



Atlantic Pilotage
Authority



Administration de Pilotage
de l'Atlantique

Workplace Health & Safety Committee Meeting

DATE/TIME: January 13, 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:

RECORDING SECRETARY: Marilyn Howells

GUESTS: Sean Griffiths, Mike King, DSS Marine, Bill Dull, BriarTek

1. Welcome

Mr. Griffin welcomed the OHS Committee to the January meeting.

2. Presentation by Mike King, DSS Marine

Mr. King from DSS Marine introduced Bill Dull a representative from BriarTek. Mr. Dull gave a presentation on the Orca Man Overboard Identification and Location System. APA is looking into replacing the PLBs that the Pilots are presently using.

Mr. Dull noted that this PLB is in use on every US Navy ship and that the Pacific Pilots are also using this.

Meeting started at 11 am

3. 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 January 2015 Agenda was reviewed and accepted as written.

2.2 Review and Acceptance of Minutes from November 28, 2014
Discussion Highlights: <ul style="list-style-type: none">•
Conclusions: <ul style="list-style-type: none">• Minutes were approved as written.

4. Business Arising From the Past Minutes:

4.1 Annual Inspection of Contract Pilot Boats			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Pierce would like to have the schedule for the inspections created and sent out to the OHS Members. Mr. Griffin will send this out. • Captain Griffiths also feels that we do need to create a schedule, but it does need to be understood that the schedule needs to be fluid at the same time. • Captain Griffiths would like to see a gap analysis completed the next time inspections on the contractor boats are done so that we look at the safety of our pilots on contractor boats vs our own boats. • Captain Hoffe mentioned that the seasonal boat is being used. In Corner Brooke the tug, Indian Lake is being used. • Captain Hoffe requested an inspection be done on the Omni St. Laurent. • An actual inspection on the APA 20 was not completed by Captain Pierce and requested that APA put something in place so that this is not missed. • Captain Broaders brought to the Committee’s attention that if APA is going to keep the three pilot boats in Placentia Bay then we need to make safe access to each boat because at the moment this is not the case. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Develop an inspection schedule and send out to all OHS area reps.	J. Griffin	Next Meeting	April 2013
• Develop a matrix so that a gap analysis can be done on the Contract boats vs APA boats.	J. Griffin	Next meeting	January 2014
• Create safe access to the APA #18, AP #1, and APA #20 along with the contract boats.	B. Carroll	Next Meeting	January 2015

4.2 H₂S Gas Alive**Discussion Highlights:**

- Mr. Griffin has reviewed the schedules at the various institutions who run the H₂S courses. He will issue a memo to everyone with the dates. Mr. Griffin would like to have everyone completed on the H₂S Alive by June 2015.
- It was noted by Captain Pierce that the H₂S Alive training for the Pilots in Cape Breton have all expired. Mr. Griffin will arrange to set up training in Cape Breton.
- The H₂S Alive course vs the H₂S Awareness (online) courses were questioned and if an area no longer had tankers coming with H₂S Gas do they still require the course? It was noted that the OHS Committee made the recommendation a couple of months ago that everyone was to take the H₂S Alive course and the Awareness course would be the refresher course.
- Captain Griffiths noted that APA does not have a safety management system. We will decide that the online version will be a bare minimum but we cannot force everyone to take this course. Captain Pierce noted that our stakeholder, Nustar requires this so all CB Pilots need to take the H₂S Alive course.
- Captain Griffiths also mentioned that if we do not have a stakeholder that requires this then the monitors are not needed to be calibrated on a regular basis and to be worn on a regular basis.
- Captain Scott asked the pilots in Saint John for their input on when to and when not to wear the monitors. The pilots noted that they must be worn when there is H₂S reported. Then the responsibility relies on dispatch to give this information to the pilot.
- There was talk to have a drop down menu in the dispatch. To date this has not been set up.
- Ms. Harvey mentioned that the dispatcher should note in the notes "No H₂S present".
- Captain Wallace reported that before he approaches a ship he always inquires about the presence of H₂S Gas.
- Captain Griffiths would like to see a sub-committee set up to plan how to manage the training, wearing/calibrating of the monitors.
- It was noted that the Bottles are on automatic replacement and there is a protocol set out that any person can change out the replacements.
- Captain Scott suggested that each office should have a spare monitor, bottle and batteries at all times. New tanks are to be ordered at once there is 10% left in the tank.
- When venting the monitors there is a gas that is released when venting and we need to have somewhere to vent, i.e. to the outdoors and not to remain in the room. Captain Pierce noted that Nustar does this on a regular basis and the only way is to open all doors and windows.
- Spare batteries were sent out to each area. Captain Scott mentioned that they do not have any spare bottles and that Captain Hamilton has not yet received a monitor.
- The Pilots would like to see have the reports sent out again that were sent out when the system was first installed.

