



Atlantic Pilotage
Authority



Administration de Pilotage
de l'Atlantique

Workplace Health & Safety Committee Meeting

DATE/TIME: September 24, 2014

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:

1. Welcome

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

The meeting commenced at 10:15am

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 24th Agenda was reviewed and accepted as written.

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

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 has been over to PEI and has inspected the other contract pilot boats. • The only area we have not completed inspections on is the non-compulsory pilot boats. • Captain O'Donnell questioned if Mr. Carroll is included on the boat inspections. Mr. Griffin mentioned that Mr. Carroll does do the inspections. Mr. Carroll's inspections are more on the engineering side. The OHS inspections are different than the inspections completed by Mr. Carroll. The OHS area rep and Mr. Griffin complete the OHS inspections. • The Pilot Boat Inspection form is an operational form. Captain O'Donnell was questioning the OHS Inspection Form. There is no point in having an OHS inspection if an inspection was already completed by Mr. Carroll. • A discussion was held on the OHS Inspection Checklist. Captain Pierce agreed that we should have a generic OHS Inspection Checklist and suggested that we use the guidelines from Transport Canada and we could also incorporate the Operational checklist for the contractor pilot boats. • Captain O'Donnell's concern is that an OHS Inspection should not be duplicating what has already been completed on an Operations Inspection. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Complete the inspection on the Halifax Boats.	J. Griffin/Capt O'Donnell	Next Meeting	
• Make changes to the OHS Inspection Form after the inspection on the Halifax Boats is completed.	Captain Pierce, Captain O'Donnell		

3.2 H₂S Gas Alive

Discussion Highlights:

- Mr. Griffin has the dates for October and November trainings in each area and will be sending out an email shortly.
- H₂S Alive is not mandated but APA completes this course so that everyone is knowledgeable. It was suggested that APA should create a Matrix for who requires what training and when this training is to be completed.
- Ms. Holland mentioned that a Matrix would be great and would like to see this Matrix accessible to everyone.
- Captain Wallace questioned the importance of H₂S Alive in Halifax as Halifax is no longer receiving Black Oil shipments.
- The OHS Committee agreed that in Halifax the H₂S Awareness is all the training required not the H₂S Alive.
- Captain Scott reminded the committee that at the June 2013 meeting, the committee agreed that the Pilots and crew had to have the training; therefore we need to continue with this training until everyone has been trained.
- Captain Scott mentioned that APA presently does not have a policy on the H₂S monitors. Once a policy is created then it would give APA a better guideline as to how many units would be required per area.
- Captain O'Donnell suggested that we add into the current policy that the H₂S monitors should be worn when a Pilot is going on a crude vessel assignment, regardless if cargo is carried or not.
- Captain Scott commented that the consensus in Saint John was that the monitors should be worn on ships that have reported H₂S.
- In New Brunswick Captain Hamilton needs to have his training and Captain Scott will require a refresher course.

Conclusions:

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Obtain a copy from NTL and ATL of their H ₂ S policy.	J. Griffin	Next Meeting	
• Forward the NTL & ATL policies to Captain O'Donnell and then proceed to draft an APA policy.	Captain O'Donnell Captain Scott & Captain Pierce		
• Speak to Mr. Bradley to have a box added to the Dispatcher Checklist to ask for H ₂ S on crude oil ships	J. Griffin		

3.3 Ladder at Reeds Point			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Griffin noted that there has been no update from the Port of Saint John. Chris Hall is now in Saint John and Mr. Griffin will speak to Mr. Hall to see what can be completed. 			
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"> Contact Chris Hall, the new Harbour Master in Saint John. 	J. Griffin	Next Meeting	

