

Minutes of Atlantic Pilotage Authority
Workplace Health & Safety Committee Meeting
held in the APA Boardroom
December 17, 2009

In Attendance: John Griffin (WHSC Co-Chair), Chris Naugle (WHSC Co-Chair), Chris MacKenzie, Elizabeth Stewart, Ian Biggs and Julie Harvey

Absent: Jacob Hoyles, George Hilchie

Recording by: Nalani Perry

** Please see a list of definitions on the back.

Agenda Item & Discussion	Action & Responsibility	Deadline
1. <i>Call to Order</i> John Griffin called the meeting to order at 9:04 am.		
2. <i>Approval of Agenda</i> The agenda was agreed by consensus.		
3. <i>Approval of October Minutes</i> The October Minutes were approved as written.		
4. <i>Business Arising from the Minutes</i>		
<u>Update on Confined Space Entry on Pilot Boats</u> Rick Morris, the new contact at Transport Canada Marine Safety, will be reviewing the APA's confined space requirements in the new year. The fans in the lazarettes will need to be installed and will only run when the lazarette is opened. An alarm may need to be installed as well and that will	John Griffin	January 19

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sound when the fan is not working.		
<p><u>Update on H2S Gas Procedures for Pilots</u> Atlantic Towing in Halifax has an abbreviated H2S gas course that is given to their tug masters. Chris Hall of Atlantic Towing will be approached to determine if the APA is allowed to review their course and compare it with the other H2S gas courses available.</p>	<p>John Griffin – contact ATL to review H2S gas course</p>	<p>January 19</p>
<p><u>Imperial Oil – Chemical Transference Procedures</u> Captain Hilchie and John Griffin to visit Imperial Oil to review their contractor familiarization safety brief. All contractors that go on-site at Imperial Oil have to receive the training.</p>	<p>George Hilchie / John Griffin – training at IOL</p>	<p>January 19</p>
<p><u>Sea Marshall PLB</u> Chris Naugle noticed that there is a lot of radio interference on the APA #1 on the PLB unit. On the APA #18, the radio interference very rarely happens. Chris noticed that the antenna for the PLB unit is well above the antenna for the radios on the APA #18. This could be the reason why there is interference on the APA #1. Atlantic Electronics will be contacted to determine if the antenna on the APA #1 can be moved above the radio antenna.</p> <p>There were some issues with the range indication on the RSSI indicators. Michael Ritchie of Sea Marshall sent over a new PLB system to see if there is any difference in the range indicator. There was a change in the software on the PLB system and it now works on sensitivity. It was suggested that perhaps the pilot boat is not getting far enough away from the person overboard for the indicators to work properly. It is usually between 6-8 seconds before the system picks up the person. With this sensitivity, the pilot boat would never get more than 150 yards away from the man. John Griffin is going to install a different version of the RSSI receiver on the APA #18 to see if there are any differences in the range. The unit is on loan to determine if the new software is the problem in the RSSI receivers.</p>	<p>John Griffin – contact AEL to determine if antenna can be move on APA #1</p> <p>John Griffin – install the new RSSI system</p>	<p>January 19</p> <p>January 19</p>
<p><u>SOP – Person Overboard</u> The SOP on person overboard has been amended to reflect the new PLB units and it has gone to TC for approval.</p>	<p>John Griffin – follow up with the pilots</p>	<p>January 19</p>

