



Atlantic Pilotage  
Authority



Administration de Pilotage  
de l'Atlantique

## Workplace Health & Safety Committee Meeting

DATE/TIME: March 26, 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, Ron Broaders, Lovett Bremner, Ward Scott

RECORDING SECRETARY: Marilyn Howells

Meeting Commenced: 09:40 am

**1. Welcome**

The Co-Chair (John Griffin) welcomed the Committee to our March meeting.

**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>▪ 6.3 Emergency Lighting in Dispatch</li></ul></li></ul>
<b>Conclusions:</b> <ul style="list-style-type: none"><li>• The March Agenda was reviewed and accepted with the above amendments.</li></ul>

<b>1.2 Review and Acceptance of Minutes from February 2013</b>
<b>Discussion Highlights:</b> <ul style="list-style-type: none"><li>• The minutes from the February 2013 meeting were reviewed.</li></ul>
<b>Conclusions:</b> <ul style="list-style-type: none"><li>• Minutes were approved.</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>As a result of a power outage at Cogswell Tower the office staff noticed that the Emergency Light by the kitchen was not working. The battery has been replaced and the Emergency Light is now working.</li> <li>Ian Wallace and Julia Harvey enjoyed their JOSCH training and found it very helpful for the committee. Found that our committee is working well with regards to the outline set out in JOSCH and Due Diligence.</li> <li>Recommended that any new OHS committee members should attend the training within the first couple of months of being on the committee.</li> <li>It was recommended that Julia Harvey be registered for Investigative Training.</li> <li>Now that the SOPS have been reviewed and amended the committee would like to go through the OHS Procedure Binder and update this.</li> </ul>			
<b>Conclusions:</b>			
•			
<b>Action Items:</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Date Introduced</b>
• Update the OHS Binder	OHS Committee	Ongoing	March 2013
• Register Julia Harvey for Investigative Training	Liz Stewart	April 2013	March 2013

4. Business Arising From the Past Minutes

<b>4.1 H2S Gas Awareness</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Mr. Griffin will be talking to personnel from iNet on March 27, 2013.</li> <li>It was mentioned that SOP 171 is really geared around Saint John NB but will be modified for all areas. Mr. Griffin will modify SOP 171 once he has everything arranged for all areas with regards to the equipment/training.</li> </ul>			
<b>Conclusions:</b>			
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<b>Action Items</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Date Introduced</b>
• Finalize SOP 171	Committee	Ongoing	

<b>4.2 Sea Marshall Man Overboard (PLB) – Personal Locator Beacon</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>This has been deferred to next 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>4.3 Black Water New Legislation</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Mr. Griffin has talked to Yuseff Ahmed at Transport Canada regarding the Black Water legislation.</li> <li>Arrangements have been made for the black water disposal for Halifax.</li> <li>Mr. Wallace requested that APA place the Black Water Guidelines on each of the Halifax boats and to have the process incorporated into the Pilot Boat Schedule.</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>Memo to be sent out with the guidelines and a schedule created</li> </ul>	John Griffin/Liz Stewart	April 2013	Sept, 2012

<b>4.4 Water for the Fundy Pilot</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>The crew has the fitting for the water connection but to date the water supply has not been finalized with the Saint John Port. It was suggested by Mr. McPherson that we run a line from the trailer to the boat and have a way of keeping it open during the winter.</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>4.5 WHMIS Program</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• The Committee suggested that the crew and Pilots should receive the WHMIS training first.</li> <li>• Captain Hilchie, and Mr. Griffin have taken the online course. Captain Hilchie suggested that the online training was sufficient for what APA has to deal with regarding H2S Gas.</li> <li>• Mr. Griffin reported that the H2S Awareness online course exceeds the requirements of all the terminals except Nustar.</li> <li>• It was also suggested that for WHMIS, the online training was sufficient.</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>
• Check on the possibility of receiving a bulk rate for WHMIS Training and set up WHMIS online training for the pilot boat crew.	Liz Stewart	April, 2013	Feb 2013