3.4 Onboard Fire Prevention and Control Program			
Discussion Highlights:			
<ul style="list-style-type: none"> Mr. Carroll has completed the Onboard Fire Prevention and Control Program for the new pilot boats. The MOSH signs are in and are being distributed to the boats. 			
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 Superport Marine Pilot Boat Grounding		October 2013	
Discussion Highlights:			
<ul style="list-style-type: none"> • APA has not received any further information on this grounding. • As we have not had any written response it has been agreed that this needs to be taken higher. • Ms. Holland agreed that possibly Captain McGuinness should send a letter requesting this information. • Captain O'Donnell suggested that if we do not have an answer by the end of this year then we should close this. • Some members of the OHS Committee feels that this committee is not viewed seriously by Upper Management. Mr. Griffin noted that we have completed a lot of items over the years; the committee works well together and works hard to complete these items. Some agenda items take much longer than others. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Speak with Captain Griffiths and determine what steps are to be taken next.	J. Griffin	Next Meeting	

3.6 PLB Replacement			
Discussion Highlights:			
<ul style="list-style-type: none"> • Captain O'Donnell sent his PLB to England. • An email was sent to Captain O'Donnell regarding what can be completed. There is an attachment that can be added to the inside of the bladder. The company did recommend that a retrofit pouch be used, but it was obvious that this was a temporary fix. Captain O'Donnell suggested that if we went with this system then we should use all their equipment. • Their only recommendation was a Mustang HIT inflatable work vest PFD. • Brent has spoken with Lisa Caron at Spartan who has agreed to loan us a unit. • If we are dealing with a supplier who is not local there are a lot of issues to be considered, i.e. replacement and service. • Brent sent an email to Atlantic Electronics to marry up the units and to get a closed loop system. They have not responded to date. • Most Pilots are using the same equipment. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Ongoing			

3.7 Hours of Work Log for Contract boats

Discussion Highlights:

- The hours of Work Log(s) are to be submitted on a daily/monthly basis as required by the Authority to ensure adequate rest is provided to all contract employees manning services for Pilot boats.
- It was discussed and recommended that the hours of work be adapted to a 16 and 8 hour rotation. This has not formally been adopted by Superport Marine.
- John has talked to T. Pittman Survey Services about the 16 and 8 hour rotation. Mr. Gouthro is working on the rotation changes. Mr. Gouthro has been requested to hire a 3rd member to be introduced into the crew rotation during peak work periods..
- The Authority has instituted a 12/12 work rotation in Placentia Bay through its contractor, South Coast Crewing..

Conclusions:

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Follow up with Management for a response	J. Griffin		

3.8 Red Cross

Discussion Highlights:

- The First-Aid training was completed in July and we are waiting for the Certificates.

Conclusions:

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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Completed			

3.9 Muster Lists			
Discussion Highlights			
<ul style="list-style-type: none"> • Complete 			
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"> • Completed 			May, 2014

3.10 Asbestos Management Program			
Discussion Highlights:			
<ul style="list-style-type: none"> • The reports have come back fine. Crombie does not have a plan to remove the asbestos from the 9th floor. 			
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 			

3.11 Cleaning of Dispatch Floor			
Discussion Highlights:			
<ul style="list-style-type: none"> • APA has purchased a vacuum cleaner for Dispatch. • A meeting with Crombie still needs to be arranged regarding the cleaning of Dispatch 			
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"> • Set up an appointment with Crombie for Dispatch 	Julie & John	October	May 2014

3.12 Review of OHS Manual			
Discussion Highlights:			
<ul style="list-style-type: none"> • Due to time constraints, the review of the OHS Manual has been deferred to the October meeting. • It was suggested that everyone review the manual ahead of time in order to complete everything at the October meeting. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Ongoing			

4. New Business

4.1 Alarm on the Atlantic Pilot			
Discussion Highlights:			
<ul style="list-style-type: none"> • The Dispatchers are getting quite frustrated about being contacted every time the alarm goes off. • One of the boats is in drydock and the Dispatchers are still getting calls on the alarm. • The Dispatchers receive approximately a dozen calls a shift. • The Dispatchers recommend that the Launchmaster be the contact person and not Dispatch as the Launchmaster is on the boat. • Ms. Holland reported that Mr. Carroll is trying to make some headway. He had made arrangements to go to Newfoundland last week to go over the process and the procedures. • Ms Holland does feel that the OHS Committee is not the place to handle this issue. She feels that this is an Operational issue and should be removed from the Agenda, however members of the OHS Committee feel that the alarm does have an OHS aspect if something were really to happen. • Captain Bremner suggested that if they were no longer on 12 hour shifts that there should be no reason that this could go to the Launchmaster. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
• Forward original email to Mr. Griffin.	J. Harvey	Next meeting	