Conclusions:

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Arrange H2S training for Cape Breton Pilots.	J. Griffin	Next Meeting	
• Arrange for a drop down menu for the Dispatchers.	J. Griffin	Next Meeting	
• Send out a report on calibration to Saint John and other areas.	J. Griffin	Next Meeting	
• Captain Scott a monitor and extra batteries.	J. Griffin	Next Meeting	
• Set up a sub-committee to come up with a plan how to manage training, when to wear the monitor how and when to bump.	S. Griffiths	Next Meeting	

4.3 Superport Marine Pilot Boat Grounding			October 2013
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Griffiths has spoken with Les MacIntyre requesting the hours of work and rest and the report on the grounding. • On October 29th Les MacIntyre called to say that the report would be sent. To date Captain Griffiths has not received this report. • 28th of November the crew did recognize that they required rest and they booked off and APA had to delay a ship. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Ongoing			October 2013

4.4 PLB Replacement			
Discussion Highlights:			
<ul style="list-style-type: none"> • With regards to the PLB presentation made this morning, Mr. Griffin and Captain O'Donnell will organize a trail for the Halifax area and then for the Saint John area. • Captain Griffiths mentioned that we do not have a replacement in the budget for this year. We will look at how the trials go and if things are positive then we can look at including this in the budget for 2016. • The contractor boats were required to have the Sea Marshall system and it was a cost share with APA. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Ongoing			November 2013

4.5 WHMIS			
Discussion Highlights:			
<ul style="list-style-type: none"> • WHMIS was supposed to be replaced by the Globalized Harmonized Standards. • Under the CLC Part 2, companies must have all employees WHMIS trained. • Mr. Griffin will proceed to get 20 more spots and will send an email out to the pilot boat crew. • The course takes about 1 hour to complete. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Purchase more spots for the WHMIS online training and send to the boat crew.	J. Griffin	Next Meeting	June 2014

4.6 Dangers of Moving Cranes			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Griffin has approached the different terminals, and tried to arrange a meeting before Christmas • Mr. Griffin feels that we need to have a sit down with the OHS Committee and the pilots and the terminal staff. • Captain O'Donnell feels that we need to have contact with the terminal using a VHF radio. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Arrange a meeting with Halterm to come up with a solution			Date?
• Meeting for Thursday of this week or for the week of Feb 2/15	J. Griffin		

4.7 Fuel Storage Tank			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Griffiths has contact some of his past co-workers to see how their companies have handled this. He has received four (4) different copies of a fuel checklist. • Captain Wallace noted that there is an inspection checklist in the OHS Manual. There is not a fuel checklist but there is a procedure. • The spill kit does need to be updated and a few items are in need of replenishment. Mr. Griffiths would like to have an outside company recommend to us what should be included in the spill kit. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Check further into the Fuel Checklist.	S. Griffiths	Next Meeting	October, 2014
• Check into the cost of supplies for a spill kit.	J. Griffin	Next Meeting	

4.8 Ladders at Reeds Point			
Discussion Highlights:			
<ul style="list-style-type: none"> • The Saint John Port Authority has agreed to share the cost of the 3 ladders at Reeds Point. The landings will need to be galvanized. • The landings and the handrails will be designed here and Mr. Carroll or Mr. Corkum will bring them to Saint John for installation. • Mr. Griffiths would like to have high visible paint on the handles of the ladders. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Ongoing	S. Griffiths/J. Griffin		Next Meeting

5. New Business

5.1 Heated Decks on Bow of Pilot Boat			
Discussion Highlights:			
<ul style="list-style-type: none"> • The bow of the Soppitt is not heated and with this cold and icy weather is can be rather dangerous for the Pilots. Ms. Holland will mention this to Mr. Carroll as Mr. Carroll was not available at this time for our OHS meeting. • The Chebucto was still getting coolant from the heated decks into the bulge. It is dangerous to breathe in the coolant. In the Electrical room the bilge is partially exposed so you can see the coolant. The same issue is also happening on the Soppitt. • The Chebucto was checked this morning and it seems that it might be the handrails that are leaking and not the deck. • Captain Broaders mentioned that there is a mat missing on the port side of the Atlantic Pilot. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Follow-up with the coolant.	S. Griffiths	Next Meeting	January 2015
• Follow up with Mr. Carroll on the heated decks on the bow of the Soppitt.	J. Holland	Next Meeting	January 2015

5.2 PLBs for Minor Ports			
Discussion Highlights:			
<ul style="list-style-type: none"> • The Pilots in the minor ports do not have PLBs. • This is another issue between minor ports and major ports and will be added to the gap analysis. • Captain Hoff inquired about how to do an inspection on these contractor boats. • Captain Broaders noted that we should include the minor ports in the cost of the PLBs when APA is ready to replace the present system. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Add PLBs for minor ports to the gap analysis	S. Griffiths	Next Meeting	January 2014
• Advise Captain Hoffe on inspections for contractor boats.	J. Griffin	Next Meeting	January 2015

