



**Atlantic Pilotage
Authority**



**Administration de Pilotage
de l'Atlantique**

Workplace Health & Safety Committee Meeting

DATE/TIME: November 26, 2015

LOCATION: Halifax, NS

CO-CHAIRS: John Griffin
Ian Wallace

OHS COORDINATOR: Jennifer Holland

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 Ward Scott, Captain Glenn Hoffe

RECORDING SECRETARY: Marilyn Howells

GUESTS: Captain Sean Griffiths

1. Welcome

Captain Wallace welcomed the OHS Committee to the November meeting.

The meeting commenced at 10:05 am

2. Agenda & Minutes

2.1 Review and Acceptance of Agenda
Discussion Highlights: <ul style="list-style-type: none">•
Conclusions: <ul style="list-style-type: none">• The November 26th Agenda was reviewed and accepted as written.

2.2 Review and Acceptance of Minutes from October 29, 2015
Discussion Highlights: <ul style="list-style-type: none">•
Conclusions: <ul style="list-style-type: none">• Minutes were approved as written.

3. Business Arising From the Past Minutes:

3.1 Medical Issues on the Ship, the Maasdam			
Discussion Highlights:			
<ul style="list-style-type: none"> The Agents form has been updated with a section on Medical Issues. 			
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 			July 2015

3.2 PLB Options			
Discussion Highlights:			
<ul style="list-style-type: none"> APA has already completed a trial and the Briarteck system is not satisfactory. APA completed a second test and the signal strength was even weaker. Mr. Carroll has sent out a letter to DSS Marine noting that we are not satisfied with the equipment and requesting that they remove their equipment. Captain Wallace noted that Atlantic Electronics installed the equipment so APA may need to have them remove the equipment. In the meantime, the Binnacle provided APA with two MOB units. Captain O'Donnell has investigated these units which must be manually activated if they are not attached to a horse collar. This unit can be fitted to a floater coat but can only be activated manually. He also noted that the batteries for these units are not available in Canada. The other issue is that the contractor boats would require AIS capability if APA were to proceed with the MOB units. Captain Griffiths noted that if this is our fix we would work with the contractors to have AIS capabilities on the boats. Captain O'Donnell will obtain a PO number from Ms Cooper to purchase another unit and will perform another test. Captain O'Donnell will check with the Binnacle to see if they received any information on DSC access in Canada. Mr. Ritchie from Florida has called regarding the Briarteck system. Captain O'Donnell has not had an opportunity to call him back. Captain Wallace noted that the AIS system is not working and needs to be replaced as soon as possible as we do need to have this system working for legalities. 			
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"> Captain O'Donnell will perform another test. 			November 2013

3.3 Ladder on the Onego Trader		October 2013	
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain O'Donnell provided pictures of the ladder on the Onego Trader. • Captain MacKelvie was the pilot who had issues regarding the ladder. • Talked to Paul Lambert at Norton Lilly International Inc., and he was not aware that the ladder was not in good shape. The Agent had not sent any notifications out. • When the ship comes back into Port and the ladder is not replaced then the pilots will not be boarding. • Captain Pierce noted that this issue happened last year in Cape Breton and Mr. Griffin notified the owners and the ladders was fixed. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Move to In-Progress List			

3.4 H₂S Monitors			
Discussion Highlights:			
<ul style="list-style-type: none"> • At our October meeting, Captain Broaders noted that the SENL Pilots would like to have the base unit placed on the boat. Presently the unit is located at the apartment. It is an inconvenience for the Pilots as they do not have time usually to go to the apartment to bump their monitors before their assignment. • Captain Griffiths noted that inconvenience is not going to hold up in court. The Pilots do need to allow enough time to get from their residence to the apartment, to bump the monitor, to the boat for their assignment. • Captain Bremner noted that the monitors APA has at the moment need to be bumped every 24 hours, but the Tango TX monitor only needs to be bumped every 30 days. The Tango TX monitors would be a good solution for St. John's. • Captain Pierce would like to see things in Cape Breton stay the way they are. Things are working well. • Captain Griffiths suggested that we should look at bringing the system in-house. Mr. Griffin did a cost analysis and it would be financially better for APA. • Halifax will keep the base station in the Crow's Nest. The Halifax Pilots would only require 2-3 monitors and Captain O'Donnell and one of the Halifax Pilots on the other shift will ensure that they are bump tested at all times. The likelihood of this system being used in Halifax is slim. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Captain Griffiths recommends that we bring the system in-house.	B. Carroll	January 2016	Oct 29-15

