



Atlantic Pilotage
Authority



Administration de Pilotage
de l'Atlantique

Workplace Health & Safety Committee Meeting

DATE/TIME: March 30, 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 March 30th meeting. The meeting was rescheduled from March 24th as very few of the Committee were available for that meeting.

The meeting started at 9:45 am

2. Agenda & Minutes

2.1 Review and Acceptance of Agenda
Discussion Highlights: <ul style="list-style-type: none">• A discussion was held regarding the revising of the monthly Agenda. It was suggested that when we are discussing the action points for each topic that we get accurate timelines and the possibility of creating an “Action Items In Progress” section where we can store items that require action but are not on an immediate action list.• The suggestions for the Agenda were approved by the Committee and will begin with the Agenda in April.
Conclusions: <ul style="list-style-type: none">• The March 2015 Agenda was reviewed and accepted as written.

2.2 Review and Acceptance of Minutes from February 25, 2015
Discussion Highlights: <ul style="list-style-type: none">•
Conclusions: <ul style="list-style-type: none">• The February 25, 2015 minutes were approved.

3. Business Arising From the Past Minutes:

3.1 Annual Inspection of Contract Pilot Boats			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin will be starting the annual inspections over the next few months in Newfoundland with some of the new contractor boats once the weather improves. Mr. Griffin has sent emails out to the Contractors involved. In Halifax, Captain O'Donnell and Mr. Griffin will inspect Dominion Diving. Mr. Griffin will send out a letter notifying Dominion Diving when he would like to have the inspection completed. It was suggested that we should have a note on the inspection checklist for companies like Dominion Diving where we do not use them for dynamic transfers. 			
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 the In Progress list. 			

3.2 H₂S Gas Alive			
Discussion Highlights:			
<ul style="list-style-type: none"> H₂S Gas Alive is always ongoing and will be moved to the In Progress List. Mr. Griffin has two courses scheduled for April and will send out notices for attendance. Mr. Griffin would like to have all Safety Training (WHMIS, Fall Arrest Training and H₂S Alive) grouped together. Mr. Griffin has spoken with Mr. Bradley regarding having Nicom create a drop down menu for the Dispatchers. This should feed into the Pilot notes for all ships. 			
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 the In Progress List. 			

3.3 Superport Marine Pilot Boat Grounding			October 2013
Discussion Highlights:			
<ul style="list-style-type: none"> The Committee has review the report on the Superport Marine Pilot Boat Grounding. It was noted that the report does come down to Hours of Work and Rest. Superport Marine are working on this issue. Superport Marine are trying to hire more staff. Mr. MacIntyre realizes that he cannot expand his business without hiring more staff. There are other issues and he is trying to work on everything. Captain Griffiths noted that we do need to keep an eye on the Hours of Work and Rest along with the other 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 			

3.4 PLB Replacement			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin has arranged for the last part of the aerial to be installed this afternoon. Once this is completed then we are ready to start trialing the system. Captain O'Donnell and Captain Wallace actually saw a demo of the system that we are going to trial when in Vancouver. Under the existing Sea Marshall the cost for the contractor boats in Humber Arm, Stevenville and Bay of Exploits would be approximately \$35,000.00. 			
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"> Trials to be completed by designated OHS Committee Members. upon completion of the aerial installation. Move to In Progress List. 	OHS Committee		November 2013

3.5 WHMIS			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin has purchased another 20 online seats and 10 of those participants have completed their training. Mr. Griffin has sent out a reminder email on the online training. There are approximately 70 people left to complete the online WHMIS 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"> Move to he In Progress List 			June 2014

3.6 Dangers of Moving Cranes			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin has notified both terminals that APA would like to have a meeting with them. Captain Swan would also like to attend these meetings. 			
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. 			October 2014

3.7 Fuel Storage Tank			
Discussion Highlights:			
<ul style="list-style-type: none"> • John has talked to Shannon MacDonald from Triox, and would like to have her come down and do a site survey, and check on fuel response, how much is in the tank and what training the crew should undertake. • Waterfront Development has now officially purchased the Coast Guard facility. APA had a meeting with them a couple of weeks ago. • APA does recognize that we cannot stay there much longer. Svitzer is looking for a buyer so we will need to start thinking of other real estate in the port. • Captain O'Donnell asked if there was any way that APA could hire someone to start looking at real estate. • Mr. Griffin mentioned that about three (3) years ago a survey was completed on the Svitzer jetty. It may be time to have this done again. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Move to In Progress list.			October 2014

3.8 Ladders at Reeds Point			
Discussion Highlights:			
<ul style="list-style-type: none"> • The ladder has been fabricated and galvanized. • Captain Griffiths has had an email from the Saint John Port Authority and the snow is now melting so we can start to look at installation dates. • The project is now 50% completed. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Move to In Progress list.			February 2013

3.9 Heated Decks on Bow of Pilot Boat			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Carroll has contacted a company in Seattle and has not heard back regarding electric deck heating. 			
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. 			January 2015

3.10 PLB for Minor Ports			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin has completed a cost analysis on the Sea Marshall System that we are presently using. The cost analysis is for the purchasing of 3 base stations at \$10,000 per unit plus 3 personal units for the Contractor boats in Western NL is approximately \$35,000.00. 			
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. 			November 2013

3.11 Boarding Ladder Access/Restrictions on Vessels			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Glen Hoff has seen an improvement regarding the boarding ladder access on the Algoma. Everything previously observed has been completed and corrected. • Captain O'Donnell also has had the Algoma in Halifax and reported that the boarding ladder access has been fixed. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Completed			