5.3 Boarding Ladder Access Restrictions on Vessels			
Discussion Highlights:			
<ul style="list-style-type: none"> • The Algo Nova has a couple of ring gates that are being used which is caused trouble when boarding. There is also another wider gate but they will not let us use it. Captain Hoffe would like to see a letter go out noting the regulations. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Send Mr. Griffin a picture of the gates and a letter will be sent out.	Captain Hoffe J. Griffin	Next Meeting	January 2015

5.4 Contracted Pilot Boat			
Discussion Highlights:			
<ul style="list-style-type: none"> Captain Hoffe questioned the certification/training requirements for the boat crew. Bay of Exploits Boat operator has been providing this for many years. The deckhands are whoever is available. 			
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"> Include this in the gap analysis 	J. Griffin	Next Meeting	January 2015
<ul style="list-style-type: none"> Reminder memo to be sent to the contractor regarding boat crew Certification/training. 	J. Griffin	Next Meeting	January 2015

5.5 Replacement Pilot Boats			
Discussion Highlights:			
<ul style="list-style-type: none"> Captain Pierce discussed the issue of the Eagle and the Falcon that are now out of service in Cape Breton. The Strait Rider is being used. An inspection has been done and it was determined that the Strait Rider can be used on a case by case basis. The Pilot for each assignment will make the decision as to whether the Strait Rider can be used. If it cannot be used then the assignment will be cancelled. Mr. Griffiths and Mr. Griffin will continue to monitor the situation with the Strait Rider. 			
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 	S. Griffiths/J. Griffin	Next Meeting	January 2015

5.6 Chair on the Pilot boats			
Discussion Highlights:			
<ul style="list-style-type: none"> The handles on the chairs on the boats in Placentia Bay are broken off. If it is on the Atlantic this will be included on the dry dock inspection. If it is the Avalon we will have to do a work 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"> Advise Mr. Carroll as to which boat needs the chairs repaired. 	Captain Broaders	Next Meeting	January 2015

5.7 Captain White Slipped on the Floating Dock			
Discussion Highlights:			
<ul style="list-style-type: none"> Captain Broaders discussed the need to have a sheet of non-skid on the floating dock at Arnolds Cove. 			
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"> Have non-skid surface installed on the floating dock at Arnolds Cove. 	B. Carroll		January 2015

5.8 Crotch Straps for PFD			
Discussion Highlights:			
<ul style="list-style-type: none"> A discussion was held regarding the possible use of Crotch Straps for PFDs. 			
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"> Look into the possible options 	Capt. Wallace	Next Meeting	January 2015

5.9 Deckhands and Launchmaster taking Fall Arrest Training			
Discussion Highlights:			
<ul style="list-style-type: none"> • A discussion was held regarding the validity of the Boat Crew taking Fall Arrest 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"> • Look into organizing Fall Arrest training for the Boat Crew. 	J. Holland/J. Griffin	Next Meeting	January 2015

5.10 Pilot Boat Tethers			
Discussion Highlights:			
<ul style="list-style-type: none"> • Changes for the Pilot Boat Tethers have been made during the last refit. • In Saint John everything is working 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"> • Complete 			

6. Review of Monthly Reports

6.1 Review of Occurrence Reports:			
<i>(Summary of Reports Received Since Last Meeting & Actions Arising)</i>			
Discussion Highlights:			
<ul style="list-style-type: none"> • Craig Whiteway had a car accident from an assignment on the weekend. Captain Whiteway is fine but there was some damage to his vehicle. No action is required. • Captain Pierce and a training pilot were coming on to the deck, Captain Carroll slipped and ran into Captain Pierce. Captain Carroll cut his face. • Captain Pittman and Captain Collins were getting on the ship. The captain was requested to move the ladder down. Captain Collins proceeded to climb the ladder before it was completely moved. • Captain Griffiths noted that every district has training pilots we need to keep in mind that this is new to them. We should be mindful of the safety of the training pilots. • The issue with the combination hatch from last month has been looked after. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
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6.2 Review of OHS System:			
6.2.1 Inspection Program			
Discussion Highlights:			
<ul style="list-style-type: none"> • Will be noted in the revision of the OHS Manual. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
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6.2 Review of OHS System:			
6.2.2 OHS Manual			
Discussion Highlights:			
<ul style="list-style-type: none"> The Committee reviewed section 1 to 17 of the OHS Manual. 			
Conclusions:			
<ul style="list-style-type: none"> The Committee recommended that Ms. Holland and Ms. Howells would complete sections 18 to 22 and would send these to the OHS Committee for review and final approval. 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Make recommended changes to sections 1-17 of the OHS Manual. 	J. Holland/M. Howells	Next Meeting	January 2015
<ul style="list-style-type: none"> Complete sections 18-22 and send to the committee for review and approval. 	J. Holland/M. Howells	Next Meeting	January 2015

Meeting Adjourned: 4:10 pm

Next Meeting: February 25, 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
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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.				