

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

DRILLS PROGRAM

PROGRAM OVERVIEW

Various drills are required by regulations, and are necessary so that APA's operational employees and contracted crews can respond quickly and properly in the event of a marine emergency.

It is mandatory that the following drills be performed on each pilot boat owned by the APA:

- **Person Overboard Drills**
- **Steering Gear Drills**
- **Life-saving & Fire Drills**

In a marine emergency, survival often depends on the quick and efficient response that can only be learned by practicing realistic drills. Person Overboard Drills and some aspects of Life-saving & Fire Drills need to be executed at "**real time**" speed, while preserving the **safety** of the participants.

Critiques after every drill help ensure that the maximum learning takes place. Crews should examine the underlying causes for successful or failed drills and identify every opportunity for improving their performance in an emergency.

RESPONSIBILITIES

Scheduling & Conducting Drills:

1. By the first week in January, the **OHS Coordinator** shall circulate Halifax, Saint John and Placentia Bay Drills Schedules for that year. The Drills Schedules may be incorporated as part of the Pilot Boat Crew Schedules.
2. It is the responsibility of the **on-duty Launchmaster** to ensure that drills are conducted. The Drills Schedules establish minimum requirements. Drills may be conducted more often, to further improve the level of emergency preparedness.
3. Although drills are scheduled for the first day of a crew's on-duty rotation, the crew can choose when during their rotation to conduct the drill. This allows the crew some **flexibility** to take weather/sea conditions and vessel traffic into consideration. For example, Person Overboard Drills in Halifax are scheduled for Mondays, but the designated crew may choose to conduct the drill on Tuesday. Drills on the Saint John pilot boat are scheduled for each Monday, but the designated crew may conduct that

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drill anytime during the week. The important thing is for designated crews to perform their assigned drills before rotating off that series of shifts.

4. Although **casual Launchmasters and Deckhands** are not specifically identified in the drills schedules, they are still expected to participate fully in this program:
 - When casual Launchmasters are on duty, they are responsible to ensure that drills are performed as scheduled.
 - Each casual Launchmaster and Deckhand, when scheduled to work during daylight hours, must ensure that he/she has participated in at least one drill within the past 30 days. If not, he/she is responsible to coordinate and perform an appropriate drill.
5. For safety reasons, drills shall generally be scheduled and conducted during daylight hours.
6. Whenever practical, drills should be conducted while a Pilot is onboard the pilot boat. This is necessary so that Pilots are acquainted with emergency procedures. Having a Pilot onboard also provides an extra margin of safety should something unforeseen occur during a drill.
7. Any deficiencies discovered during drills shall be immediately reported to the Pilot Boat Administrator using a Repair Request.

Keeping of Drills Logs:

1. A Drills Log shall be kept onboard each APA pilot boat. For each drill performed, an entry shall be made in the Drills Log by the on-duty Launchmaster. The entry shall include the date, time, Deckhand's name and type of drill conducted.
2. If a scheduled drill cannot be held (for any reason), the on-duty Launchmaster must still make an entry in the Drills Log. Nothing should be indicated in the "Drill" column, and the "Notes" column should be used to identify why the drill was not performed. If the weather or some other circumstance prevents the crew from conducting part of a drill, it is important that the remainder of the drill be carried out as scheduled. That should also be recorded in the "Notes" column on the log.
3. The OHS Coordinator shall make arrangements, each January, to collect and archive the previous year's Drills Log sheets for each pilot boat.

Contracted Crews and Vessels:

1. **Contracted crews** working on vessels owned by the APA must observe the requirement to perform drills and maintain Drills Logs, as described in

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this program. Contractors are responsible for developing appropriate drills schedules for their crews.

2. **Contractors that use other vessels** to provide services to APA are responsible to ensure the safety of their crews and APA Pilots. It is strongly advised that they use this Drills Program as a guideline, or adopt other measures that are at least equivalent. Drills logs must be kept.

PERSON OVERBOARD DRILLS (MOB)

1. The *Safe Operating Procedure for "Person Overboard"* should be reviewed before conducting each drill.
2. For safety reasons, a practice dummy (Zeek) shall be used when performing person overboard drills, rather than putting a real person in the water.
3. Over a period of time, a variety of retrieval situations and maneuvers should be practiced. Available equipment such as a Jason's Cradle, Mate-saver, davit, harnesses and tethers should be used when conducting drills.

STEERING GEAR DRILLS

1. Operation of the following shall be checked and tested (if vessel is equipped):
 - main steering gear
 - remote steering gear control system (located at stern on the Placentia Pilot)
 - auxiliary (emergency) steering control system
 - rudder angle indicators in relation to actual position of rudders
2. When performing the checks, the rudders must be operated throughout their full range of movement to verify proper function.
3. Oil reservoirs must be checked and topped-up as necessary, taking care to use the appropriate oil.
4. Steering gear and linkages shall be visually inspected for signs of excess play and wear, and lubricated. *Note: Before entering a lazarette, review and observe the Safe Operating Procedure for "Entering Confined Spaces".*

LIFE-SAVING & FIRE DRILLS

1. The Fire Control Plan should be reviewed before conducting each drill.

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2. During each drill, the Launchmaster and Deckhand shall complete a Life-saving & Fire Equipment Checklist.
3. Defects and/or hazards shall be indicated in the "NOT OK" column on the front of the form.
4. For defects/hazards that are corrected immediately, those corrective actions taken should be noted on the back of the checklist. All outstanding concerns and corrective actions must also be noted on the back, along with any suggestions for improvement.
5. If corrective action is required to address a serious hazard, the Pilot Boat Administrator should be notified immediately.
6. Launchmasters must ensure that completed Life-saving & Fire Equipment Checklists are forwarded promptly to the OHS Coordinator (generally within two days of completion).
7. The OHS Coordinator shall review all completed checklists. If there are outstanding corrective actions, the OHS Coordinator shall discuss the concerns with the Pilot Boat Administrator and/or Chief Operating Officer (as appropriate). Each person responsible for correcting a concern shall be noted on the checklist, along with a reasonable date for expected completion. The OHS Coordinator shall then provide each person responsible for correcting a concern with a copy of the relevant checklist, and shall file the original in the "Actions Pending" file.
8. Once a corrective action is completed, the person responsible shall record that on his/her copy of the checklist, initial the date, and return the copy to the OHS Coordinator. Returned copies shall be stapled to the original.
9. Once all corrective actions are completed and the copies returned and stapled to the original, the OHS Coordinator shall remove the checklist from the "Actions Pending" file and archive it for future reference.
10. The OHS Coordinator is responsible for monitoring the "Actions Pending" file and following-up on overdue corrective actions.
11. The OHS Coordinator shall make a report at each WHSC meeting, indicating:
 - the number of checklists received since the last report versus the number expected
 - the approximate number of corrective actions that were identified on those checklists
 - significant observations and accomplishments
 - overdue corrective actions

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REVIEW OF EFFECTIVENESS

1. At least annually, at the September meeting, the WHSC shall discuss and evaluate the effectiveness of this program.
2. The results of this annual program review, including any recommendations for improvement, shall be noted in the minutes of the WHSC meeting.