



Atlantic Pilotage
Authority



Administration de Pilotage
de l'Atlantique

Workplace Health & Safety Committee Meeting

DATE/TIME: April 29, 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 Glenn Hoffe,

RECORDING SECRETARY: Marilyn Howells

GUESTS: Sean Griffiths,

1. Welcome

Mr. Griffin welcomed the OHS Committee to the April 29th meeting.

The meeting started at 9:05 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 April 2015 Agenda was reviewed and accepted as written.

2.2 Review and Acceptance of Minutes from March 30, 2015
Discussion Highlights: <ul style="list-style-type: none">•
Conclusions: <ul style="list-style-type: none">• The March 30, 2015 minutes were approved.

3. Business Arising From the Past Minutes:

3.1 Security at the Refinery in NL			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Broaders reported that a Pilot and a trainee had to wait for 25 minutes in the middle of the night with winds 35NE for someone to pick them up. • Mr. Griffin received an email from Captain McCarthy regarding the wait for security and is following up with Canadian Maritime. • There are only two things that can happen, 1) Canadian Maritime provide a vehicle, or 2) Canadian Maritime allows a taxi in to take the pilots from the dock to security. • Captain Broaders would like to have this settle as it is a security/safety problem for the pilots. • Captain Pierce said that Cape Breton has the same issue but there is a taxi service that has been approved to go in past security to pick up the pilots. • Captain Broaders mentioned that APA needs to contact someone at Come By Chance Refinery and not the agent in order to resolve this issue. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Speak to Captain Griffiths and see if APA can contact someone at the refinery and not the agency.	J. Griffin		

3.2 Pilot Ladder on the M/V Redhead			
Discussion Highlights:			
<ul style="list-style-type: none"> • The ladder has now been replaced. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

3.3 Hotel Rooms in Inclement Weather				October 2013
Discussion Highlights:				
<ul style="list-style-type: none"> Defer to Next 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"> 				

4. New Business

4.1 Emergency Preparedness & Response Program – Cogswell Tower				
Discussion Highlights:				
<ul style="list-style-type: none"> Ms. Holland reported that the program is working well and there are not any changes at this time to be made. 				
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 				

4.2 Document Control Program			
Discussion Highlights:			
<ul style="list-style-type: none"> As with the Emergency Preparedness & Response Program – the Document Control Program is working well also. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Complete			

4.3 Dock at Ectug			
Discussion Highlights:			
<ul style="list-style-type: none"> The ladder is still not replaced. John was down to see this and it is in bad condition. John talked to Captain Griffiths about the possibility of sharing the cost of a new ladder as in Saint John. The florescent light on the north side of the dock is not working. John Neatby said that it is APA responsibility to fix the light. 			
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"> Arrange to have Mr. Carroll have this fixed. 	J. Griffin		

4.4 Systems not working on the Chebucto Pilot			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Carroll has already had a company down to investigate all the issues with the Chebucto Pilot. • Mr. Carroll has had a meeting with Allscott, specialists in heating, ventilating, and air conditioning in the marine world. They think they can fix our boats quite easily. They have units that will immediately go from hot to cold. The boats electrical system will be able to handle this. Mr. Carroll is waiting for the cost and how they plan to implement this. • The deck heating is still at a standstill as to which route APA will take. • We are still getting a coolant leak on the Chebucto Pilot. • The bilge alarms are going off again. Mr. Carroll has called A&DC to come and fix the issue. The alarm is disabled at the moment. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>

4.5 Chairs on the Pilot Boats			
Discussion Highlights:			
<ul style="list-style-type: none"> • APA has purchased six new chairs for the Avalon and the Atlantic. The chairs have been installed on one of the boats 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Complete			

4.6 Air Quality on the APA #1			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Griffiths was down on the APA #1 and would like to have the air quality checked. 			
Conclusions:			
<ul style="list-style-type: none"> • 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>

4.7 Snow Removal on the Dock			
Discussion Highlights:			
<ul style="list-style-type: none"> • We had an extreme winter this year and no one was able to help APA with snow removal. • APA plans to organize something now for the next winter. 			
Conclusions:			
<ul style="list-style-type: none"> • 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Ongoing			

4.8 PLB			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Griffin has spoken with Bill from BriTek as the cable from the aerial to the display seems to be an issue. • Bill is sending up a new cable. 			
Conclusions:			
<ul style="list-style-type: none"> • 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Ongoing			

4.9 June Face-To-Face Meeting			
Discussion Highlights:			
<ul style="list-style-type: none"> Ms. Holland requested input for suggestions for training for the face-to-face meeting in June. A tentative date of June 22, 2015 has been set for the face-to-face meeting. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>

4.10 Crotch Straps			
Discussion Highlights:			
<ul style="list-style-type: none"> Captain O'Donnell as completed a trial with the crotch straps and does recommend their use. Captain Hilchie has also requested one. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Complete			

4.11 Hours of Work – Cape Breton			
Discussion Highlights:			
<ul style="list-style-type: none"> Elizabeth Stewart and Captain Pierce had drafted a letter regarding the hours of work for Cape Breton. This letter had been sent to the OHS Committee for approval and was then sent to APA Management. Captain Pierce does not recall receiving a response from APA Management and was wondering where this stood. Jennifer will locate a copy of this memo. She will re-present to Management and will report back to the OHS Committee on the outcome. 			
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"> Check on the status of this letter. 	J. Holland	June face-to-face	November 2013

4.12 Pilot Boat Inspections			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin was in Saint John and he, Captain Scott and Captain Bremner completed the inspections of the three boats. Each inspection took from 1 hour to 1.5 hours to complete. Captain Pierce suggested that the sub-committee meet to review and make changes/additions to the Pilot Boat Inspection Form. Mr. Griffiths contacted Shannon from ECRC who gave a recommendation for the fueling, what we presently have for clean-up in case of an oil spill, and what we should have. The estimate was very high. 			
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 			

4.13 Training			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin reported that H2S is ongoing and Pilots are still being registered for courses. Captain Wallace has agreed to help persuade the Deckhands in Halifax to take the H2S and Fall Protection training courses. Fall Protection Training has been completed by two deckhands at the moment. Mr. Griffin has requested feedback on the course from the two deckhands 			
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 			

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 did not have any Occurrence Reports 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. Hazards Due to Anticipated Change

6.2 Review of Inspection Reports			
Discussion Highlights:			
<ul style="list-style-type: none"> The office inspection was completed by Ms. Harvey and Ms. Holland. Some lights in the office were changed this month. Everything else was in good order. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>

Meeting Adjourned: 11:30 pm

Next Meeting: May 27, 2015 @ 10:00 am



John Griffin - 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
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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.				