



Atlantic Pilotage  
Authority



Administration de Pilotage  
de l'Atlantique

## Workplace Health & Safety Committee Meeting

**DATE/TIME:** January 28, 2014

**LOCATION:** Halifax, NS

**CO-CHAIRS:** John Griffin  
Ian Wallace

**OHS COORDINATOR:** Elizabeth Stewart

**MEMBERS:** Gary O'Donnell – Halifax Pilots  
Ward Scott – Saint John Pilots  
Tony Pierce – Cape Breton Pilots  
Ron Broaders – Southeast NL Pilots  
Glenn Hoffe – Western NL  
Ian Wallace – Launchmasters  
Lovett Bremner – Deckhands  
Julie Harvey – Dispatch Representative

**ABSENT:** Captain Glenn Hoffe, Captain Ward Scott, Captain Ron Broaders

**RECORDING SECRETARY:** Marilyn Howells

**1. Welcome**

Captain Wallace welcomed the OHS Committee to the January meeting.

The meeting commenced at 1:43 pm

**2. Agenda & Minutes**

<b>1.1 Review and Acceptance of Agenda</b>
<b>Discussion Highlights:</b> <ul style="list-style-type: none"><li>• It was requested to have the following added to the agenda under New Business:<ul style="list-style-type: none"><li>▪ Transportation of Peace Officers on Pilot Vessels</li><li>▪</li><li>▪</li></ul></li></ul>
<b>Conclusions:</b> <ul style="list-style-type: none"><li>• The January Agenda was reviewed and accepted as written.</li></ul>

<b>1.2 Review and Acceptance of Minutes from November 2013</b>
<b>Discussion Highlights:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>Conclusions:</b> <ul style="list-style-type: none"><li>• Minutes were approved as written.</li></ul>

**3. Business Arising From the Past Minutes**

<b>3.1 Annual Inspection of Contract Pilot Boats</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Captain Paul Ryan has accepted the position of Supervisor for the SuperPort Marine Services Limited’s contract with Atlantic Pilotage Authority.</li> <li>• Captain Pierce will coordinate with Captain Ryan regarding the next inspection of the Cape Breton pilot boats.</li> <li>• T. Pittman Survey Services is now being run by Angela and Glenn Gouthro.</li> <li>• The Contract Pilot Boat Inspection forms were sent in November to the Pilot OHS Committee Reps.</li> <li>• SCC will be starting 12/12 hours tomorrow. The best they can work in any given day is a maximum of 16 hours with a potential overlap of two hours on either side. There will be an 8 hour break.</li> <li>• The St. John’s pilot boats have a third person. Most of the items from the inspection have been completed. The Jacobs ladder and the cradle still need to be replaced. The Jacobs Ladder and cradle come from the UK.</li> <li>• Captain Broaders requested a date from the contractor regarding the completion of the Jacobs Ladder.</li> <li>• Captain Pierce requested that we possibly create a report card on inspection drills and inspections for each meeting. Ms. Stewart reported that the OHS Manual states that everything is to go directly to the OHS Coordinator who will log, follows up, and report to the committee in the absence of an engineering rep.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>• All reports are to be copied to the OHS Coordinator who will document and report to the OHS Committee on a monthly basis.</li> </ul>			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
• Send the results of the November inspection for the St. John’s Pilot Boats to Captain Broaders.	J. Griffin	Next Meeting	
• Check with the contractor as to a date of completion for the Jacobs Ladder and Cradle.	J. Griffin/Captain Broaders	Next Meeting	

<b>3.2 H<sub>2</sub>S Gas Awareness</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Mr. Griffin has sent out to each Pilot new batteries, an electronic and a paper instruction booklet on how to work the gas monitors.</li> <li>• The settings have all been changed on the master log for calibrating. You will now be able to shut your monitor on and off. This will enable you to get a year out of the battery.</li> <li>• Captain Scott suggested we have a policy on the monitors regarding the use, maintenance of the monitors.</li> <li>• M. Harvey has been in touch with Canaport and has put out a memo on behalf of OHS to get us included on the list for notifications. Canadian Maritime gave us a bit of resistance at first. We are starting to get more information now.</li> <li>• Ms. Harvey also requested that at the next Dispatch meeting a presentation on H<sub>2</sub>S Awareness be made so that they fully understand the importance of H<sub>2</sub>S.</li> <li>• Captain Wallace requested that information be sent to the Halifax Traffic as they are not all knowledgeable on what H<sub>2</sub>S Gas is and how dangerous it is.</li> <li>• If a pilot becomes aware of a vessel with an H<sub>2</sub>S cargo/gas level which has not been reported previously please inform the OHS Committee.</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Send out a Safety Bulletin to the Pilots	J. Griffin		