<b>4.6 Boarding Pilots from Tugs</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Memo to be sent to the pilot offices and to the boats in Halifax recommending that the pilots should stay inside the bulwarks until the pilot boat is alongside the tug at the dock.</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>
• Mr. Griffin to send out a draft memo to Halifax and to send hard copies to be posted on the boats.	John Griffin	April 2013	January 2013

<b>4.7 Evacuation Procedures in Dispatch</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Part of the new hire orientation procedures in Dispatch is to go over the evacuation procedures. Julie Harvey, the Dispatch representative for the OHS Committee, will now take on this responsibility.</li> <li>Ms. Harvey suggested that APA should check the emergency key for the door between Dispatch and the office. Some of the door lock have been changed and it would be good to know that this key is still a working key.</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
New Hire Orientation Check-List sent to Ms. Harvey	Liz Stewart	April, 2013	March 2013

<b>4.8 Safety Policy</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>The Safety Policy was reviewed and it was agreed that the Policy does not require any changes at this time.</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Have Captain McGuinness sign and distribute to all workplaces.	Liz Stewart	April 2013	February 2013

<b>4.9 Confined Space Entry Program</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Mr. Griffin suggested that we should investigate the possibility of online training.</li> <li>The chain locker is the only confined space that we have on the boats.</li> <li>It was suggested that APA should go back to the old way of doing this which is testing the air before you enter the room.</li> </ul>			
<b>Conclusions:</b>			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Inquire about the Confined Space online training.	Liz Stewart	April 2013	February, 2013

<b>4.10 Deckhand Safety Equipment</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• 3-4' tethers have been ordered for the Deckhands in Saint John.</li> <li>• Ms. Stewart sent Fireflies (emergency lights) to the Deckhands in Saint John.</li> <li>• Floater Jackets will be ordered to ensure that APA has one Large and one XL coat per boat in Saint John.</li> </ul>			
<b>Conclusions:</b>			
<ul style="list-style-type: none"> <li>• This has been referred to APA Management as this is an administrative issue and is not an OHS issue.</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>• Take off the Agenda</li> </ul>			

<b>4.11 Ladders at Reeds Point</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Captain Scott sent Mr. Griffin a diagram of what is required for the ladders at Reeds Point. Mr. Griffin will contact John McCann at the Saint John Port.</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>• Contact the Saint John Port Authority re the Reeds Point Ladder</li> </ul>	John Griffin	Ongoing	

<b>4.12 Turn Styles at Whiffen Head Terminal</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>• Mr. Griffin sent a memo to the Pilots in NL regarding the safety instructions for going through a turn style.</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>			



<b>4.13 Snow Removal at Halifax Dock</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>Mr. Wallace reported that to date the salting and removing of snow is not being done..</li> <li>We do not have a contract for snow removal in Halifax. Mr. Griffin has requested that Mr Carroll arrange this for next year for ECTUG and for the Crows Nest.</li> <li>Mr. Wallace suggested investigating into the cost of purchasing a snow blower.</li> </ul>			
<b>Conclusions:</b>			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Arrange snow removal for ECTUG and for the Crow's Nest	John Griffin/Brent Carroll	September, 2013	January 2013

<b>4.14 Suggestions for Training for the Next Face-to-Face Meeting</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>The following items were suggested for training at our next face-to-face meeting: Motivational Speaker, TSB with regards to investigating an incident, Team Building,</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
•			

**5. New Business**

<b>5.1 Emergency Preparedness &amp; Response Program – Cogswell Tower</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>The Committee agreed that this program works well and that no changes were necessary at this time.</li> <li>It was agreed to arrange with Crombie for a training session for the office and for Dispatch.</li> </ul>			
<b>Conclusions:</b>			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Call Crombie to arrange a Lunch & Learn Training session	Liz Stewart	May-June, 2013	March, 2013



<b>5.2 Document Control Program</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>It was noted that we have binders set up for filing the reports that are received.</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>			

