



Atlantic Pilotage  
Authority



Administration de Pilotage  
de l'Atlantique

## Workplace Health & Safety Committee Meeting

**DATE/TIME:** January 28, 2013

**LOCATION:** Halifax, NS

**CHAIRPERSONS:** John Griffin  
Ian Wallace

**OHS COORDINATOR:** Elizabeth Stewart

**MEMBERS:** George Hilchie – Halifax Pilots  
Ward Scott – Saint John Pilots  
Tony Pierce – Cape Breton Pilots  
Ron Broaders – Southeast NL Pilots  
Ian Wallace – Launchmasters  
Lovett Bremner – Deckhands  
Julia Harvey – Dispatch Representative

**ABSENT:** Tony Pierce

**RECORDING SECRETARY:** Marilyn Howells

Meeting Commenced: 09:35 am

**1. Welcome**

John Griffin welcomed the Committee to the first meeting for 2013.

**2. Agenda & Minutes**

<b>1.1 Review and Acceptance of Agenda</b>
<b>Discussion Highlights:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>Conclusions:</b> <ul style="list-style-type: none"><li>• The Agenda was reviewed and accepted at 09:37am.</li></ul>

<b>1.2 Review and Acceptance of Minutes from November, 2012</b>
<b>Discussion Highlights:</b> <ul style="list-style-type: none"><li>• The minutes from the November 2012 meeting were reviewed</li></ul>
<b>Conclusions:</b> <ul style="list-style-type: none"><li>• Minutes were accepted as written at 09:45 am.</li></ul>

3. APA OHS Goals/Objectives

<b>3.1 Review of APA OHS Goals and Objectives:</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>January is the month the OHS Coordinator and the Chair (Pilotage Operations Manager) meet with the Captain McGuinness to go over the annual OHS objectives for 2013.</li> <li>A suggestion was made that one objective be that the Committee follow the OHS Manual more closely in 2013.</li> <li>The Committee welcomed Julie Harvey as the Dispatch representative and accepted the resignation of Diane Cooper.</li> <li>The Due Diligence course for Ian Wallace, Julie Harvey is February 6, 2013. HSE Integrated has not published the dates for Saint John (Lovett Bremner).</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<b>Action Items:</b>			
	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Register new members for Due Diligence.	Liz Stewart	Next Meeting	January 2013
• Meet with Captain McGuinness on the annual OHS objectives.	Liz Stewart/John Griffin	Next Meeting	January 2013

4. Business Arising From the Past Minutes

<b>4.1 H2S Gas Awareness – Venting SOP #171</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• The MED requirement may be part of the H2S Alive training.</li> <li>• Levett Safety has sent in the quote for the purchase of Multi Gas (O2/LEL/CO/H2S) and Single Gas (H2S) Gas monitors with docking stations for Atlantic Canada.</li> <li>• Nustar in Cape Breton has completed the online course and does not feel that it is a replacement for the H2S Alive only because of their head office does not recognize anything other than H2S Alive as the industry standard for terminal personnel.</li> <li>• The OHS Committee will have Captain Hilchie and Ian Wallace complete the online course. Both Captain Hilchie and Ian Wallace will give the Committee their report on the H2S Awareness online course versus the H2S Alive classroom course.</li> <li>• For Newfoundland, the H2S Alive course is only offered in Foxtrot.</li> <li>• In January Captain Johnson and Captain Barry completed in H2S Alive course in Saint John. There are four Captains left to take the course. The next course offered in Saint John is on February 15, 2013. To date Marilyn Howells has only had one reply for the course.</li> <li>• In Halifax the next course dates are February 13<sup>th</sup> and February 28<sup>th</sup>.</li> <li>• Saint John has had two H2S ships in Saint John since the last meeting and neither was reported to Dispatch. A memo should be sent to the Agents to remind them to contact Dispatch so that the crew and Pilots are aware.</li> </ul>			
<b>Conclusions:</b>			
•			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
• Resend out the SOP for everyone to review for next meeting.	Liz Stewart	February 2013	
• Issue a memo to the Agents to remind them to contact Dispatch when there is H2S Gas on a ship.	John Griffin	February 2013	

