OHS System manual.

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Board of Directors

1. Every Director of the Atlantic Pilotage Authority has a duty to ensure that the organization complies with the Canada Labour Code Part II, the Canada Shipping Act and relevant OHS regulations, as they apply.
2. Every Director is responsible for:
 - a) setting the broad vision for OHS performance.
 - b) ensuring that this OHS System is implemented and maintained current.
 - c) holding the officers of the Atlantic Pilotage Authority accountable for their OHS performance.
 - d) reviewing, at least annually (at the annual general meeting), the implementation, maintenance and effectiveness of this OHS System.

Chief Executive Officer

1. The Chief Executive Officer of the Atlantic Pilotage Authority has a duty to ensure that the organization complies with the Canada Labour Code Part II, the Canada Shipping Act, and relevant OHS regulations, as they apply.
2. The Chief Executive Officer is responsible to the Board of Directors for the overall management of occupational health and safety at the Atlantic Pilotage Authority and for ensuring that:
 - a) the OHS System is implemented and maintained current.
 - b) the Internal Responsibility System (IRS) is functioning effectively.
 - c) sufficient resources are allocated for health and safety.
 - d) OHS reports from managers and others are responded to promptly and properly.
 - e) the Workplace Health and Safety Committee (WHSC) members receive appropriate support, and are actively consulted on matters relating to the health and safety of employees.
 - f) managers are held accountable for their health and safety performance.
 - g) the implementation, maintenance and effectiveness of this OHS System will be reviewed at least annually.
3. The Chief Executive Officer or Chief Operating Officer as his designate shall assume a leadership role in promoting the effectiveness of the OHS System by:
 - a) establishing annual OHS objectives, in consultation with the WHSC.
 - b) actively promoting the Atlantic Pilotage Authority's stated OHS policies and principles.

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Chief Executives and Managers

1. Every manager at the Atlantic Pilotage Authority, within his/her functional area of responsibility, has a duty to ensure that the organization complies with the Canada Labour Code Part II, the Canada Shipping Act, and relevant OHS regulations, as they apply.
2. Every manager is responsible to the Chief Executive Officer for ensuring that:
 - a) occupational health & safety is promoted as a core value of the organization.
 - b) the OHS System is implemented, and changes needed to keep the system current are identified and acted upon.
 - c) OHS reports from supervisors and employees are encouraged.
 - d) reports are promptly and properly responded to, and solutions to OHS problems and opportunities are applied.
 - e) unresolved problems or opportunities are reported upward.
 - f) resources are properly allocated to address OHS deficiencies and opportunities.
 - g) subordinates are held accountable for their health and safety performance.
3. Every manager shall assume a leadership role in promoting the effectiveness of the OHS System by:
 - a) working cooperatively with employees, supervisors, other managers and outside agencies.
 - b) taking initiative to reduce risk.

Launchmasters or Supervisors

(including Launchmasters and managers who directly supervise employees)

1. Every supervisor at the Atlantic Pilotage Authority, within his/her functional area of responsibility, has a duty to ensure that the organization complies with the Canada Labour Code Part II, the Canada Shipping Act, and relevant OHS regulations, as they apply.
2. Supervisors play a key role in the success of this OHS System. Every supervisor is responsible for ensuring that:
 - a) the programs within this OHS System that apply to his/her area of responsibility are implemented, and that changes needed to keep the programs current are identified and reported upward.
 - b) required OHS documents (including reports, checklists, etc) are completed and are forwarded to the APA office on time, as indicated in the various programs. Each full-time and casual Launchmaster is responsible for all OHS documents scheduled for completion during his/her shifts. Full time Launchmaster are,

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however, ultimately responsible for ensuring that all relevant reports and other documents are properly completed and forwarded.

- c) OHS-related reports from employees are encouraged.
 - d) reports are properly responded to, and solutions to OHS problems and opportunities are applied.
 - e) unresolved problems and opportunities are reported upward.
 - f) required training is identified and conducted.
 - g) employees are qualified and able to perform the work safely.
 - h) the work is observed to identify and correct hazards.
 - i) employees are coached, as necessary, on safe, effective work practices.
 - j) requirements of this OHS System (including Safety Rules, Safe Operating Procedures, etc) and applicable regulations are enforced.
 - k) subordinates are held accountable for their health and safety responsibilities and performance.
3. Every supervisor will assume a leadership role in promoting the effectiveness of the OHS System by:
- a) working cooperatively with employees, other supervisors, managers, and outside agencies.
 - b) taking initiative to reduce risk.

Pilots

1. Every Pilot at the Atlantic Pilotage Authority has a duty to ensure compliance with the Canada Labour Code Part II, the Canada Shipping Act, and relevant OHS regulations, as they apply.
2. Every Pilot is responsible for ensuring that:
 - a) transfers to and from vessels are performed as safely as possible, taking into account the inherent risk.
 - b) his/her own safety or the safety of others is not exposed to undue risk if conditions are clearly unacceptable.
 - c) hazards are corrected, where possible, and unresolved problems and opportunities are reported upward.

Deckhands

1. Every Deckhand at the Atlantic Pilotage Authority has a duty to ensure compliance with the Canada Labour Code Part II, the Canada Shipping Act, and relevant OHS regulations, as they apply.
2. Every Deckhand is responsible to the Launchmaster for ensuring that:
 - a) the requirements of this OHS System are followed.

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- b) initiative is used to reduce risk.
- c) problems and opportunities are identified and solved.
- d) unresolved problems and opportunities are reported to the appropriate supervisor, Launchmaster and Pilot Boat Operations Manager.
- e) the effectiveness of this OHS System is promoted through cooperation with co-workers and others.
- f) the work is observed to identify and correct hazards.
- g) Under the guidance of the Launchmaster, fellow casual employees are coached, as necessary, on safe, effective work practices.

All Employees

1. Every employee (including office staff) at the Atlantic Pilotage Authority has a duty to ensure compliance with the Canada Labour Code Part II, the Canada Shipping Act, and relevant OHS regulations, as they apply.
2. Every employee is responsible for ensuring that:
 - a) the requirements of this OHS System are followed.
 - b) initiative is used to reduce risk.
 - c) problems and opportunities are identified and solved.
 - d) unresolved problems and opportunities are reported to the appropriate supervisor.
 - e) the effectiveness of this OHS System is promoted through cooperation with co-workers and others.

OHS Coordinator

1. The OHS Coordinator is responsible to the Chief Executive Officer of the Atlantic Pilotage Authority for organizing the implementation and maintenance of this OHS System and manual.
2. The OHS Coordinator is responsible for maintaining this OHS System Manual current with any amendments or relevant changes to programs and to OHS legislation and regulations.
3. The OHS Coordinator is responsible for the control of all documents related to this OHS System, and for producing accurate monthly and annual statistics that will be used to monitor the effectiveness of the OHS System.