3.5 Cape Breton Pilot Boat Dispatched for a Medical Emergency of a Ship

Discussion Highlights:

- Mr. Carroll is reviewing the SOP that was created by Mr. Griffin.
- This same situation happened again in Cape Breton on Monday, November 23rd. The agent was in a panic to disembark a crew member who had a detached retina. APA said no to the use of our boat. It was dispatched to RCC who contacted us and Captain Griffiths replied that our boats are not equipped and trained to handle this. RCC then launched a helicopter from Greenwood.
- Captain Griffiths put RCC in touch with a private contractor.
- It is recommended that a SOP or a memo be issued so that the Dispatchers are aware of the process to be followed when this type of call comes in.
- We need to also notify the Agent that we are not the first line of contact for emergencies of this type.
- Ms. Holland noted that we should have a meeting or at least a memo sent to RCC regarding our status.

Conclusions:

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Action Items

- Finalize the SOP and send a copy to Captain Pierce

Responsibility

B. Carroll

Target Date

January 2016

Date Introduced

Sept 2015

3.6 OHS Membership & Chair Positions

Discussion Highlights:

- Ms. Holland gave everyone their end dates as the OHS area rep. The dates are as follows: Julie Harvey- 2016, Tony Pierce – 2016, Ward Scott – 2017, Ian Wallace – 2017, Ron Broaders – 2017, Lovette Bremner – 2016, Gary O'Donnell - 2017, Glenn Hoffe – 2017.
- Ms. Holland will send out an email to each committee member regarding our dates on the OHS Committee.

Conclusions:

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Action Items

- Complete

Responsibility

J. Holland

Target Date

Date Introduced

Sept. 2015

4. New Business

4.1 MED Requirements for Pilots			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Griffiths met with the person who wrote the requirements and how it will affect the pilots and the boat crew. It is the understanding that we do not have to comply with the new requirements. It only affects the members of a crew who are assigned to a ship in a role of a safe manning compliment. • Our boat crew do not leave the coast so they do not require MED training for their Certificate of Competency renewal. • Captain Griffiths will be meeting with Transport Canada to get clarification. • Ms. Holland noted that once everything is clarified there will be a memo sent out to the pilots and boat crew. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Move to In-Progress List			February 2013

5. Review of Monthly Reports

5.1 Review of Occurrence Reports:			
<i>(Summary of Reports Received Since Last Meeting & Actions Arising)</i>			
Discussion Highlights:			
<ul style="list-style-type: none"> • Ms. Holland does not have anything formally submitted to report since the last meeting. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Ongoing			

5.2 Review of OHS System:			
5.2.1 Safe Operating Procedures (SOPs)			
Discussion Highlights:			
<ul style="list-style-type: none"> SOPs need to be reviewed and Ms. Holland and Ms. Howells will put together a booklet for monthly review. 			
Conclusions:			
<ul style="list-style-type: none"> 			
Action Items	Responsibility	Target Date	Date Introduced
<ul style="list-style-type: none"> Assemble booklet and send to OHS Committee 	Ms. Holland and Ms. Howells	January 2016	October 2015

5.2 Review of OHS System:			
5.2.1 Records & Statistics Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Carry forward to November meeting 			
Conclusions:			
<ul style="list-style-type: none"> 			
Action Items	Responsibility	Target Date	Date Introduced
<ul style="list-style-type: none"> 			

6. Review of Inspection Reports

6.1 Review of Inspection Reports: <i>(Summary of Reports Received & Actions Taken: boats, fuel storage tanks, Office)</i>			
Discussion Highlights: <ul style="list-style-type: none"> The office inspection was completed and everything is 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"> Ongoing 			

7. Hazards Due to Anticipated Change

7.1 Review of Occurrence Reports: <i>(New tools, tasks, equipment, materials, conditions and people)</i>			
Discussion Highlights: <ul style="list-style-type: none"> Nothing to report. 			
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"> Move to In-Progress List 			

8. In-Progress Items

8.1 In-Progress Items:			
8.1.1 Hours of Work			
Discussion Highlights:			
<ul style="list-style-type: none"> This will be reviewed again when APA renews the contracts for the contractors. 			
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"> Move to In-Progress List 			