**4.2 Sea Marshall Man Overboard (MOB) – Personal Locator Beacon**

**Discussion Highlights:**

- During a discussion with Michael Ritchie it was noted that Sea Marshall is in the process of looking for another service provider.
- The Sea Marshall website has a video overview on the Personal Locator Beacon. There is also a download for the operator manual.
- It was reported that the unit in Halifax has two broken antennas where the antenna enters the main device. The pilots have questioned the whereabouts of the handbook. There is a handbook with each unit and there is a download on the Sea Marshall website.
- Pilots questioning the amount of gear they are carrying and if they will float anymore if something went wrong.
- Captain Hilchie feels that most gear should be kept in a bag and passed on board by line.

**Conclusions:**

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Send out the Sea Marshall website for the handbook to the Pilots.	John Griffin	February 2013	January 2013

**4.3 Safe Operating Procedures Review – SOPs #**

**Discussion Highlights:**

- Memo to be sent out and added to the training re acceleration.
- Completed a final review of the SOPs up to SOP #015.
- A final review of SOP's 025, 070, 075, 085, 110, 115, 130, 150 and 171 will be completed at our February meeting.

**Conclusions:**

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Review of SOPs before our February meeting	OHS Committee	February 2013	January 2012
• Memo to be sent out	John Griffin	February 2013	January 2013

<b>4.4 Rescue Stick Recommendation</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>A recommendation letter to management was read and the Chair approved the purchase of one rescue stick per boat.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<u><b>Action Items</b></u>	<u><b>Responsibility</b></u>	<u><b>Target Date</b></u>	<u><b>Date Introduced</b></u>
<ul style="list-style-type: none"> <li>The Committee agreed to purchase the Rescue Sticks</li> </ul>	John Griffin	February 2013	

<b>4.5 AEDs</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>The remaining AEDs have been received and reprogrammed.</li> <li>The AED for the Captain A.G. Soppitt was given to Brent Carroll for delivery to the boat while it is in Halifax.</li> <li>The AEDs for the APA #2 (Sydney) and for Superport Marine (Canso) have been packaged and Dynamex has been called.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<u><b>Action Items</b></u>	<u><b>Responsibility</b></u>	<u><b>Target Date</b></u>	<u><b>Date Introduced</b></u>
<ul style="list-style-type: none"> <li>Complete</li> </ul>			

<b>4.6 Emergency Lighting in Dispatch</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>The wiring has been completed. In order to test the emergency lighting the building would have to go on emergency power and this has not been done.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<u><b>Action Items</b></u>	<u><b>Responsibility</b></u>	<u><b>Target Date</b></u>	<u><b>Date Introduced</b></u>
<ul style="list-style-type: none"> <li>Move to the items for discussion in 6 months.</li> </ul>	Marilyn Howells		

<b>4.7 Black Water New Legislation</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Under the Vessel Pollution and Safety Recommendations, schedule 2 page 139, Bras-Dor Lake is the only place in Nova Scotia where you can dispose of Black Water.</li> <li>NS Yachting and a place in Dartmouth will accept black water in Halifax and the surrounding areas.</li> <li>APA confirmed with Transport Canada that Pilot Boats can discharge Black Water 3 nautical miles or more off shore and vessels should be at maximum possible speed.</li> </ul>			
<b>Conclusions:</b>			
•			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
• Set up Black Water disposal.	John Griffin	February 2013	
• Send a memo to the boats on the disposal of Black Water.	John Griffin	February 2013	

<b>4.8 ECTUG Dock/Camel</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>There has been discussion from Svitzer on the dock but nothing new to report.</li> </ul>			
<b>Conclusions:</b>			
•			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
• Move to the items for discussion in 6 months	Marilyn Howells		

