

ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

PROGRAM OVERVIEW

The objective of this Personal Protective Equipment (PPE) Program is to help protect APA employees by creating a barrier against workplace hazards. Where an employment hazard (physical, chemical or a biological health hazard) cannot be eliminated or controlled within safe limits, and the wearing or use of PPE may prevent an injury or illness, or reduce its severity.

PPE is not a substitute for engineering controls or good work practices, but should be used in conjunction with those controls to ensure safety and health.

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This program addresses **head, eye & face, foot, hand, and drowning/hypothermic protection.**

A separate **Hearing Conservation Program** exists, and **hearing protection** is covered in detail in that program.

The **SOP – Working Aloft & at Height** describes the **fall protection** requirements for those tasks.

The **SOP – PFD/Harness & Tether Systems** describes the equipment used for the prevention of **falls overboard.**

This PPE Program includes:

- **Responsibilities**
- **Selection/use of equipment & clothing**

RESPONSIBILITIES

The Atlantic Pilotage Authority shall be responsible to ensure that employees are familiar with the use and carriage, maintenance of PPE, where applicable. The instructions must be set out in writing and be readily available for examination by every person granted access to the work site.

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The Atlantic Pilotage Authority shall be responsible to ensure that employees are familiar with the use and carriage, maintenance of PPE, where applicable. The instructions must be set out in writing and be readily available for examination by every person granted access to the work site.

All employees must ensure that PPE is maintained, inspected and tested by a qualified person, in accordance with best practices & pertinent regulations. The qualified person shall mark or tag as unsafe, and remove from service any PPE that has a defect, which may render it unsafe for use.

All employees are responsible for wearing or using PPE as required. They must not begin their work assignment or enter an area where PPE is required unless they have received instruction and training in the proper use and safe operation of the PPE. They must also have inspected the PPE to ensure that it will protect against the hazards of employment.

It is recognized that a Marine Terminal's OSH policy regarding the carriage and fitting of PPE may differ somewhat from the Atlantic Pilotage Authority's Occupational Health & Safety policy. These differences shall be noted and discussed at operational stakeholder meetings to best determine outcomes, which will ensure the safety of pilots proceeding on terminal property.

Chief Operating Officer or His/Her Designate

- ensure that required PPE is made available for use by APA employees (in accordance with this program and collective agreements).

OHS Coordinator:

- verify that APA Launchmasters are familiarized with PPE requirements through completion of the Launchmaster Training Guide.
- ensure that all operational APA employees are advised of this PPE Program through the New Hire Orientation Process.

Pilot Boat Administrator:

- use, maintain and inspect PPE in accordance with this program and manufacturers' recommendations.
- require that contractors provide and use PPE in accordance with this program, the APA *Contractor Health & Safety Requirements* and their own applicable health and safety legislation.
- ensure that defective or damaged equipment is tagged "unserviceable" and is immediately scheduled for repair or replacement.

Launchmasters:

- use, maintain and inspect PPE in accordance with this program and manufacturers' recommendations.

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- ensure that Deckhands and others onboard pilot boats (including contractors) use PPE in accordance with this program.
- ensure that contractors also observe *APA Contractor Health & Safety Requirements* and their own applicable health and safety legislation.
- provide any necessary training on the use, maintenance and inspection of PPE.
- ensure that defective or damaged PPE is tagged “unserviceable” and immediately reported to the Pilot Boat Administrator or Chief Operating Officer or His/Her Designate for repair or replacement.

Pilots:

- use, maintain and inspect PPE in accordance with this program and manufacturers’ recommendations.
- observe and abide by PPE requirements at various port facilities and onboard ships.
- ensure that defective or damaged PPE is tagged “unserviceable” and immediately reported to the Pilot Boat Administrator or Chief Operating Officer or His/Her Designate for repair or replacement.

Deckhands and other APA Users:

- use, maintain and inspect PPE in accordance with this program and manufacturers’ recommendations.
- ensure that defective or damaged PPE is tagged “unserviceable” and immediately reported to the on-duty Launchmaster for repair or replacement.
- review Material Safety Data Sheets (MSDSs) and labels when working with chemicals, and follow recommendations for PPE use.

Contractors:

- use, maintain and inspect PPE in accordance with relevant regulations and manufacturers’ recommendations.
- comply with the *Contractor Health & Safety Requirements*.

SELECTION/USE OF PROTECTIVE EQUIPMENT & CLOTHING

1. All personal protective equipment, devices and clothing must meet appropriate standards, as described in Part X of the *Marine Occupational Safety & Health Regulations* and other relevant regulations made under the Canada Shipping Act:
 - a. **Protective Headwear:** CSA Z94.1
 - b. **Eye and Face Protection:** CSA Z94.3
 - c. **Protective Footwear:** CSA Z195
 - d. **Hand Protection:** There are no required standards for gloves. Selection must be based on the tasks to be performed.

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e. Drowning & Hypothermic Protection:

- **Lifejackets:** Must be Transport Canada & SOLAS approved
 - **PFDs:** Must be CCG approved
 - **Immersion (“survival”) Suits:** Must be CCG approved
2. Careful consideration must be given to the comfort and fit of PPE in order to ensure that it will be used and will function properly. Protective devices are generally available in a variety of sizes, and care should be taken to ensure that the right size is selected.