8.1 In-Progress Items:			
8.1.1 Hours of Work Logs for the Strait of Canso			
Discussion Highlights:			
<ul style="list-style-type: none"> Captain Griffiths will have Ms. Heisler check Mr. Griffin's emails for the Hours of Work Logs. 			
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"> Ongoing 			

8.1 In-Progress Items:			
8.1.1 Svitzer Wharf			
<ul style="list-style-type: none">• Captain Griffiths met with the Waterfront Development and apparently Svitzer has not put the wharf up for sale.• Waterfront Development is interested but nothing can be done until it is put up for sale.			
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">•			

Meeting Adjourned: 11:25 pm

Next Meeting: January 25, 2015 @ 1:00 pm



Sean Griffiths - OHS Co-Chair

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
GHS - Globally Harmonized System for the Classification and Labeling of Chemicals
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
WHMIS – Workplace Hazardous Materials Information System

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
- **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 its own.** November 2013
- **Safety Bulletin sent out to the OHS Committee, Pilots and Boat Crew on the usage of Cell Phones/Tablets while at work.** January, 2014
- **Appointment of Captain Hoffe as the Western NL OHS Representative.** January 2014
- **Transportation of Peach Officers on APA Halifax Pilot Boats** February 2014
- **Review of Dispatch Evacuation Procedures with all dispatchers.** February 2014
- **Movement of Life Rafts should no longer be completed by the boat crew but should be completed by a boom truck.** February 2014
- **Discussion regarding the purchasing of safety boots for Pilots. It was noted that under the collective agreement APA agrees to pay for safety boots as required.** February 2014

- Supplies purchases to have another 3.5' tether made for Saint John pilot boat. March 2014
- Memo to Pilots on approved floater coat procedures. March 2014
- Black Water Discharge Valve for Saint John and Halifax. April, 2014
- The annual Strum Report on Asbestos completed for 2014 April 2014
- Importance of OHS Committee members attending meetings April 2014
- Revised Scent Free Policy for the office completed and signage for the Dispatch and Office doors. May 2014
- Muster Lists sent to the Boat Crew and to Ms. Holland May 2014
- Kevin Reid, HSE Integrated, completed an audit on the APA OHS Manual. June 2014
- Onboard Fire Prevention and Control Program for the new plot boats has been completed and the MOSH signs distributed to the boats. September 2014
- First-Aid training has been completed in July. September 2014
- The annual Crombie Asbestos reports have been reviewed and completed. September 2014
- The Alarm on the Atlantic Pilot is no longer an OHS issue and is now an Operational issue. October 2014
- The Ladder at Reeds Point, NB now has an agreement in place between the Saint John Port and APA to be replaced. October 2015
- Changes for the Pilot Boat Tethers has been made during the last refit in Saint John and is now complete. January 2015
- The report on the Superport Marine Pilot Boat grounding has been received. March 2015
- Boarding Ladder Access/Restrictions on the Algoma has improved. March 2015
- Signing of the OHS Safety Policy for 2015 is now completed. March 2015
- Pilot Ladder on the M/V Redhead has been replaced. April 2015
- New Chairs have been purchased for the Avalon and Atlantic. April 2015
- A trial on the use of crotch straps in Halifax has been completed and Captain O'Donnell does recommend their use. April 2015
- Security at the Refinery in NL. July, 2015
- Use and purchase of Crotch Straps for the Pilots and boat crew. July, 2015
- Radars set up on the locks in Cape Breton were found not to be dangerous to personnel. September 2015
- Amendments to the dispatch page on the website were made regarding the Hazard Response Section. September 2015
- The dispatching of APA Pilot Boats in Cape Breton to disembark ship crew with medical issues. September 2015
- Dispatching APA Pilots for ships that have medical issues. September 2015
- Emergency vehicles crossing the Canso locks when ships are also moving through the locks. September 2015
- Hearing testing on the APA Pilot boats has been completed. September 2015
- The Arm Rests on the Avalon Pilot have been replaced by the manufacturer of the chairs. September 2015

- **Having fuel delivered to the Halifax boats versus continuing with the fuel tank was discussed and Found to be not feasible in Halifax.** **September 2015**
- **The air conditioning systems have been installed on the boats and everything is working well.** **September 2015**
-