<b>3.3 Ladder at Reeds Point</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Captain Scott reported that nothing has been accomplished to date with the ladder at Reeds Point.</li> <li>• Mr. Griffin has talked with Darryl McGrath and with John McCann.</li> <li>• Mr. Griffin and Ms Stewart will be in Saint John on February 19<sup>th</sup> and can possibly meet with the Maintenance Supervisor. Mr. Griffin and Ms. Stewart will have a meeting on Feb 20<sup>th</sup> with Mr. Corkum, Captain Scott, Mr. McGrath and Mr. Andy at the Pilots Office.</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Arrange a meeting for February 20, 2014 regarding the Ladder.	J. Griffin	February 2014	

<b>3.4 Audit of OHS Manual</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Ms. Stewart has set up a meeting with Kevin Reid from HSE Integrated, for February. The committee will be Ms. Harvey, Ms. Howells and Ms. Stewart.</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>Ongoing</li> </ul>			

<b>3.5 Onboard Fire Prevention &amp; Control Program</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Deferred to next meeting as Mr. Bremner was not able to attend this 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>3.6 Hours of Work Log</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Captain Pierce drafted a memo and sent this to Ms. Stewart.</li> <li>Ms. Stewart sent out the memo to the Committee members and received a couple of responses.</li> <li>The Memo will be changed and given to Management.</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>Make the recommended changes and present to Management.</li> </ul>	J. Griffin		

<b>3.7 Pilot Boat Tethers &amp; Railings</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Mr. Bremner and Captain Scott sent a proposal to Mr. Carroll.</li> <li>Mr. Carroll sent Mr. Bremner and Captain Scott a couple of drawings.</li> <li>The Soppitt is now in refit.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>The Committee will revisit when the Soppitt is out of refit.</li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> <li>Ongoing</li> </ul>			

<b>3.8 Usage of Cell Phones/Tablets While at Work</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Safety Bulletin was sent to the committee and will be sent to all pilots and 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>Send out the Safety Bulletin to the Pilots and Launchcrew</li> <li>Complete</li> </ul>	E. Stewart		

<b>3.10 Black Water Discharge Valve Placement on the #1</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Captain Wallace reported that to date this has not been completed.</li> <li>Captain Wallace requested months ago for a connection so that they could pump ashore. To date they do not have a connection.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>Everyone was in agreement to take the pump connection off the agenda as it is no longer an OHS issue but it is an Operational issue.</li> <li>The valve placement will be kept on the Agenda.</li> </ul>			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Check with the Lauchmasters in Saint John to verify that they have the capability to pump ashore.	Captain Scott	Next Meeting	

<b>3.12 SuperPort Marine Pilot Boat Grounding</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Mr. Griffin has been to Captain McGuinness and reported that he has not received the internal report.</li> <li>The grounding happened in October, 2013.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>Mr. Griffin will be requesting that Captain McGuinness contact SuperPort Marine for the internal report.</li> </ul>			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
<ul style="list-style-type: none"> <li>Request Captain McGuinness contact SuperPort Marine for the Internal report.</li> </ul>	J. Griffin	Next Meeting	

<b>3.12 Western NL OHS Committee Representative</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Captain Glenn Hoffe has agreed to be the Western NL OHS representative but unfortunately he was unable to attend the January meeting.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li></li> </ul>			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
<ul style="list-style-type: none"> <li>Send an OHS Manual to Captain Hoffe.</li> <li>Complete</li> </ul>	M. Howells		

**3.12 PLB Replacement**

**Discussion Highlights:**

- As we are aware, the existing Sea Marshall AU-9 personal locator beacon has been plagued with many problems lately, i.e. premature battery failure, costly battery replacement, and broken antenna loops.
- Captain O'Donnell has looked into the next generation of PLBs and has found a unit from Sea Marshall called the SMRTV100. The sales rep is Michael Ritchie who works out of Florida.
- This unit will fasten to your PFD. The rep feels that this equipment will attach to our equipment with some modifications.
- The unit has satellite, VHF D Channel 7, AIS channel frequency. The unit can be picked up on radar if the radar is capable of receiving AIS.
- Unit is described as a portable type personal locator beacon that uses a whip antenna.
- Automatically activates when the person goes into the water and sends this signal by closed loop signal method via VHF DSC type radios programmed for closed loop reception. If there is no acknowledgement to this signal, after 5 minutes, the system reverts to open loop reception, where any other vessels equipped with a VHF DSC radio can receive the distress man over board signal.
- The company recommends battery replacement after 5 years.
- The cost of the SMRTV100 is \$924.25 per unit.
- Captain O'Donnell will check on the availability of batteries and still has to investigate a few more things about this unit. He will update further at the February meeting.