4.2 Review of Inspection Reports: <i>(Summary of Reports Received & Actions Taken: Boats, Fuel Storage Tanks, Office)</i>			
Discussion Highlights:			
<ul style="list-style-type: none"> The fuel storage tank has been completed. Captain Broaders reported that when the three boats are at the dock the APA 18 does not have proper access to the wharf. 			
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"> 			

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"> We have received a few reports since June. A Dispatcher hurt his arm when entering one of the elevators in Cogswell Tower. The elevator doors close very quickly. This has been reported to Crombie. A report of a near miss in Saint John when a Pilot was getting off a ship on to the pilot boat. 			
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 			

5.2 Review of OHS System:			
5.2.1 Inspection Program			
Discussion Highlights:			
<ul style="list-style-type: none"> The office and Dispatch inspection was completed. One of the Dispatcher chair arm needs to be replaced. The AED pads will be expiring and Ms. Cooper already has this marked for reorder. The fire extinguishers are due to expire but these are on a Crombie schedule and they automatically come in to do this. 			
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 			

5.2 Review of OHS System:			
5.2.2 Onboard Fire Prevention & Control Program			
Discussion Highlights:			
<ul style="list-style-type: none"> This section will be reviewed in the fall with the audit of the OHS manual 			
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"> 			

5.3 Review of Inspection Reports: <i>(Summary of Reports Received Since Last Meeting & Actions Arising)</i>			
Discussion Highlights:			
<ul style="list-style-type: none"> • A new nozzle and a fuel hose have been ordered. APA needs to look at the pump as the filters have had to be replaced in the last two weeks. • It was noted during the pilot boat inspections that the boats in Western NL do not have fire pumps on board, just the bucket system. 			
Conclusions:			
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<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Date Introduced</u>
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Meeting Adjourned: 1:20 pm

Next Meeting: October 29, 2014 @ 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

Agenda Items for Review At The Next Face-To-Face Meeting				
	Agenda Item	Responsibility	Deadline	Date on Last Minutes
1.	Pilot Boat Tethers & Railings for the Soppitt	W. Scott/J. Griffin	When the Soppitt is back from refit.	February 2014
2.				
3.				
4.				

Action Items To Be Completed For the October 29, 2014 Meeting

<u>Action Items</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Complete inspections on the Halifax Boats	J. Griffin	October Meeting
2. Revise the OHS Inspection Form	Captain O'Donnell/ Captain Pierce	Nov. Meeting
3. Obtain a copy of the H ₂ S Policy for NTL & ATL.	J. Griffin	October Meeting
4. Forward policies to Captain O'Donnell who will coordinate with Captain Scott and Captain Pierce to draft an APA H ₂ S Policy.	J. Griffin	October Meeting
5. Speak to Mr. Bradley to have a box added to the Dispatcher Checklist to ask for H ₂ S on Crude oil ships.	J. Griffin	October Meeting
6. Contact Chris Hall, the new Harbour Master in Saint John, regarding the Ladder at Reeds Point.	J. Griffin	October Meeting
7. Speak with Captain Griffiths and determine what steps are to be taken next regarding the Superport Marine Pilot Boat Grounding.	J. Griffin	October Meeting
8. Follow up with Management for a response on the Hours of Work Log for the Contract Boats.	J. Griffin	October Meeting
9. Set up an appointment with Crombie regarding the cleaning of the Dispatch floor.	J. Griffin	October Meeting.
10. Forward the original email regarding the Alarm on the Atlantic Pilot for Mr. Griffin.	J. Harvey	October Meeting
11.		