



Atlantic Pilotage
Authority



Administration de Pilotage
de l'Atlantique

Workplace Health & Safety Committee Meeting

DATE/TIME: May 21, 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: Marilyn Howells

RECORDING SECRETARY: Elizabeth Stewart

Meeting Commenced: 10:011 am

1. Welcome

The Co-Chair (Ian Wallace) welcomed the Committee to our April meeting.

2. Agenda & Minutes

1.1 Review and Acceptance of Agenda

Discussion Highlights:

- It was requested to have the following added to the agenda under New Business:
 - Crombie – Overhead Work
 - Tethers for the Captain A.G. Soppitt
 - Link to H2S Awareness

Conclusions:

- The May Agenda was reviewed and accepted with the above amendments.

1.2 Review and Acceptance of Minutes from April 2013

Discussion Highlights:

- The minutes from the April 2013 meeting were reviewed.

Conclusions:

- Minutes were approved.

3. APA OHS Goals/Objectives

3.1 Review of APA OHS Goals and Objectives:			
<ul style="list-style-type: none"> To decrease accidents and to increase awareness. 			
<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 H2S Gas Awareness			
Discussion Highlights:			
<ul style="list-style-type: none"> The monitors are on backorder from Acklands. Once the monitors arrive in house, which should be in approximately one months' time, the installations should take approximately one to three weeks. There are two pilots left to take the training in New Brunswick. H2S Awareness training may be the better training for the pilots. . H2S Alive is the industry standard but it is geared more towards oil and gas, not offshore. The training and safety theory is the same, sour gas lethal, training on the monitors are imperative for warning, An internal policy for H2S Gas Awareness should be created. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Set up H2S Alive training for the pilots, crew and dispatch.	Liz Stewart/J. Griffin		

4.2 Sea Marshall Man Overboard (PLB) – Personal Locator Beacon			
Discussion Highlights:			
<ul style="list-style-type: none"> • There have been a number of problems with the antennas breaking. • The Sea Marshall VHF has a short antenna. • The unit is supposed to go back over the horse collar. • Sea Pro has taken over from Spartan. It was suggested that APA inquire as to the possibility of Sea Pro taking over the contract. • It was suggested that we should look for monitors with shorter antennas instead of the long antennas. Antennae kits are available so this should not be a problem. • The committee requested proper training from the manufacturer on the units. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Inquire into the possibility of Sea Pro taking over the Spartan contract.			

4.3 Black Water New Legislation			
Discussion Highlights:			
<ul style="list-style-type: none"> • Arrangements had been made to pump out the Chebucto Pilot into a truck. The truck that came did not have the right fitting. • Mr. Pilgrim will measure for the fitting for the pumping of blackwater. • A copy of the legislation was delivered to the Halifax boats. A copy will be sent to Mr. Pilgrim and to Saint John for the Chebucto Pilot, Captain A.G. Soppitt and the Fundy Pilot boats. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Measure for the fitting for the Halifax boats for pumping Blackwater. H. Pilgrim			

4.4 WHMIS Program			
Discussion Highlights:			
<ul style="list-style-type: none"> • After a discussion, it was decided that APA should train the crew in both Halifax and Saint John and train on WHMIS. • The training should be in class or online and should start by the first of July 2013. • It was also discussed that having a Train the Trainer for each area might be an option. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Organize the training for WHMIS for the crew in Halifax and in Saint John.	L. Stewart	Next Meeting	

4.5 Boarding Pilots from Tugs			
Discussion Highlights:			
<ul style="list-style-type: none"> • The pilots boarding the tugs from purpose built boarding gangways. • A Launchmaster has a problem with taking Pilots off the tugs. A pilot lost his footing on the tire on the tug. • The Launchmasters need to ensure that the pilot is inside the bulwarks of the tug until the pilot boat is settled alongside the tug. • A questions was asked as to who is liable if something should happen. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Speak to Rick Edwards regarding the Pilots boarding the tugs from purpose built boarding gangways.	J. Griffin	next meeting	

4.6 Ladders at Reeds Point			
Discussion Highlights:			
<ul style="list-style-type: none"> • John McCann’s engineer is working on the ladder at Reeds Point. • Captain Scott was down and could not see any progress with the ladders. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Call John McCann for an update.	J. Griffin	Next Meeting	

4.7 Turn Styles at Whiffen Head Terminal			
Discussion Highlights:			
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Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

4.8 Weather Conditions Policy			
Discussion Highlights:			
In the best interests of the safety of the crew and of the boats a discussion on the weather watch policy determined:			
<ul style="list-style-type: none"> • When will the crew go out and under what conditions? • Brief are ineffective, should we speak to Agents directly? • Each Port has different issues, i.e. Halifax is the swell, Saint John is reduced visibility and Canso is no weather buoy. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
•			

4.9 Suggestions for Training for the Next Face-To-Face Meeting			
Discussion Highlights:			
<ul style="list-style-type: none"> Injury Prevention was suggested as a topic for a presentation at the June Face-To-Face. 			
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"> 			

4.10 Hearing conservation Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Waiting to hear back from Nova Scotia Hearing Centre and Speech regarding conducting noise level on the Halifax boats. Levitt Safety was suggested to conduct the noise level testing on the Fundy Pilot and on the Captain A.G. Soppitt. The crew on the boats in Halifax would like to have new earplugs. In Saint John the crew requested 2 sets of earmuffs. 			
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"> Order earmuffs and earplugs for Halifax and Saint John crew. 	E. Stewart	Next Meeting	

4.11 Casual Launchmaster Training			
Discussion Highlights:			
<ul style="list-style-type: none"> Three casual Launchmasters have been in for their refresher training. We now have seven casual Launchmasters in Halifax. 			
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"> 			

4.11 Audit of OHS Manual			
Discussion Highlights:			
<ul style="list-style-type: none"> After a brief discussion the committee requested that APA obtain an outline from HSE and we should obtain a quote to have this audit completed. 			
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"> 			

5. New Business

5.1 Absestos Management Program (OHS Binder, Tab 8)			
Discussion Highlights:			
<ul style="list-style-type: none"> To ensure that Dispatchers are aware of all above ceiling work a separate bulletin board has been placed in Dispatch where all notices from Crombie will be placed for great visibility. 			
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 			

5.2 Contractor Health & Safety Program (OHS Binder, Tab 7)			
Discussion Highlights:			
<ul style="list-style-type: none"> Due to the expiry of the life rafts it has been suggested that the Inspection Reports go through the OHS Coordinator to ensure follow-up and/or the Launchmasters call in direct for service as it was prior. It was also discussed that all Contractors send in the WCB Clearance Certificates. 			
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"> 			

5.3 Maintenance Program (OHS Binder, Tab 14)			
Discussion Highlights:			
<ul style="list-style-type: none"> It was suggested that the Committee review the Maintenance Program. 			
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"> Start the review process for the Maintenance Program. 	E. Stewart/J. Griffin		May 2013

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"> One Occurrence Report was received since the last meeting. The Occurrence Report was regarding a finger being pinched while on board a ship. 			
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"> 			

6.3 Review of Inspection Reports:			
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"> 			

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 Halifax crew are requesting a new Overboard Dummy. Tethers on the Soppitt - 			
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"> Order an Overboard Dummy for Halifax 	B. Carroll	Next Meeting	May, 2013

Meeting Adjourned: 11:49 am

Next Meeting: Face to Face Meeting, June 28, 2013 @ 8:30 pm



 John Griffin - OHS Chairperson



 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 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

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