

# *ATLANTIC PILOTAGE AUTHORITY OHS SYSTEM*

## **WORKPLACE HEALTH AND SAFETY COMMITTEE PROGRAM**

### **PROGRAM OVERVIEW**

The prevention and control of accidental loss and harm is a shared interest of the Atlantic Pilotage Authority and all employees.

A Workplace Health and Safety Committee (WHSC) shall be formed, with members representing the various workplace locations (Halifax, Cape Breton, New Brunswick, and Newfoundland).

The APA recognizes and actively supports the function of its WHSC. Management and non-management employees must work together in a cooperative spirit to identify and resolve health and safety problems. The WHSC plays a key role in that consultative process and in the success of this OHS System.

WHSC meetings shall generally be held at the APA's main Halifax office. In spite of the geographic limitations, the APA intends to fully involve WHSC members from outlying areas in the consultative process.

The WHSC members must be selected and function in compliance with the CLC Pt II and the Safety and Health Committees and Representatives Regulations. Those documents must be referred to for matters not specifically addressed in this program, or where a conflict exists.

The terms of reference contained within this program may be amended by majority vote of the WHSC members.

The purpose of this program is to define **selection of members, key duties and functions, conduct of WHSC meetings, and support of the WHSC.**

### **SELECTION OF MEMBERS**

1. The WHSC shall consist of approximately nine full members.
2. Seven non-management members shall be selected as follows:
  - a. Two members selected by the Public Service Alliance of Canada (PSAC); one to represent Deckhands and one to represent Dispatchers.
  - b. Five members selected by the Canadian Merchant Service Guild to represent pilots/launchmasters in NL, NB, Halifax and Cape Breton. It is suggested that four of these members be pilots, plus one Launchmaster.

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3. There shall be two management members, selected by APA's Chief Executive Officer. They shall include:
  - a. the Human Resources Manager/OHS Coordinator and
  - b. the Chief Executive Officer or the Director of Operations or the Chief Financial Officer.
4. One member must be selected by the non-unionized, non-management employees to represent them. If those employees are in agreement, it is suggested that the Human Resources Manager/OHS Coordinator can effectively represent that group. If the non-unionized, non-management employees consider this arrangement satisfactory, the Human Resources Manager must remain mindful of his/her responsibility to effectively represent that group.
5. Members shall normally serve for a term of three years, and a person may be selected as a member for more than one term.
6. Terms of membership should be staggered, so that approximately one-third of the members fulfill their terms in any given year. This approach provides continuity, yet allows opportunity for new members. The OHS Coordinator shall maintain a "Chart of Membership Terms" that indicates the start date and projected retirement date for each committee member.
7. Selection of WHSC members shall occur in September of each year, as required. The OHS Coordinator is responsible for contacting the various parties in May to solicit their selections.

### **KEY DUTIES AND FUNCTIONS**

1. The principle role of the WHSC is to advise management and make constructive recommendations on all matters relating to occupational health and safety.
2. Specific duties and functions include:
  - a. considering and effectively dealing with complaints relating to the health and safety of employees;
  - b. participation in the development, implementation and monitoring of an OHS System for the prevention of workplace hazards that also provides for the education of employees in health and safety matters related to those hazards;
  - c. participation in inquiries, investigations, studies and inspections pertaining to the health and safety of employees, including any consultations that may be necessary with persons who are professionally or technically qualified to advise the WHSC and H&S Reps on those matters;

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- d. participation in the development, implementation and monitoring of a program, within the OHS System, for the provision of personal protective equipment, clothing, devices or materials;
  - e. ensuring that adequate records are maintained on work accidents, injuries and health hazards relating to the health and safety of employees and regularly monitor data relating to those accidents, injuries and hazards;
  - f. cooperating with ESDC (Labour) and Transport Canada Health and Safety Officers;
  - g. participation in the planning and implementation of changes that might affect occupational health and safety, including work processes and procedures;
  - h. assisting APA management in investigating and assessing the exposure of employees to hazardous substances; and
  - i. participation in inspections, in accordance with the Inspection Program.
3. The chairpersons shall jointly designate WHSC members to perform specific functions (such as conduct inspections and investigations). As much as possible, those decisions should be made at regular WHSC meetings, after consultation with the group.
  4. The WHSC must actively support the concept of the Internal Responsibility System. Where an employee identifies a health/safety concern or complaint to a member of the WHSC, that employee should be encouraged to resolve the matter with his/her Manager. If the employee's Manager does not (or cannot) resolve the concern or complaint to the employee's satisfaction, the WHSC member shall respond to it.