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<p>The APA is currently waiting on suggestions from the Halifax Pilots on how to wear the PLB units on the vests/coats.</p>		
<p><u>Drills Program</u> The drills program has been modified to reflect changes to incorporate the pilots reviewing the person overboard program once a month. The pilots are to observe the drill and sign off on the form and make any observations as necessary. The new process is a way for it to be reviewed to see if, where and how the procedure can be improved or if the person doing the drill needs any extra training.</p> <p>Operations did a pilot boat inspection while in St. John’s, NL and the logs were reviewed. It was pointed out that pilots were now required to observe the person overboard procedures once a month. It was explained to the contractor that it would be good to have a pilot get involved. It makes the pilot familiar in how the procedure works and what is going on. The first time a pilot observes a person overboard drill, the drill should be a walk through and any observations should be noted. The second time the same pilot observes, they are allowed to participate in the drill as an added precaution.</p> <p>The new schedule will need to be distributed to the crew in Saint John, NB.</p>	<p>Recommendation: Pilot are allowed to participate in person overboard drills</p> <p>Elizabeth Stewart – distribute new schedule to Saint John, NB</p>	<p>January 19</p>
<p><u>Contractor Health & Safety Program</u> Changes to the Contractor Health & Safety Program have been made and were sent to management. Once management has reviewed and approved the changes, it will be sent out to the other committee members. The changes will be sent out before the next OHS meeting and will be discussed at the January session.</p>	<p>John Griffin / Elizabeth Stewart</p>	<p>January 19</p>
<p><u>Inspection Program</u> The inspection checklist for the fuel storage tanks is being written. Currently there is a checklist that John Griffin goes through when reviewing the fuel tanks, and the Deckhands have a cursory checklist they are using. John Griffin will check with Irving to see if they have a specific list of what should be reviewed.</p> <p>The Halifax pilot boats need a new spill kit. Nalani will order one and send it down to the boats.</p>	<p>John Griffin – contact Irving for checklist</p> <p>Nalani Perry – order new spill kit</p>	<p>January 19</p> <p>January 19</p>

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<p><u>Noise Level Testing</u> The noise testing on the APA #18 has not been done yet. A quote has been received and is awaiting approval from the CEO. Currently, with everything being shut down on the pilot boats for the winter months, there is less noise. There is quite a bit of vibrations onboard the vessel and further investigation is needed to determine if new mounts need to be placed on the generators to reduce the vibration. In the interim, Operations and the boat crew are trying to locate the cause of the vibration.</p>	<p>John Griffin – get noise testing approved</p>	<p>January 19</p>
<p><u>Safety Harness – Sydney Pilot Boats</u> A demonstration from Acklands Grainger and Capital Safety on the various 4 point harnesses was given to John Griffin and Chris Naugle. The harness that seems the most appropriate is a 4 point with D rings on the front, sides and back and it had a tether system that is going to meet our needs better than our current system. The harness can be used for mast work as well as a safety precaution for heavy weather. A quote was received from Acklands Grainger where the harness and tether will be under \$350.00. A harness and tether will be purchased for the Halifax boats to determine if it meets our needs and if it does, they will be ordered for the other vessels. The system will also be recommended to all of our contractors.</p>	<p>John Griffin – purchase a demo harness and tether for use on Halifax pilot boats</p>	<p>January 19</p>
<p><u>Safe Operating Procedures</u> The first Safe Operating Procedure to be reviewed will be SOP 005. SOP 005 should be reviewed by all committee members by the next OHS meeting with any recommendations or changes sent to John Griffin or Elizabeth Stewart.</p> <p>It was noticed that there is no EPIRB onboard the APA #1 or APA #20. It was recommended that an EPRIB be placed on both vessels.</p>	<p>OHS Committee – submit any changes to SOP 005 to John Griffin or Elizabeth Stewart</p>	<p>January 19</p>
<p><u>Tarps – Avalon/Atlantic Pilot</u> The tarps for the Avalon and Atlantic Pilot vessels has been ordered. An email went out to the contractor to see if they have been received. Deferred.</p>	<p>Deferred</p>	<p>January 19</p>
<p><u>Disinfectant Wipes</u> The disinfectant wipes have been purchased and placed onboard the boats and in the office.</p>	<p>Closed</p>	