<b>4.9 Heated Deck – Fundy Pilot</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>This has been completed.</li> </ul>			
<b>Conclusions:</b>			
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<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
• Complete	Marilyn Howells		



<b>4.10 Lock &amp; Tag</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• These have been ordered.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>•</li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>• Take off the agenda</li> </ul>	Marilyn Howells		

<b>4.11 Water for the Fundy Pilot</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• To date the fitting has not been given to the boat crew.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>•</li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>• Check with D &amp; K Management as to where the fitting is.</li> </ul>	John Griffin	February 2013	

<b>4.12 Drill Program for the New Boats</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• The drill schedule has been completed for Saint John and for Halifax.</li> <li>• The work schedule has been combined with the drill schedule as in Halifax.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>•</li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>• Complete</li> </ul>			



<b>4.13 Shift Schedule for Saint John</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• A email was sent to the boat crew in Saint John and the shift was accepted.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Action Items:</b>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>• Complete</li> </ul>			

<b>4.14 Co-Chair Succession</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Nominations were accepted for the Co-Chair position.</li> <li>• Ian Wallace accepted the position as Co-Chair for the 2013 year.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Action Items:</b>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>• Add Ian as co-chair</li> </ul>	Marilyn Howells	February 2013	January 2013

<b>4.15 WHMIS</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Training to be completed for the Committee.</li> <li>• Look into this online.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>•</li> </ul>			
<b>Action Items</b>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>• Check with CCOHS and HSE Integrated re arranging WHMIS training for the OHS Committee.</li> </ul>	John Griffin	February 2013	

<b>4.16 Safety Memo</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Safety Memo on slips and trips was sent out in October 2012 and in January 2013 to the Pilots and boat crew in Nova Scotia, New Brunswick and Newfoundland.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>Complete</li> </ul>			

**5. New Business**

<b>5.1 Boarding Pilots from Tugs</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>When the pilots board re Industrial Engineering Limited (IEL) dock there seems to difficulty with the transfer.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>Send a memo to Pilots and crew of Halifax.</li> </ul>	John Griffin	February 2013	January 2013

<b>5.2 Evacuation Procedures in Dispatch</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>A concern was expressed that not all of the dispatchers are aware of/comfortable with the process of the evacuation procedures for Dispatch.</li> <li>Would like to see this reviewed on a regular basis and with each dispatcher.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>Review evacuation procedures in Dispatch.</li> </ul>	Pam Heisler/Julie Harvey	February 2013	January 2013

<b>5.3 Other Issues</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Signs are required for the new boats for flares, life jackets and immersion suits.</li> <li>• First Aid training for a few OHS Committee members needs to be completed.</li> </ul>			
<b>Conclusions:</b>			
•			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
• Purchase signs for the new boats.	Liz Stewart	February 2013	January 2013
• Arrange First Aid Training.	Liz Stewart	February 2013	January 2013

**6. Review of Monthly Reports**

<b>6.1 Review of OHS System:</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• We need to come up with objectives.</li> <li>• Annual training plan for the committee.</li> <li>• It was suggested that maybe we could have someone come in to train on how to conduct a meeting. This could be possible training for the next face-to-face meeting.</li> </ul>			
<b>Conclusions:</b>			
•			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
• Arrange the training for the OHS Committee.	Liz Stewart	February 2013	January 2013
• Suggestions for the next face-to-face meeting.	OHS Committee	Ongoing	January 2013

<b>6.2 Review of Occurrence Reports:</b> <i>(Summary of Reports Received Since Last Meeting &amp; Actions Arising)</i>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>No occurrence reports have been received since the last meeting.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li></li> </ul>			

<b>6.3 Review of Inspection Reports:</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>The office and dispatch inspection report was not completed.</li> <li>Looking into revising the format for the Inspection Reports.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li></li> </ul>			

