



Atlantic Pilotage
Authority



Administration de Pilotage
de l'Atlantique

Workplace Health & Safety Committee Meeting

DATE/TIME: June 28, 2013

LOCATION: Halifax, NS

CO-CHAIRS: 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
Julie Harvey – Dispatch Representative

ABSENT: Julie Harvey

RECORDING SECRETARY: Marilyn Howells

1. Welcome

As Mr. Griffin was absent from the morning sessions, Ms. Stewart welcomed the OHS Committee to the June Face-To-Face meeting.

After the webinar on WHMIS after GHS The Committee had a brief discussion regarding proceeding with WHMIS training for the OHS Committee and the Pilots now or waiting another year when changes to the MSDS sheets and WHMIS will be completed. The OHS Committee voted to wait until all changes were completed.

Presentations began at 08:50 hours for the morning Face-To-Face meeting. The presentations were, “Injury Prevention” by Julie Richards from Portland Physiotherapy, Health & Wellness Centre, and a Nano-Lok (Tethers) demonstration by Peter Harper, Sales Specialist Safety at Acklands Grainger, and David Arsenault, Territory Manager – Atlantic for Capital Safety Canada.

The meeting commenced at 13:00 hours. Mr. Griffin was in attendance.

2. Agenda & Minutes

1.1 Review and Acceptance of Agenda
Discussion Highlights: <ul style="list-style-type: none">• It was requested to have the following added to the agenda under New Business:<ul style="list-style-type: none">▪ Tethers▪ CMPA regarding Pilot Transfers▪ Hours of Work
Conclusions: <ul style="list-style-type: none">• The June Agenda was reviewed and accepted with the above amendments.

1.2 Review and Acceptance of Minutes from May 2013			
Discussion Highlights:			
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Conclusions:			
• Minutes were approved as written.			

3. APA OHS Goals/Objectives

3.1 Review of APA OHS Goals and Objectives:			
• To complete items on the agenda in a more timely manner and distinguish between OHS issues and Operational issues.			
• To report all incidents including the small ones to better determine a resolution and prevent accidents.			
<u>Action Items:</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
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4. Business Arising From the Past Minutes

4.1 Annual Inspection of Contract Pilot Boats (Cape Breton)			
Discussion Highlights:			
• Captain Pierce would like to set a date for the next inspection.			
• Mr. Griffin noted that he would have to check his schedule and would get in touch with Captain Pierce with a date. It was agreed that either Mr. Carroll or Ms. Stewart could fill in if necessary as long as there was a Captain with them.			
• The contractor pilot boat in Placentia Bay will be completed on July 3, 2013.			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Check to see the date of the last inspection, look at the availability of the schedules for John to check his availability and get back to Captain Pierce.	M. Howells	July, 2013	

4.2 Emergency Lighting in Dispatch			
Discussion Highlights:			
<ul style="list-style-type: none"> The office/Dispatch area had a power outage last month. The emergency lighting in Dispatch worked very well during the power outage. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Complete 			

4.3 H₂S Gas Awareness			
Discussion Highlights:			
<ul style="list-style-type: none"> The new iNet web based H₂S monitoring system has arrived. The training will start with Halifax, then in Saint John and then to St. John's. It was agreed that the Pilots and the crew will continue to take training in H₂S Alive. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> 			

4.4 Sea Marshall Man Overboard (PLB) Personal Locator Beacon			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin is still waiting to receive a new PLB system which will replace the present system on the Chebucto Pilot. If this solves the problem then we will replace the system on the other boats as well. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Follow up on the delivery date for the new PLB system. 	J. Griffin	August, 2013	

4.5 Black Water New Legislation			
Discussion Highlights:			
<ul style="list-style-type: none"> The new legislation has been sent to all the boats. The older boats will be fitted for Blackwater when they go in for refit. Mr. Wallace reported that he does not have the fitting for the Blackwater connection for the Halifax boat. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Remove as this is no longer an OHS issue.			