<b>5.3 Weather Conditions</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>It was suggested by the boat crew to arrange a protocol for getting a Pilot off a ship in bad weather. It is really impossible to tell this until you are really alongside the ship.</li> <li>Mr. Griffin mentioned that there was a meeting arranged for March 27<sup>th</sup> regarding all of this information.</li> <li>It was suggested that possibly APA take the Agents out to experience the situation first hand.</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>Mr. Griffin will bring up the concerns of the Pilots and the Boat Crew at the meeting being held on March 27<sup>th</sup> with the Port of Halifax.</li> </ul>	John Griffin	Next Meeting	

6. Review of Monthly Reports

<b>6.1 Review of OHS System:</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>An Incident Report was received on a straight ladder request on a ship coming into the Port of Halifax.</li> <li>Received a few minor reports on slips, trips and falls.</li> </ul>			
<b>Conclusions:</b>			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
•			

<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 reports received since the last meeting.</li> </ul>			
<b>Conclusions:</b>			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
•			

<b>6.3 Review of Inspection Reports:</b>			
<b>Discussion Highlights:</b>			
<ul style="list-style-type: none"> <li>It has been requested by the Halifax Boat Crew that when the next boat that is moved from Saint John to Halifax that the boat be cleaned and nothing broken. In the past the boats have not come back in good shape. When boats are moved from Halifax to Saint John they are always in perfect condition.</li> <li>Ms. Stewart mentioned that the annual asbestos testing for the office has been arranged for April 3<sup>rd</sup>.</li> <li>Noise level testing will be arranged for the boats.</li> <li>Dispatch cleaning</li> </ul>			
<b>Conclusions:</b>			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Arrange Noise testing for the boats.	Liz Stewart	April meeting	March 2013

**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>• Deferred to April 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>•</li> </ul>	Brent Carroll		

Meeting Adjourned: 11:00 am

Next Meeting: April 30, 2013 @ 1:30 pm

  
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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  
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 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

Agenda Items for Review At The Next Face-To-Face Meeting				
	Agenda Item	Responsibility	Deadline	Date on Last Minutes
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. Meet with Captain McGuinness on the Annual OHS Objectives.	Liz Stewart	April 2013
2. Resend the H2S Gas Awareness SOP to the OHS Committee for review.	Liz Stewart	March 2013
3. Send out SOP #171 H2S Gas Awareness to the Committee for review by September.	John Griffin	April 2013
4. Complete cost comparison for H2S Gas Monitors and send to Captain McGuinness.	John Griffin	April 2013
5. Send out the Sea Marshall website for the Personal Locator Beacon to the Pilots.	John Griffin	April 2013
6. Send memo to the boat crew informing them of the Black Water Legislation.	John Griffin	April 2013
7. Check with Port of Saint John as to where water can be accessed for the boats.	John Griffin	April 2013
8. Check on the availability of a bulk rate for WHMIS training and then send the link to the OHS Committee.	Liz Stewart	April 2013
9. Send a memo to the Pilots and crew regarding boarding Pilots from Tugs.	John Griffin	April 2013
10. Send out the Safety Policy for review and then have it signed by Captain McGuinness.	Liz Stewart	April 2013
11. Check into the availability of the online training for Confined Space.	Liz Stewart	April 2013
12. Order a size Large floater coat and have it sent to Saint John	Liz Stewart	April 2013
13. Contact the Saint John Port Authority regarding the Reeds Point ladders	John Griffin	April 2013
14. Send a memo to the boat crew regarding scraping off the ice and salting the deck.	John Griffin	March 2013
15. Investigate the possibility of access cards for the Pilots at Whiffen Head.	John Griffin	March 2013
16. Look into the salting and removal of snow from the Halifax dock.	John Griffin	September 2013
17. Suggestions for the next face-to-face.	OHS Committee	Ongoing
18. Arrange a Lunch & Learn Training Session regarding emergency preparedness And response program for Cogswell Tower	Liz Stewart	May/June 2013
19. Weather conditions policy	John Griffin	April, 2013