

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

INSPECTION PROGRAM

PROGRAM OVERVIEW

Inspections are a necessary tool for identifying unsafe conditions. Inspections provide an opportunity to assess hazards and put controls in place before injuries and other losses occur. All employees should be involved in conducting inspections.

In addition to the inspections described in this program, the APA employs other methods and checklists to identify and document hazards. They include the Daily Pilot Boat Report (see *Maintenance Program*) and the Life-saving and Fire Equipment checklist (see *Drills Program*).

The Atlantic Pilotage Authority is committed to an effective Inspection Program that is based on both informal and formal inspections.

INFORMAL INSPECTIONS

1. All employees, at every level within the organization, have a responsibility to identify hazards in the workplace. Everyone should be conducting informal, ongoing inspections of work locations and taking steps to correct hazards as they are identified.
2. When APA employees don't have the authority or ability to correct hazards right away, they should inform a supervisor or manager. For those who work on pilot boats, an **Action Request form** may be filled out. For details on the Action Request form, refer to the Maintenance Program.

FORMAL INSPECTIONS

1. Formal inspections are recorded in writing, using checklists. At the Atlantic Pilotage Authority, formal inspections include:
 - **General Monthly Inspections – Pilot Boats**
 - **Fuel Storage Tank & Equipment Inspections**
 - **General Inspections – Occupied Locations**
2. When performing inspections, follow these guidelines:
 - Be systematic and thorough.
 - Don't overlook or ignore unsafe acts or conditions.
 - Look up and down. Observe carefully.
 - Note and record on the checklist. Don't depend on memory.
 - Follow-up immediately on serious hazards.

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General Monthly Inspections – Pilot Boats:

1. Each pilot boat owned or contracted by the APA shall be inspected at least monthly, using the General Monthly Inspection – APA Pilot Boats checklist.
2. Assigned Launchmasters or contract operators shall take the lead role in conducting monthly inspections of pilot boats and it is recommended that deckhands also participate. Specific inspection responsibilities are as follows:
 - a. Saint John NB and Halifax NS: After consultation with the WHSC, the OHS Coordinator and Director of Operations shall annually develop a schedule for assigning specific Launchmasters to perform inspections. At each November WHSC, those assignments should be discussed for the upcoming year. Schedules shall be finalized and distributed by the first of January of each year.
 - b. NL operations: Contract operators are responsible for conducting the inspections.
3. In consultation with their local WHSC members, the assigned Launchmasters/contract operators shall choose a convenient time to conduct the monthly inspections. It is suggested that inspections be conducted at the beginning of the month so that results may be reported at the WHSC meetings.
4. Inspection results shall be recorded on the prescribed checklist. Defects and/or hazards shall be indicated in the "NOT OK" column on the front of the sheet.
5. 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.
6. If corrective action is required to address a serious hazard, the Launchmaster/contract operator conducting the inspection must notify the Pilot Boat Administrator or Director of Operations immediately.
7. Launchmasters /contract operators must ensure that completed pilot boat inspection checklists are forwarded promptly to the OHS Coordinator (generally within two days of completion).
8. The OHS Coordinator shall have the Director of Operations review and sign each checklist received. The Director of Operations may have to approve outstanding corrective actions and identify who is responsible for completing them.

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9. 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.
10. 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.
11. 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.
12. The OHS Coordinator is responsible for monitoring the "Actions Pending" file and following-up on overdue corrective actions.
13. 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

Fuel Storage Tank & Equipment Inspections:

1. Each fuel storage tank and equipment used by the APA, shall be inspected at least monthly, using the Fuel Storage Tank & Equipment Inspection checklist. This currently includes one tank in Halifax.
2. Each fuel storage tank(s) used by APA shall be inspected by the same Launchmasters/contract operators who have been assigned to inspect the pilot boats in those areas (see page 2 of this program). Inspections should be scheduled at the beginning of each month, and could coincide with the pilot boat inspections. WHSC members and deckhands are encouraged to assist with these inspections.
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.

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5. If corrective action is required to address a serious hazard, the assigned Launchmaster/contract operator must notify the Pilot Boat Administrator or Director of Operations immediately.
6. Assigned Launchmasters/contract operators must ensure that completed Fuel Storage Tank and Equipment checklists are forwarded promptly to the OHS Coordinator (generally within two days of completion).
7. The OHS Coordinator shall have the Director of Operations review and sign each checklist received. The Director of Operations may have to approve outstanding corrective actions and identify who is responsible for completing them.
8. 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.
9. 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.
10. 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.
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General Inspection – Occupied Locations:

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1. All locations (including offices and apartments) regularly occupied by APA employees shall be inspected, using the General Inspection – Occupied Locations checklist.
2. When locations are first occupied, an initial inspection shall be conducted by a local WHSC member.
3. For all locations, other than the Cogswell Tower offices, inspections shall be conducted annually, in February, by a local WHSC member. The plan for those inspections shall be confirmed at the January WHSC meeting. The inspections should be completed near the beginning of February, so that the results may be reported at the February WHSC meeting.
4. For the Cogswell Tower offices, The OHS Coordinator is responsible to ensure completion of the checklist at least once every two months. The recommended schedule for Cogswell Tower office inspections is **January, March, May, September, and November**. The OHS Coordinator must ensure that an office member of the WHSC performs or actively assists with the office inspections. It is suggested that inspections be conducted at the beginning of those months, so that the results may be promptly reported at WHSC meetings.
5. Inspection results shall be recorded on a General Inspection – Occupied Locations checklist. Defects and/or hazards shall be indicated in the “NOT OK” column on the front of the sheet.
6. 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.
7. If corrective action is required to address a serious hazard, the OHS Coordinator must be notified immediately.
8. WHSC members must ensure that completed checklists are forwarded promptly to the OHS Coordinator (within two business days of the inspection, whenever possible).
9. The OHS Coordinator shall review and sign each checklist received. The OHS Coordinator may have to approve outstanding corrective actions and identify who is responsible for completing them.
10. 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.

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11. 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.
12. 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.
13. The OHS Coordinator is responsible for monitoring the "Actions Pending" file and following-up on overdue corrective actions.
14. 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

REVIEW OF EFFECTIVENESS

1. At least annually, at the June 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.