**Conclusions:**

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Continue with gathering more information.	Captain O'Donnell	February 2013	
• Check on the availability of the batteries for the SMRTV100.	Captain O'Donnell	February 2013	



**4. New Business**

<b>4.1 Transportation of Peace Officers in Pilot Boats</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Captain Wallace reported that a couple of weeks ago the crew were told that they would be transporting RCMP undercover officers out to a ship along with the Pilot who was assigned to bring this ship into the Halifax Harbour.</li> <li>• The crew expressed several concerns about what happened, will this happen again, their safety and their rights to refuse to do this.</li> <li>• Mr. Griffin reported that he received a call from Canadian Border Services Agency (CBSA) and later found out that it was the RCMP and they had a warrant to board the ship prior to the ship coming into the harbour. Mr. Griffin was concerned on the capability of the individuals for climbing the ladder, etc. He also had a great concern for the safety of our Pilot and crew.</li> <li>• Mr. Griffin acknowledged that legally APA had to comply with the order.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>• It was discussed that if possible, the crew could know ahead of time so they can be prepared.</li> </ul>			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>			

**4.2 Fire Alarms – Cogswell Tower**

**Discussion Highlights:**

- In 2013 Crombie installed a new fire alarm system in Cogswell Tower. There have been a number of fire alarms lately which seem to be a result of the work being conducted in the parkade.
- Dispatch finds that the pitch of the alarm is interfering with their ability to perform their tasks. A request to have the level of of the fire alarm lowered. Crombie has done this. As per code it cannot be set lower.
- The concern brought forth was that preparation is required by the Dispatchers when the stage one alarm is activated and this is not happening by the dispatchers (Dispatch Supervisor was not included). It was discussed that the Supervisor is responsible to ensure the Dispatchers are making the preparations required. It was further stated that the dispatchers are not all familiar with the evacuation process and it was recommended that all full time and casual dispatchers be individually taken through the entire process.

**Conclusions:**

- The Committee recommended that the Dispatch Supervisor go through the procedures, will have a monthly evacuation drill on a different day each month and with a different Dispatcher. The Casual Dispatchers are to be included in this process.

<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Add the procedures for a Fire Drill to the training guide for the Dispatchers.	E. Stewart	February Meeting	
• Set up a monthly fire drill in Dispatch.	J. Griffin	February Meeting	

**4.3 Floater Coats for Pilots**

**Discussion Highlights:**

- Mr. Griffin is receiving several requests from the Pilots for new Floater Coats especially coats from the UK. He has reviewed a memo issued by Captain Rick Gates in 2010 which gave a limit of \$600.00 per coat.
- Mr. Griffin has done some calculations regarding the costs of coats over the past few years. He is working with Management to issue a new memo which will state that it will be the individual’s responsibility to ensure annual inspections are completed on the floater coats and APA will cover the charges to have this done.

**Conclusions:**

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Issue a memo to the Pilots regarding the purchasing of Floater Coats.	J. Griffin	February Meeting	

**5. Review of Monthly Reports**

<b>5.1 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>• Had a slip, trip and fall in Saint John lifting a life raft. The Launchmaster has been out of work since the incident.</li> <li>• It was discussed if the crew should be lifting life rafts or should the APA be using a boom truck.</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

<b>5.2 Review of OHS System:</b>			
<b>5.2.2 Annual OHS Objectives</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Clear documentation trail</li> <li>• Review of the Manual</li> <li>• Reduce Accidents</li> <li>• Internal H<sub>2</sub>S training</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

<b>5.2 Review of OHS System:</b>			
<b>5.2.3 Annual Training Plan</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• WHMIS</li> <li>• H2S Awareness as a refresher, H2S Alive as an annual</li> <li>• Due Diligence for Captain O'Donnell</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
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<b>5.2 Review of OHS System:</b>			
<b>5.2.3 Risk Assessment &amp; Control Program</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Will be reviewing during the review of the OHS Manual.</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
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<b>5.2 Review of OHS System:</b>			
<b>5.2.3 General Inspection – Occupies Locations (Other than Cogswell Tower Offices)</b>			
<b>Discussion Highlights:</b>			
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<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
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<b>6.3 Review of Inspection 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>• Will be reviewing the format of the inspection reports.</li></ul>			
<b>Conclusions:</b> <ul style="list-style-type: none"><li>•</li></ul>			
<b><u>Action Items</u></b>	<b><u>Responsibility</u></b>	<b><u>Target Date</u></b>	<b><u>Date Introduced</u></b>
<ul style="list-style-type: none"><li>• Complete</li></ul>			