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<p><u>Safety Memo – Hazards of Winter Weather</u> The memo on hazards of winter weather has been drafted and will go out by the end of the month.</p>	<p>John Griffin – send out memo</p>	<p>December 31</p>
<p><u>Health Canada Notification of Illness onboard Vessels</u> The Halifax Port Authority and Saint John Port Authority has been approached and have agreed to place the APA on their notification list if there are any illnesses on incoming or outgoing vessels. If the pilots notice any illnesses onboard vessels they are asked to please notify John Griffin.</p> <p>A Notship will be going out stating that the APA is to be notified if there are any illnesses on board vessels.</p>	<p>John Griffin – send out Notship on illnesses onboard vessels</p>	<p>January 19</p>
<p>5. <u>New Business</u></p> <ul style="list-style-type: none"> • <i>Management Representative</i> It was recommended that when a management representative is unable to attend the OHS meeting, the Director of Operations is allowed to be the alternate. • <i>Review of Return to Work Program</i> The Return to Work Program will need to be revamped from the ground up as the Authority is now using AOMS. It was suggested that the return to work program not be placed in the manual as it is not an OHS issue. • <i>Review of Training & Communications Program</i> A review of the training and communications program will be done as it comes due in the changing process for the manual update. • <i>Mustang Floater Coats</i> The Mustang floater coats are becoming increasing hard to get in Nova Scotia. It was suggested that the APA create an account with the manufacturer directly. This was the PLB system can be integrated into the vests and floater coats as we would still maintain the warranty. John Griffin and Nalani Perry to contact Mustang to determine if this is a viable option for us. • <i>Smoking on the wheelhouse</i> It was noticed that some of the vessels coming into port are containing masters that are smoking on the bridge. A memo was sent out to the agents approximately a year ago, and the pilots are asking if 	<p>Recommendation: When a management representative is unable to attend the OHS meeting, the Director of Operations will be the alternate.</p> <p>John Griffin / Nalani Perry – contact Mustang</p> <p>John Griffin – send out Notship</p>	<p>January 19</p> <p>January 19</p>

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<p>the memo can be distributed again. The memo will be distributed to Notships and Agents and there will be a procedure put in place for Dispatch whereby the Dispatcher will ask the captain to maintain a smoke free bridge when the pilot is onboard.</p>		
<p>6. <u>Review of Occurrence Reports</u> <i>Summary of reports received since last meeting and actions arising:</i> There were two occurrence reports since the last meeting. They have been actioned.</p>		
<p>7. <u>Report on Service Requests Received</u> All service requests are coming onboard and are working well.</p>		
<p>8. <u>Review of Inspection Reports</u> <i>Summary of reports received and actions taken – boats, fuel storage tanks, office</i> All inspection reports are being received.</p> <p>There was an issue with emergency lighting in the office at Cogswell Tower. There was a turn over of power in the office last weekend. The switchover made the office realize that there are problems with lighting in the dispatch area and in the washrooms. Crombie was notified and they will be putting in lighting in the washrooms and dispatch. Also the main lights did not stay on overhead in the Dispatch Centre. Currently Aliant has a system in place that works for telephones; however, Eastlink does not have the same emergency procedure in place. Until Eastlink can do the same as Aliant, the APA will not switch over to Eastlink.</p> <p>The emergency evacuation procedure is not clear for the dispatch area. John Griffin will send out an email to let everyone know that the temporary location will be the Crow’s Nest. A key needs to be placed in the emergency kit for the Crow’s Nest. The Halifax pilots should also be notified as to where Dispatch is going.</p>	<p>John Griffin – Send out emergency evacuation procedures for Dispatch</p>	
<p>9. <u>Hazards Due to Anticipated Change</u> <i>(New tools, tasks, equipment, materials, conditions, and people)</i> With the winter months, it is imperative that all employees use caution in the snow and ice. Make sure that all walkways and docks are clear of ice and snow.</p>		

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10.	<u>Next Meeting</u> The next meeting will take place on Tuesday, January 19, 2010 at 1:00 pm (AST) .		
11.	<u>Adjournment</u> It was agreed by consensus to have the meeting adjourned.		

Chairman

Co-Chair

List of Definitions:

- CCOHS – Canadian Centre for Occupational Health & Safety
- CLC Part II – Canada Labour Code – Part II
- HRDC – Human Resources Development Canada
- MOBEX – Man Over Board Exercise
- MOHS – Marine Occupational Health & Safety Regulations
- PLB – Person Locator Beacon
- SIC 22 – Safety Inspection Certificate
- SOP – Safe Operating Procedure
- TC – Transport Canada
- TC-MS – Transport Canada Marine Safety