



Atlantic Pilotage
Authority



Administration de Pilotage
de l'Atlantique

Workplace Health & Safety Committee Meeting

DATE/TIME: September 28, 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 Gary O'Donnell

RECORDING SECRETARY: Marilyn Howells

GUESTS: Sean Griffiths,

1. Welcome

Captain Wallace welcomed the OHS Committee to the September meeting.

The meeting started at 10:10 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 September 2015 Agenda was reviewed and accepted as written.

2.2 Review and Acceptance of Minutes from July, 2015
Discussion Highlights: <ul style="list-style-type: none">•
Conclusions: <ul style="list-style-type: none">• The July 7 & 8, 2015 minutes were approved.

3. Business Arising From the Past Minutes:

3.1 Hotel Rooms in Inclement Weather			
Discussion Highlights:			
<ul style="list-style-type: none"> Ms. Howells has made arrangements for the Halifax Pilots and boat crew to stay at the Marriott when there is inclement weather. Ms. Howells will also make arrangements for the Saint John Pilots and boat crew. 			
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 			

3.2 Ladders in Argentia & Long Harbour			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin has tried to get an update. Both Harbour Masters are aware and are working at correcting the deficiencies. Chris Newhook will ow be the Harbour Master for the Port of Argentia. 			
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 Section. 			

3.3 Radars on the Locks in Cape Breton			July 2015
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin has followed up with the contact at the university who is doing the study. The bottom line is, they are not dangerous. 			
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 Amendments to Dispatch Page Regarding the Hazard Response Section			
Discussion Highlights:			
<ul style="list-style-type: none"> The Hazard Response Section has been changed on the Dispatch Page and the dispatchers now have to action this when they are going through the order. The Pilots seem to like the changes made. Pilots and Agents have to go through the dispatcher to make the changes and/give the notice. The notice will come up red on the screen. Ms. Holland asked if there is a way to track how many times a ship has been labeled, i.e. vessel history that goes with the ship from port to port on our dispatch page. We will look into whether this function can be set up. 			
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 			

3.5 Medical Issues on the Ship Maasdam			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin noted that Transport Canada and APA are on the list to be notified but we are not sure why APA and Transport Canada have not been notified. The Agent becomes aware, notifies the Provincial Government who notifies the Federal Government who notifies us. Most times the Agents are notifying us of the issues. Captain Scott requested a notice sent out the all Agents to remind them to notify APA when there are medical issues on the Cruise 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"> Send guidelines and a reminder letter. 	J. Griffin		

4. New Business

4.1 November Face-to-Face			
<ul style="list-style-type: none"> Ms. Holland suggested that we do not need to have another face-to-face this year as it was only July when we had the last one. It was suggest that we change the face-to-face to once a year in June/July and that it be held over 2 days. Suggestions were made that the Committee visit MCTS for the next meeting and to have the opportunity to have the face-to-face meetings in other areas. Captain Pierce and Captain Scott do find the face-to-face meetings beneficial and would like to continue with two a year. 			
<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> Further discussion required on the number of face-to-face meetings to be held each year. 	Committee		September 2015

4.2 PLB Option			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Carroll received a call from the Binnacle. • The DSE signal is not allowed in Canada. Only AIS capabilities allowed in Canada. Will take up to 10 m of depth • It is attached to your PFB and is triggered by the inflation of your PFD. • Captain Swan suggested that we speak to the pilots and get their feedback on this. • Mr. Griffin also received a cold call from Sea Marshall. • Captain Griffiths suggested that Captain O'Donnell and other Pilots conduct a trial on the systems. • The new system that we are trialing out is not working well. It has been suggested that the issues are because it is not placed at the centre point/highest point on the boat. • Financially we have spent a lot of money and we have not moved from the trial period. The manufacturer did see the boat prior to sending up the equipment. If they are not going to spend the time to service during the trial what will their service be like if we were to purchase this system. • Captain Wallace, Mr. Griffin, and Mr. Carroll will meet with Captain O'Donnell to determine the outcome of this system. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Determine the outcome of the trial system.	Captain O'Donnell, Captain Wallace, and Mr. Griffin	ASAP	
• Test the two systems from the Binnacle and Sea Marshall.	Captain O'Donnell & Pilots		

4.3 Ladder on the Onego Trader			
Discussion Highlights:			
<ul style="list-style-type: none"> Carried forward to next month as Captain O'Donnell is absent from today's 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"> 			

4.4 Dispatching Pilots with Known Medical Issues			
Discussion Highlights:			
<ul style="list-style-type: none"> Dispatch ran into a problem where APA was short on pilots, and when they called a Pilot for a recall for a Cruise ship, this Pilot did not feel that he could go on a cruise ship as he had a small cold. Captain Bell noted that when a pilot accepts a recall, then they should be ready for any ship. Ms. Holland noted that it is on the employee himself to determine if they are too sick to go to work. APA does not advise any employee that they should stay home or that they should go to work. 			
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 			