4.6 Boarding Pilots from Tugs/Disembarking arrangements on Tugs at Pilot Station			
Discussion Highlights:			
<ul style="list-style-type: none"> The respective OHS representatives will forward to Mr. Griffin names of the tug operators in their areas. Mr. Griffin will notify the tug operators regarding proper equipment required for APA Pilots. If they do not have the proper equipment then the pilot will not be boarding the tug. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Send to Mr. Griffin the names of the tug operators in each area.	OHS Area Reps	July, 2013	
• Notify Tug Operators of proper equipment required.	J. Griffin	July, 2013	

4.7 Ladder at Reeds Point			
Discussion Highlights:			
<ul style="list-style-type: none"> It was discussed that nothing has been done at Reed's Point. The light has not been installed as of yet. 			
Conclusions:			
<ul style="list-style-type: none"> John to discuss this issue with the Saint John Port Authority. 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• To have a light at the top of the ladder at Reed's Point installed.	John Griffin	July 2013	

4.8 Weather Conditions Policy			
Discussion Highlights:			
<ul style="list-style-type: none"> The OHS Committee decided that this item was more an operational issue than a safety issue. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> To be removed from the OHS Agenda. 			

4.9 Hearing Conservation Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Ear Plugs and ear muffs have been ordered for the Pilot Boar crew. NS Hearing will be completing the noise level testing on the Halifax boats. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Complete 			

4.10 Casual Launchmaster Training			
Discussion Highlights:			
<ul style="list-style-type: none"> Ms. Stewart noted that all of the new casual launchmasters had completed their training. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Complete 			

4.11 Audit of OHS Manual			
Discussion Highlights:			
<ul style="list-style-type: none"> Ms. Stewart has received a quote from HSE to have someone review our OHS Manual. 			
Conclusions:			
<ul style="list-style-type: none"> A quote of \$1200 was discussed from HSE. 			
Action Items	Responsibility	Target Date	Date Introduced
<ul style="list-style-type: none"> Review the quote in more detail. 	Elizabeth Stewart	Next Meeting	June 2013

4.12 Contractor Health & Safety Program (Life Rafts)			
Discussion Highlights:			
<ul style="list-style-type: none"> When doing an inspection on the contractor pilot boats, it was noticed that some of the life rafts were expired. It was discussed that maybe the Launchmaster could call the contractor when the rafts or suits are about to expire. 			
Conclusions:			
<ul style="list-style-type: none"> To check with the contractor to see if they can email the APA when the rafts/suits are about to expire. 			
Action Items	Responsibility	Target Date	Date Introduced
<ul style="list-style-type: none"> Contact the contractor regarding the life rafts on the boats. 	John Griffin	August, 2013	

5. New Business

5.1 Inspection Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Ms. Stewart reported that everything is working fine with the current inspection program. 			
Conclusions:			
<ul style="list-style-type: none"> 			
Action Items	Responsibility	Target Date	Date Introduced
<ul style="list-style-type: none"> Complete 			

5.2 Onboard Fire Prevention & Control Program			
Discussion Highlights:			
<ul style="list-style-type: none"> It was noted that SOPs for the fire plans on the new boats, Chebucto Pilot and Captain A.G. Soppitt, need to be placed in the OHS Manual. 			
Conclusions:			
<ul style="list-style-type: none"> It was agreed to speak with Mr. Carroll to see if we have a copies of the fire plan. 			
Action Items	Responsibility	Target Date	Date Introduced
<ul style="list-style-type: none"> Speak with Mr. Carroll regarding the SOPs. 	Elizabeth Stewart	Next Meeting	June 2013

5.2 CMPA Meeting – Ship Safety			
Discussion Highlights:			
<ul style="list-style-type: none"> Captain Hilchie talked about the application of the changes to Solas Chapter v/Regulation 23 to the Canadian Navigation Safety Regulations/Subsection 74. These changes were discussed at the last CMPA Board meeting by Captain Simone Pelletier, President of CMPA. Transport Canada will distribute this draft recommendation to the Marine Safety Department and it will be added to the Notice to Mariner. 			
Conclusions:			
<ul style="list-style-type: none"> 			
Action Items	Responsibility	Target Date	Date Introduced
<ul style="list-style-type: none"> Closed 			

5.2 Hours of Work Logs			
Discussion Highlights:			
<ul style="list-style-type: none"> The Cape Breton Pilots would like to have Dispatch advise them of the hours of work for the crew on the pilot boats in Sydney. The Pilots want to ensure that the crew have had their rest time. 			
Conclusions:			
<ul style="list-style-type: none"> It was discussed that the crew might be able to fax over a Hours of Work Log after each shift to Operations. It was suggested that we get an iPhone for the boat to be able to fax using an app to the office. 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Arrange to have the Hours of Work Log for the crew on the Pilot boats in Sydney sent to Dispatch. 	J. Griffin	Aug 1	

