

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

OHS SYSTEM TABLE OF CONTENTS

Section	
1	Safety Policy
	<ul style="list-style-type: none"> • Intent & Application • Safety Rules
2	Distribution of Authority, Responsibility & Accountability
	<ul style="list-style-type: none"> • APA Organization Chart • Action Summary - OHS Coordinator • Action Summary - Work Place Health & Safety Committee
3	OHS Definitions
4	Prevention
	<ul style="list-style-type: none"> • Harassment & Violence Policy
5	Workplace Health & Safety Committee (WHSC) Program
	<ul style="list-style-type: none"> • Appendix A - Sample Agenda • Appendix B - Sample Minutes
6	Risk Assessment & Control Program
	<ul style="list-style-type: none"> • Risk Analysis form
7	Contractor Vendor Program
	<ul style="list-style-type: none"> • Contractor Health & Safety Requirements • Contractor Safety Checklist • Sample Covering Letter to Contractors
8	Asbestos Management Program
	<ul style="list-style-type: none"> • Appendix A - Fact Sheet; Health Risks of Asbestos • Appendix B - Caution-Asbestos Hazard (handout)
9	Emergency Preparedness & Response Program - Cogswell Tower
	<ul style="list-style-type: none"> • Fire/Evacuation Instructions • Fire Alarm & Communications Systems • Wardens' Meeting/Drill Log • Floor Plan - Emergency Exits
10	Occurrence Investigation/Near Miss Program
	<ul style="list-style-type: none"> • Occurrence Investigation Checklist • APA Occurrence Report
11	Training & Communications Program
	<ul style="list-style-type: none"> • New Hire Safety Orientation form • OHS Training Record form • Launchmaster Training Guide • Deckhand Training Guide

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

12	Safe Operating Procedures (SOPs)
	<ul style="list-style-type: none"> • Safe Operating Procedures Program • Index of SOPs
13	Onboard Fire Prevention & Control Program
14	Maintenance Program
	<ul style="list-style-type: none"> • Hot Work Permit – Pilot Boats • Daily Pilot Boat Report
15	Personal Protective Equipment Program
16	Drills Program
	<ul style="list-style-type: none"> • Life-saving & Fire Equipment Checklist • Sample Page – Drills Log
17	Inspection Program
	<ul style="list-style-type: none"> • General Monthly Inspection – Pilot Boats checklist • Fuel Storage Tank & Equipment Inspection checklist • General Inspection – Occupied Locations checklist
18	Confined Space Entry Program
	<ul style="list-style-type: none"> • Appendix A – Confined Space Hazards • Appendix B – Atmospheric Testing & Monitoring • Appendix C – Confined Space Entry Permit • Appendix D – Monthly Calibration Record • Confined Space Identification & Hazard Assessment form
19	Workplace Hazardous Materials Information System (WHMIS) Program
20	Hearing Conservation Program
	<ul style="list-style-type: none"> • Information Handout – Hearing Protection
21	Records & Statistics Program
	<ul style="list-style-type: none"> • OHS System Performance report
22	Document Control Program
	<ul style="list-style-type: none"> • OHS System Manual Inventory & Distribution form • OHS System Manual Amendment Instruction Sheet • OHS System Manual Amendment Control Log • Amendment Log