4.5 H2S Monitors			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Scott noted that we have had issues from the start with these monitors. First the batteries and this summer we the base station was not working and had to be sent to the supplier for repair. There was no notice from the supplier about what was going on. We had to send one pilot and two boat crew over to Canaport to get training. Industrial Scientific is the supplier. • Mr. Griffin mentioned that Irving has the same agreement. • Mr. Griffin has asked for an explanation for these issues and also agreed that the support has not been great. • Accuracy and redundancy are important to us. Captain Scott suggested that we have two base stations, one on the pilot boat and one at the pilot office and that we should also have extra monitors. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Mr. Griffin will check with			

4.6 Cape Breton Pilot Dispatched for a Medical Emergency of a Ship			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Pierce sent an email around to the committee regarding the pilot boat being dispatched on short notice for a disembarked of a medical emergency of a ship crew member with a heart problem. EHS spoke to the EHS Dispatcher. • Captain Griffiths suggested that we talk to RCC regarding this issue in that our pilot boat is not equipped for this. We also need to give our dispatchers more knowledge on how to handle issues like this. The dispatcher should engage the duty officer. • Captain Griffiths suggested that the ship should be brought in to port and take the injured passenger/crew off the boat at that time. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
<ul style="list-style-type: none"> • Contact RCC • Training on this type of call for the Dispatchers 			

4.7 Emergency Vehicles			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain Pierce sent the OHS Committee a copy of correspondence regarding an emergency vehicle showing up at the Canso Locks at the same time as the MV Salarium was proceeding through the locks. The gates had been opened, the bridge swung, and the vessel had been cleared to proceed. The ship was able to be stopped so that the bridge could be closed to allow the emergency vehicle through. • There is a protocol in place for when an emergency vehicle that needs to cross the Canso Locks. In this case the protocol was not followed. Mike Gillis, Acting Operations Supervisor for EHS Cape Breton, has gone through their protocol and they will call the Canal the next time. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
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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 has had one in Newfoundland. A SENL pilot was in a car accident on his way home from a job. No injuries and no actions for the committee are required at this time. • As soon as you answer the phone and accept the job you are considered that you are on duty. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Ongoing			

5.2 Review of OHS Systems: (Summary of Reports Received Since Last Meeting & Actions Arising)			
6.1.1 Drill Program			
Discussion Highlights:			
<ul style="list-style-type: none"> • The drills are still being completed. • The Drill Program Forms need to be modified to include the EPIRBS. • The forms will also need to be checked to take out any mention of bobbins as bobbins are no longer used. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Ongoing			

5.2 Review of OHS Systems: (Summary of Reports Received Since Last Meeting & Actions Arising)			
6.1.1 Personal Protective Equipment Program			
Discussion Highlights:			
<ul style="list-style-type: none"> • Everything is good to date 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>

5.2 Review of OHS Systems: (Summary of Reports Received Since Last Meeting & Actions Arising)			
6.1.1 Membership and Chairs' Positions, WHSC (Section 5)			
Discussion Highlights:			
<ul style="list-style-type: none"> • The selection of the WHSC members shall occur in September of each year. The selection of Chairperson is to happen annually at the regular September meeting. • Ms. Holland and Ms. Howells will search through the minutes to find out when the present Committee members started • Captain Scott noted that he was re-elected one year ago. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
Jennifer and Marilyn will search through minutes			

6. Hazards Due to Anticipated Change

6.1 Air Quality on the APA #1 and in the APA Office:			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Carroll has had a couple of quotes and will proceed to have this completed. • The Air Quality testing was completed in July 2015 in the office. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

6.2 Hearing Testing on the Pilot Boats:			
Discussion Highlights:			
<ul style="list-style-type: none"> The Noise Level testing was completed on the Chebucto in 2013. Mr. Carroll will arrange to have this completed 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"> Complete 			

6.3 Reeds Point Ladder:			
Discussion Highlights:			
<ul style="list-style-type: none"> The ladder has been installed. Captain Scott noted that there are two other ladders on that dock that should be completed. It was noted that there is a plan in place to have these replaced. 			
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 			

6.4 Arm Rests on the Avalon Pilot:			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Carroll has contacted the manufacturer and the arm rests were under warranty. They have now been replaced. 			
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 			

6.5 Fuel Storage Tank:			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Griffin looked into the idea of not have a fuel tank in Halifax and having oil delivered when needed. There are times when the Pilot Boats require fuel twice a day. APA would need to find a jetty where the delivery truck could get down close enough to refuel. • The other issue is calling for delivery and having the truck arrive on time. • This process works fine in Placentia Bay, St. John's, Saint John and Sydney but it will not work well in Halifax. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

6.6 Systems Not Working on the Boats:			
Discussion Highlights:			
<ul style="list-style-type: none"> • Mr. Carroll has had the air conditioning systems installed on the boats ad everything is working. • APA does not have it in the plans at the moment to have heating on the bow of the boats. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete			

Meeting Adjourned: 11:45 am

Next Meeting: October 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
- 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