Protective Headwear:

Regulations require that head protection be used where there is risk of injury from such things as moving, falling, or flying objects. Need must be determined based on the hazards that are present.

Unless circumstances indicate otherwise, there is very limited requirement for head protection for **Launchmasters and Deckhands**. They will not generally be required to use head protection.

Pilots may be required to wear protective headwear while at various port facilities, and must observe those site requirements.

The **Pilot Boat Administrator** and **contractors** may require head protection while performing various heavier maintenance functions.

Where it is required, head protection will be provided for APA employees.



Eye and Face Protection:

An individual exposed to eye or face injury must wear protection appropriate to the circumstances. The usual types of eye and face protection include safety glasses, goggles, and face shields. Coverage from the front and sides is required any time there is a danger of something (including fluids) striking the eye.

Launchmasters, Deckhands, the **Pilot Boat Administrator** and **contractors** all have a need to use eye protection when performing various tasks onboard pilot boats. For boat crews, this includes topping-up batteries and using various chemicals in aerosol cans.

Pilots may be required to wear eye protection while at various port facilities, and must observe those site requirements.

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Prescription safety glasses used as eye protection must meet the requirements specified by the CSA Standard for Eye and Face Protectors (CSA-Z94.3).

Eye protection (safety glasses or goggles) will be provided, as required, for all APA employees.

An **emergency eyewash station** must be provided in, or as close as possible to, the engine room of all APA pilot boats.



Protective Footwear:

While working onboard pilot boats and on docks, **Launchmasters, Deckhands** and the **Pilot Boat Administrator** must wear slip resistant safety shoes or boots that meet CSA standards for toe protection (grade 1). Footwear that also offers protection from electric shock (electrical shock resistant, or ESR) is highly recommended. Boots are preferred because they provide ankle support, which is an important safety factor on uneven surfaces.

Contractors working on APA pilot boats and performing maintenance and construction-related activities at shore facilities shall wear safety footwear that meets CSA standards.

For **Pilots**, the most important footwear safety feature is non-slip soles that provide a secure foothold on decks, pilot ladders and accommodation ladders. Boots are generally preferred because they provide ankle support, which is an important safety factor on uneven surfaces. Some types of safety footwear incorporating toe protection may be suitable, but are not mandatory for general pilotage duties. Pilots may be required to wear protective footwear (or toe caps) while at various port facilities, and must observe those site requirements.

In accordance with the various collective agreements, the APA provides many employees with an allowance for safety footwear.



Hand Protection:

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, and cold temperatures are present. Glove selection shall be based on performance characteristics of the gloves,

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conditions, durations of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on WHMIS supplier labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

Gloves, if worn, should not interfere with a secure grip on rails or the side ropes of pilot ladders.

In accordance with the various collective agreements, the APA provides many employees with an allowance for gloves.



Drowning and Hypothermic Protection:

Launchmasters, the **Pilot Boat Administrator** and **all others** must wear at least a CCG-approved **PFD** while on deck and the pilot boat is underway. PFDs may be automatic inflating models such as the Mustang AirForce, or floater jackets. An approved lifejacket is also acceptable.

Pilots must wear a CCG-approved PFD while on deck or transferring. The main function of this PPE for the Pilot is to enhance safety during pilot transfer at sea and to aid survival and recovery in a person overboard emergency. A secondary function is to meet high visibility (HV) and other safety requirements in docks and marine terminals while travelling on foot to and from ship. PFDs should therefore be made of HV colours and/or have reflective strips, tape or similar materials.

Deckhands and others must wear and use an AirForce PFD/harness system, in accordance with the **SOP – PFD/Harness & Tether Systems**.

DANGER!

Never wear clothing over an automatic inflating PFD, such as a Mustang AirForce.

All flotation devices used by APA employees must be fitted with a personal locator light (strobe) and a pea-less whistle.

“Anti-exposure” or “work” suits are recommended for Pilots and Deckhands working in cold weather conditions.

In accordance with the various collective agreements, the APA provides many employees with an allowance for CCG-approved PFDs.

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CARE & STORAGE

If PFDs and lifejackets get wet, hang them to dry. Do not dry them directly in front of a radiator or other source of heat. When dry, store PFDs and lifejackets in a cool, well-ventilated area.

Exposure to damp, humid conditions could lead to deterioration in a PFDs automatic inflation mechanism. This may lead to failure of the inflation mechanism. Keep PFDs as dry as possible.

Routine immersion suit inspections (as part of the *Life-saving & Fire Equipment Checklist*) should include suit material and function of zippers and inflation hoses:

- Inspect for holes, tears or signs of wear. Suits used in salt water or in pools should be rinsed thoroughly inside and out with fresh water and turned inside out to dry, but not in direct sunlight. Grease and oil should be removed from suits with mild soap. Do not dry clean.
- Check all zippers for smooth operation. Lubricate zippers with a non- petroleum based product such as paraffin, beeswax or other substance recommended by the manufacturer.
- Air bladders provide extra buoyancy and are vitally important in keeping the head out of water when lying horizontally in the water. At least once a year the bladder and inflation hose should be checked for wear and inflated to check for leaks.
- Suit repairs are critical and should be made by the manufacturer or a technician experienced in repair of wet suits.
- Store your suit in an accessible and dry place. Suits should be rolled and stowed in their bags (see Figure 1, below) with the zippers open and zipped up one inch from the bottom.