6. Review of Monthly Reports

6.1 Review of OHS System:			
Discussion Highlights:			
<ul style="list-style-type: none"> Nothing to report since the last meeting 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> 			

6.2 Review of Occurrence Reports:			
<i>(Summary of Reports Received Since Last Meeting & Actions Arising)</i>			
Discussion Highlights:			
<ul style="list-style-type: none"> Near miss in Halifax – no lost time Two slip, trip and fall in Saint John. When having people onboard the hatch should remain closed while at sea. 			
Conclusions:			
<ul style="list-style-type: none"> It was discussed to create a memo in regards to the hatch. 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Create a memo and distribute to the boats 	Elizabeth Stewart	ASAP	June 2013

6.3 Review of Inspection Reports:			
Discussion Highlights:			
<ul style="list-style-type: none"> Office inspection was completed and everything appears to be in order. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> 			

7. Hazards Due to Anticipated Change

7.1 (New Tools, Tasks, Equipment, Materials, Conditions and People)			
Discussion Highlights:			
<ul style="list-style-type: none"> • The plan at the moment is to take the clearview out of the Pilot Boats in Halifax and replace with a regular window. • At the Pilot Boat Meeting, the Saint John reps reported that they did not have any issues with the clearview. • The APA #1 has a crack in the transom. This will be repaired when in refit. • Mr. Griffin requested to have Rory MacDonald provide an assessment of APA #1 vessel integrity. • The Sea Marshall unit still does not work. Mr. Griffin mentioned that Michael Ritchie is sending up a complete new unit to test. • Scheduled maintenance for the APA #2 - Caterpillar has completed an assessment and reports that the engine is working well. Atlantic tractor repaired the generator and it is also working well. • The ground fault in the engine was carbon build up in the starters. • The stuffing box is currently filling up. There is a constant stream of water. If the pumps do stop then the boat could sink. • The APA #1 requires new fire buckets. Mr. Carroll will have these ordered. • Forward Rails –APA should verify that the handrail has been designed for tethering as it is hollow inside for the heated rail. Should the Deckhand be tethered to the handrail? It was suggested that an anchorage plate be put on the bow or that we extend the forward rails. • The D-rubber will not be put all around the boat. Will replace the two sections on the port side and then on the starboard. • It was suggested to move the storage of the mate saver to below the railing. • It was discussed that APA purchase a portable back rest (Orbus Form) to help the crew sit in a proper position while working. • It was also discussed that APA purchase new mattresses for the Pilot Boats in Halifax. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
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Meeting Adjourned: 3:20 pm

Next Meeting: September 17, 2013 @ 1:30 pm



John Griffin OHS Co-Chair



Ian Wallace - OHS Co-Chair

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
IEL – Industrial Engineering Limited
OHS – Occupational Health & Safety
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 4th 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 4th 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
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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 September 2013 Meeting

<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Check to see the date of the last Contractor Pilot Boat Inspection, check Mr. Griffin's Availability and advise Captain Pierce.	M. Howells/J. Griffin	July, 2013
2. Follow up on the delivery date for the new PLB system.	J. Griffin	August, 2013
3. OHS Chairs to send to Mr. Griffin the names of the tug operators in each area.	OHS Area Reps	July 2013
4. Notify Tug Operators of proper equipment required for APA Pilots when boarding Pilots from Tugs/disembarking arrangements on Tugs at the Pilot Station.	J. Griffin	July 2013
5. To have a light at the top of the ladder at Reed's Point installed.	J. Griffin	July 2013
6. Review in more detail the quote from HSE regarding reviewing our OHS Manual.	E. Stewart	Sept Meeting
7. Contact contractors for the pilot boats regarding the expiration date of the life rafts	J. Griffin	August 2013
8. Check with Mr. Carroll regarding the fire plans on the Chebucto Pilot and on the Captain A.G. Soppitt.	E. Stewart	Sept Meeting
9. Send a memo to the Boats regarding the hatch being kept closed.	E. Stewart	July, 2013
10.		