Meeting Adjourned: 12:10 pm

Next Meeting: February 25, 2014 @ 1:30 pm

  
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*John Griffin - OHS Co-Chair*

  
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*Ian Wallace - OHS Co-Chair*

**Acronyms**

AED – Automatic External Defibrillator  
APA – Atlantic Pilotage Authority  
ATL – Atlantic Towing Limited  
CBSA – Canadian Border Services Agency  
EAHOR - Employer’s Annual Hazardous Occurrence Report  
ECTUG – East Coast Towing  
EPIRBS – Emergency Position Indicating Radio Beacon  
HSE – HSE Integrated  
IEL – Industrial Engineering Limited  
IMO - International Maritime Organization  
OHS – Occupational Health & Safety  
MOB – Man Overboard  
MOSH - Marine Occupational Safety Handbook  
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
- Julie Harvey and Ian Wallace have been registered for Due Diligence course for Feb/13. January, 2013
- Rescue Sticks purchased for the boats. January 2013
- Heated Deck on the Fundy Pilot. January 2013
- Ordered Lock & Tags for the boats. January 2013
- The revised drill schedule for Saint John and for Halifax has been completed. January 2013
- As a result of hiring a 4<sup>th</sup> crew, the Saint John crew have accepted the new shift schedule. January 2013
- Emergency Lighting in Dispatch. February 2013
- Memo sent to the Pilots in NL regarding the safety instructions for going through the turn styles at Whiffen Head Terminal. March 2013



- Access of water for the Fundy Pilot. April 2013
- Evacuation Procedures for Dispatch has been reviewed and is now complete. April 2013
- 2013 Safety Policy has been signed by Captain McGuinness. April 2013
- The Air Assessment Report from Strum Consulting has been reviewed and is complete for 2013. April 2013
- Emergency Preparedness and Response Program for Cogswell Tower April 2013
- A bulletin board has been placed in Dispatch for all notices regarding above ceiling work. May 2013
- Emergency Lighting in Dispatch June 2013
- Black Water New Legislation June 2013
- Weather Conditions Policy June 2013
- Hearing Conservation Program June 2013
- Casual Launchmaster Training June 2013
- Inspection Program Review June 2013
- CMPA Meeting – Ship Safety June 2013
- A memo was sent out to the tug operators regarding the proper equipment required for APA Pilots September 2013
- Mr. Griffin updated the OHS Committee on the requirements and procedures for visitors on the Pilots boats. September 2013
- Copies of the MOSH (Marine Occupational Safety Handbook) has been given to all APA Pilot boats. September 2013
- A memo was sent to all Pilot boats stating that the accommodation hatch must be kept closed when the vessels are underway. September 2013
- Programming has been completed giving Ms. Stewart and Mr. Griffin Service requests that are coded Safety which will keep them up-to-date with the inspections. November, 2013
- The OHS Committee agreed to use CCOHS for the WHMIS training once the new changes are finalized. November 2013
- The Return-to-Work program is working well. The Committee suggested that this should be removed from the OHS Binder as this program can now stand on it own. November 2013
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Agenda Items for Review At The Next Face-To-Face Meeting				
	Agenda Item	Responsibility	Deadline	Date on Last Minutes
1.				
2.				
3.				
4.				

### Action Items To Be Completed For the February 2014 Meeting

<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Send the results of the November inspection for the St. John's Pilot Boats to Captain Broaders.	J. Griffin	February Meeting
2. Check with the Contractor as to a date of completion for the Jacobs Ladder and Cradle.	J. Griffin/Captain Broaders	February Meeting
3. Send out a Safety Bulletin on H2S Gas Monitors to the Pilots.	J. Griffin	February Meeting
4. Arrange a meeting for February 20 <sup>th</sup> with J. McCann, D. McGrath the Maintenance Supervisor, Mr. Corkum, and Captain Scott regarding the Ladders at Reeds Point.	J. Griffin	February 20, 2014
5. Check with the Launchmasters in Saint John to verify that they have the capability to pump ashore.	Captain Scott	February Meeting
6. Continue to collect more information on the PLB Replacement.	Captain O'Donnell	February Meeting
7. Check on the availability of the batteries for the SMRTV100.	Captain O'Donnell	February Meeting
8. Add the procedures for a fire drill to the training guide for the Dispatchers.	J. Stewart	February Meeting
9. Set up a monthly fire drill in Dispatch.	J. Griffin	February Meeting
10. Issue a memo to the Pilots regarding the purchasing of Floater Coats.	J. Griffin	February Meeting
11.		