**7. Hazards Due to Anticipated Change**

<b>7.1 (New Tools, Tasks, Equipment, Materials, Conditions and People)</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• The heating problems are being fixed on the two new boats.</li> <li>• The accommodation area of the boat is a separate heating system. Both accumulator tanks have been moved on the boats to alleviate the heating problems. ABCO is working on both new boats to adjust the problem with the heating.</li> <li>• The Captain A.G. Soppitt is experiencing a problem with the fuel pressure. Flanges were not connected properly.</li> <li>• APA is expecting the fender to arrive the week of January 28<sup>th</sup> for the Chebucto Pilot.</li> <li>• On the Captain A.G. Soppitt – the MOB Davit is sticking out way beyond the rails and is a problem.</li> <li>• The deck heating stops at the collision deckhead and does not go from the collision deckhead forward.</li> <li>• The generator on the Chebucto Pilot is leaking and is creating a health hazard. There is a leak in the exhaust just beyond the manifold.</li> <li>• The generator moves too much thus causing breaks in the exhaust. – APA is looking into stronger mounts.</li> <li>• The radar is acting up in Placentia Bay. A new radar has been ordered.</li> <li>• The Captain A.G. Soppitt will be supported by Atlantic Cat in Fredericton.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>• Training for the Saint John crew is being completed.</li> </ul>			
<b>Action Items</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Date Introduced</b>
<ul style="list-style-type: none"> <li>• Continue to monitor and fix the issues with the boats.</li> </ul>	Brent Carroll		

Meeting Adjourned: 11:00 am

Next Meeting: February 12, 2013 @ 9:30 am

  
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 John Griffin - OHS Chairperson

  
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 Ian Wallace - OHS Chairperson

## Acronyms

AED – Automatic External Defibrillator  
APA – Atlantic Pilotage Authority  
ATL – Atlantic Towing Limited  
EAHOR - Employer's Annual Hazardous Occurrence Report  
ECTUG – East Coast Towing  
EPIRBS – Emergency Position Indicating Radio Beacon  
HSE – HSE Integrated  
OHS – Occupational Health & Safety  
IEL – Industrial Engineering Limited  
MOB – Man Overboard  
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 4<sup>th</sup> 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
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<b>Agenda Items for Review At The Next Face-To-Face Meeting</b>				
	<b>Agenda Item</b>	<b>Responsibility</b>	<b>Deadline</b>	<b>Date on Last Minutes</b>
1.	Annual Inspection of Contract Pilot Boats	John Griffin	June 2013	January 2013
2.	Emergency Lighting in Dispatch	John Griffin	June 2013	January 2013
3.				
4.				

**Action Items To Be Completed**

<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Register new OHS members for the Due Diligence course.	Liz Stewart	February 2013
2. Meet with Captain McGuinness on the Annual OHS Objectives.	Liz Stewart	February 2013
3. Resend the H2S Gas Awareness SOP to the OHS Committee for review.	Liz Stewart	February 2013
4. Issue a memo to the Contractors to remind them to contact Dispatch when there is H2S Gas on a ship.	John Griffin	February 2013
5. Send out the Sea Marshall website for the Personal Locator Beacon to the Pilots.	John Griffin	February 2013
6. Review amended SOPs before the next meeting.	OHS Committee	February 2013
7. Set up Black Water disposal for Halifax.	John Griffin	February 2013
8. Send a memo to the boats on the disposal of Black Water.	John Griffin	February 2013
9. Check with D&K Management on the fitting for the boat crew to obtain water.	John Griffin	February 2013
10. Check with CCOHS and HSE Integrated regarding arranging WHMIS training for the OHS Committee.	John Griffin	February 2013
11. Send a memo to the Pilots and crew regarding boarding Pilots from Tugs.	John Griffin	February 2013
12. Review of Evacuation procedures in Dispatch	Pam Heisler	February 2013
13. Purchase signs for the new boats for flares, life jackets, emergency, etc.	Liz Stewart	February 2013
14. Arrange First Aid training for OHS Committee members who do not have it.	Liz Stewart	February 2013
15. Suggestions for the next face-to-face.	OHS Committee	Ongoing
16. Arrange for training for the OHS Committee	Liz Stewart	February 2013
17.		