### **CONDUCT OF MEETINGS**

#### **Frequency:**

1. The WHSC shall strive to meet at least once each month, while the minimum number of meetings acceptable per calendar year is nine.
2. Unless an emergency exists, notice of a WHSC meeting shall be given to members at least two working days prior to the meeting, by the applicable co-chairperson. Whenever possible, the minutes of a meeting shall indicate the date, time and place of the next meeting.
3. Either chairperson may call an emergency meeting. Emergency meetings shall be reserved for matters that present a clear and present danger to APA employees and/or matters that require an immediate WHSC decision.

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## **Attendance:**

1. All WHSC members shall make an effort to attend all meetings.
2. The Authority shall endeavor to bring members from outlying areas to Halifax twice annually, in order to physically attend WHSC meetings. Otherwise, members from outlying areas shall attend by teleconference.
3. The Pilot Boat Manager shall generally attend the WHSC meetings as a resource person. Unless he/she represents one of the workplace parties, the Pilot Boat Manager shall be considered an ex-officio member of the WHSC, with no voting privileges.
4. A health & safety advisor appointed by APA management may attend the WHSC meetings, but shall be considered an ex-officio member with no voting privileges.
5. Other individuals may be invited to attend the WHSC meetings from time to time, for various reasons, but have no voting privileges.

## **Quorum:**

A quorum of the WHSC shall be five members. The majority of the members present must represent non-management employees, and there must be at least one management member present.

## **Chairing:**

1. The WHSC shall have two chairpersons selected from among the committee members. The non-management members shall select one of the chairpersons and the management members shall select the other.
2. The selection of chairpersons shall occur annually, at the fall face-to-face meeting.
3. During that 1-year term, the chairpersons shall act alternately.
4. The chairperson shall control the meeting and maintain an unbiased viewpoint.

## **Agendas:**

1. Members are invited to submit agenda items to the Secretary.

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2. An agenda shall be prepared by the Secretary, under the direction of the OHS Coordinator, and be distributed to members at least two days prior to a regular meeting.
3. The format of the Sample Agenda (*Appendix A*) shall generally be followed.

### **Decision-making:**

1. Meetings shall generally be conducted informally, with minor decisions generally determined by the Chair asking if there is consensus amongst the group.
2. Everyone present shall be given the opportunity to speak on a matter.
3. Critical recommendations and advice to the Authority and other significant decisions shall normally be determined by formal vote. Voting may also be necessary if the members can't reach consensus on a matter. Guidelines are provided in the Rules of Procedure for Voting (*Appendix C*).

### **Minutes:**

1. A recording secretary shall be appointed to keep the minutes.
2. The recording secretary shall generally observe the format of the Sample Minutes (*Appendix B*). For each action item, the person responsible and the target date to be completed shall be recorded.
3. By the end of the tenth business day following a meeting, the appointed recording secretary shall provide the draft minutes to the OHS Committee for approval.
4. The OHS Coordinator shall have the minutes signed by both chairpersons.
5. By the end of the fifteenth business day following a meeting, the recording secretary shall post a copy of the signed minutes on the office safety board and distribute a copy to:
  - a. all WHSC members
  - b. APA's CEO, Director of Operations, Chief Financial Officer, Controller, Pilotage Operations Manager and Pilot Boat Manager.
  - c. each workplace (including vessels), for posting.
6. The OHS Coordinator shall maintain the original copy on file.

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### **Record Keeping:**

The OHS Coordinator shall keep all records relating to occupational health and safety, including those of the WHSC.

### **SUPPORT OF THE WHSC**

1. The APA shall provide the information, instruction, facilities (including meeting rooms), materials, equipment and administrative support reasonable to enable the WHSC to perform its function.
2. The APA shall ensure that WHSC members are made aware of their duties and function, and are trained in the Internal Responsibility System, the CLC Pt II, and the relevant regulations.
3. The APA shall ensure that WHSC members are trained in conducting inspections and investigating hazardous occurrences.
4. Each January the APA shall conduct, in consultation with the WHSC, a review of the training plan for the committee members and H&S Reps.
5. Off-duty WHSC members shall be compensated for attending meetings and performing other authorized health and safety duties. Compensation will generally be in the form of time off (time in lieu).