

# ***ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM***

## **INTENT & APPLICATION**

This document provides background information about the intent and application of the APA Safety Policy and OHS System.

This OHS System and the Canada Labour Code Part II are founded on the **Internal Responsibility System (or IRS)**. Under the IRS, everyone in the workplace shares in the responsibility for health and safety. The IRS is based on the following six points:

1. Every individual in our workplace has the responsibility to participate in identifying OHS problems and seeking solutions.
2. Everyone, at every level, is involved and included in the IRS.
3. Everyone's goal must be the same: the protection of life and health, and the elimination of accidental loss to vessels, buildings, equipment, and the environment.
4. Open communication is essential. There must be no secrets when it comes to health and safety!
5. Rather than wait until "accidents" occur, everyone should seek to identify hazards and take appropriate action to prevent losses.
6. For the IRS to function effectively, everyone must be held accountable for his or her responsibilities.

The IRS is the "people framework" within this OHS System. For the system to be successful, the IRS must work like a **problem-solving machine**. Each person's mission is to identify hazards and opportunities for safety improvement.

Issues should always be dealt with at the lowest possible level. If you're unable to deal with a problem or opportunity because of a lack of authority, resources, knowledge or experience, then report it upwards to the next level. **Don't pass the buck**, though! Continue to help solve the problem.

**Workplace Health & Safety Committee members** assist in managing health and safety by recommending and advising, and by monitoring the effectiveness of this OHS System. Committee members must not be viewed as **Safety Cops!** Safety is everyone's job, and everyone has individual responsibilities.

Employees have the **right to know** about known or foreseeable hazards in the workplace and to be provided with the information, instruction, and training necessary to protect their health and safety. This openness is essential, so that people can do a better job identifying problems and opportunities for improvement. For managers and supervisors, this right to know actually translates into a **duty to tell**.

Employees have the **right to refuse** dangerous work if there is reasonable cause to believe that:

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- the use or operation of a machine or thing presents a danger to the employee or a co-worker,
- that a condition exists at work that presents a danger to that employee, or
- performance of an activity by the employee presents a danger to that employee or a co-worker.

Most safety concerns should be resolved through open communications. If a work refusal does occur, it's an indication that the IRS may not be working properly.

Employees have the **right to participate**, but that doesn't refer to direct participation in health and safety. Direct participation of each employee is expected through the concept of the IRS. The right to participate really means that employees are entitled to participate in the management of health and safety, through their health and safety committee members.

Throughout the development of this OHS System, some important **Safety Rules** were identified. Those rules help everyone understand what is (and what isn't) acceptable safe practice in our workplaces. All employees are expected to observe and respect those Safety Rules, and managers and supervisors are expected to ensure they are complied with. If lack of compliance requires that disciplinary action be taken, it must be reasonable, consistent, and progressive. All disciplinary actions must be in accordance with the respective collective agreements.

**Accidental damage** or loss to vessels, equipment, buildings and the environment can have a huge impact on the Atlantic Pilotage Authority and our good reputation. Although the main goal of this OHS System is to prevent injuries and illness, prevention of those other losses must be taken very seriously. If they do occur, they must be investigated to identify root causes and corrective actions. Besides, the same hazard that causes vessel or equipment damage today could easily result in a serious injury tomorrow.

**Safety, quality and productivity go hand-in-hand.** Safety isn't something that we do only on Friday afternoons! Instead, it must become integrated into every aspect of our work. In most cases, the safest way to do a job is also the most productive and the one that provides the best service to our customers.

**Contractors** are important partners in providing pilotage services. Contractors are responsible for working safely and meeting the same high standards for OHS that we set for ourselves.

When losses occur, **change** is often a significant factor. New equipment, new tasks, new work methods, new people, changing conditions... Each one of us must carefully monitor and control hazards due to change.