3.12 Contracted Pilot Boat Inspections & Crew Certification Requirements			
Discussion Highlights:			
<ul style="list-style-type: none"> • Ongoing update of the check off list. • It was suggested and approved that we merge this topic with the Annual Inspections. • Captain Pierce noted that a representative from the office management should be available for pilot boat inspections. The inspections do not always happen in a timely manner. We need to note a timely manner for the completion of the inspections. • Mr. Griffin would like to complete the inspections for the Indian Lake, Johnson's boat, and Ron's boat in the Bay of Exploits around the end of April. Captain Hoffe noted that the ice could be long gone by the end of April. The Contractors usually aim for after the first week in April if the ice conditions have improved. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Move to In Progress list.			January 2015

3.13 Chair on the Pilot Boats			
Discussion Highlights:			
<ul style="list-style-type: none"> Captain Broaders noted that the chairs on the Avalon has not been repaired. The Atlantic Pilot is in dry dock right now 			
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 			January 2015

3.14 Floating Dock in Arnold's Cove & Access to APA #18			
Discussion Highlights:			
<ul style="list-style-type: none"> The floating dock has had a temporary fix for now. At the moment there is no plan in progress and Captain Griffiths will look into the floating dock and the access to the APA #18. 			
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 			January 2015

3.15 Wearing of Specialized PPE Head Protection.			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain O'Donnell has not had a chance to speak to the Halifax Pilots for their feedback on the protective headwear. • Whiffen Head, Nustar, and National Gypsum now require safety head gear once a pilot gets off a ship. • Captain Pierce suggest that one OHS rep in each area create a trial on the protective headwear. It was approved by the Committee that we purchase one helmet for each area. • Captain Scott will trial the helmet but in Saint John every pilot wears a floater coat all year round so the headgear will probably not be favorable. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Purchase one helmet for each area to trial.	B. Carroll		January 2015
• Move to the In Progress list.			

3.16 Crotch Straps for PFDs			
Discussion Highlights:			
<ul style="list-style-type: none"> • A discussion was held and the Committee agreed that we would purchase one crotch strap for each area for a trial. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Purchase crotch straps.	J. Holland/B. Carroll		January 2015
• Move to In Progress			

3.17 Fall Arrest Training			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Griffin reported that there are a couple of courses for April in Saint John. • There is also the potential for at least one course in Halifax. • It was suggested to combine this section with the H2S Gas Alive and the WHMIS training. 			
Conclusions:			
•			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Move to In Progress list.			

3.18 Captain A.J. Soppitt			
Discussion Highlights:			
<ul style="list-style-type: none"> • APA have received the report back on the shaft on the Soppitt pilot Boat. They believe the failure of the shaft was basically an improper fit and that there was too much space in the keyway. • APA will now have to be absolutely sure that the fit on the shafts on our other boats fits properly or we will have the same problem as the Soppitt. • It is felt that APA should have the shaft repaired on the Chebucto. • Captain Griffiths will send Captain Scott and Captain Swan a copy of the report. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
•			

3.19 OHS Safety Policy			
Discussion Highlights:			
<ul style="list-style-type: none"> The policy is with Captain McGuinness for signature. 			
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 			

3.20 Security at the Refinery in Newfoundland			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin has been in touch with the refinery and they are saying that everything is in policy and is safe for any person at the refinery to transport the Pilots from the ship to the gate. They assure us that each vehicle that is used for transporting people within the refinery are covered by their insurance. Captain Broaders stated that the Pilots issue is their safety in random vehicles. Mr. Griffin will review with Canadian Maritime again. 			
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"> Discuss with Canadian Maritime the safety of APA Pilots in Random vehicles. 	J. Griffin		February 2015

4. New Business

4.1 Emergency Preparedness & Response Program – Cogswell Tower			
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"> 			

4.2 Document Control Program			
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"> 			

4.3 Pilot Ladder on the M/V Redhead			
Discussion Highlights:			
<ul style="list-style-type: none"> Captain Hilchie and Captain Sarty had an issue with the ladder on the M/V Redhead but it is now resolved. 			
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

4.4 Hotel Rooms in Inclement Weather			
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>

4.5 PPE and Autoport			
Discussion Highlights:			
<ul style="list-style-type: none"> Cab stopped in front of the gate. Cannot walk down to the dock and you cannot walk from the gate to the car without safety gear. A pilot could be waiting 10 to 15 minutes before a security person comes to pick you up. Also need to clarify High Visability vests. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
John will call Autoport			

4.6 Snow Removal on the Dock			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Carroll has been looking into this issue. His plan is to secure someone for next year. 			
Conclusions:			
<ul style="list-style-type: none"> 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>

5. Review of Monthly Reports

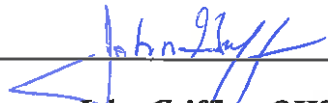
5.1 Review of Occurrence Reports: <i>(Summary of Reports Received Since Last Meeting & Actions Arising)</i>			
Discussion Highlights:			
<ul style="list-style-type: none"> Received one from a SENL pilot who slipped on ice. Because of low tide they did not notice the ice on the ladder. Need to be mindful of checking on the equipment before using. 			
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"> We have another new Pilot hired for Halifax. Just a reminder to be mindful that he is training and does not know procedures, etc. 			
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: 11:40 pm

Next Meeting: April 29, 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.				