

Minutes of Atlantic Pilotage Authority
 Workplace Health & Safety Committee Meeting
 held in the APA Boardroom
 October 28, 2009

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

Absent: Chris MacKenzie

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> Chris Naugle called the meeting to order at 9:12 am. The committee thanked Captain Shaun Dauphinee and Pam Heisler for their contributions to the OHS committee over the past few years. Captain George Hilchie will be the new representative for the Halifax pilots, Julie Harvey will be the new representative from Dispatch and Chris Naugle will be the new Co-Chair of the committee.		
2. <i>Approval of Agenda</i> The agenda was agreed by consensus.		
3. <i>Approval of September Minutes</i> The September Minutes were approved as written.		

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4. <i>Business Arising from the Minutes</i>		
<p><u>Update on Confined Space Entry on Pilot Boats</u> Rick Morris of Transport Canada has taken over for Steven Baxter of Transport Canada and he is being updated on the confined space issue on the pilot boats. Transport Canada has recommended that an alarm be installed in the lazarettes to determine if the fans have failed to operate.</p>	John Griffin	November 30
<p><u>Update on H2S Gas Procedures for Pilots</u> Course dates on H2S gas procedures for NL were received at the office from Memorial. The aim is to have a few more pilots from NL go on the H2S gas course this year. The actual course is from a terminal perspective and is not ship specific; however, it does discuss the implications of H2S gas.</p> <p>The APA is investigating the feasibility of having an in-house course for pilots; however, this will not come into effect in the near future.</p> <p>The APA is re-evaluating the H2S gas monitors that are currently in use as we would like to change the way calibration and testing is done on the units.</p> <p>The shipping agents are supposed to tell Dispatch if there is any sour crude coming into the port; however, the agents are not always notifying dispatch. Operations have spoken to the agents and it is currently a work in progress. The APA is reviewing a procedure where Dispatch would ask the agent if there are any sour crudes, etc onboard vessels as part of their check-list. The onus is on the agent to tell Dispatch if there are any hazards onboard.</p>	Ongoing	November 30
<p><u>Imperial Oil – Chemical Transference Procedures</u> The meeting with Imperial Oil was on hold until the new OHS Co-Chair was in place. A meeting will be set up with IOL and the two APA Chairs to go over IOL’s terminal procedures in regards to safety.</p>	Ongoing	November 30
<p><u>Sea Marshall PLB</u> The new PLB system is now onboard the APA #1 and APA #18. The Pilots have received their individual units and training has started on the system with the boat crew and pilots. Transport Canada has reviewed the system on both Breaux boats and has approved the system; however, they have made some recommendations for changes on the current SOP. The PLB system is operational, although the issue on how to near the PLB transmitter for best reception has presented challenges dependent upon life saving equipment being worn by the individual. A small pouch has been provided for the transmitters to go in for pilot usage; and the aerial on the unit needs to be showing</p>	John Griffin	November 30

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<p>for optimal use. The APA is still determining the best method of how to wear the PLB transmitter. Individuals can best determine how to wear based on their respective life preservers. Any suggestions may be forwarded to the OHS Committee.</p> <p>A suggestion was made to open the vest up and put the antenna through the vest around the neck. For floater coats, it will need to be affixed around the neck with velcro. Chris Naugle will contact Mike Ritchie of Sea Marshall to determine the proper way to affix the unit to the life preservers/floater coats.</p>	<p>Chris Naugle – Contact Michael Ritchie of Sea Marshall</p>	
<p><u>CLC Part II Training – New Committee Members</u> OHS Manual training will be done with the new OHS members after the meeting.</p> <p>CLC Part II training will be done for the whole committee at the next face to face meeting.</p>	<p>Deferred</p>	<p>May</p>
<p><u>SOP – Man Overboard</u> As per the Transport Canada recommendation, the SOP on man overboard procedures will be revised to include the new PLB system. The SOP will include how to use the system and how to trial it. Once complete, the new SOP will be distributed.</p> <p>There is a test unit that for the PLB that gets affixed to the man overboard dummies for drills. The batteries for the system are good for 5 years; however, once they are turned on, it will stay active for 30 hours. The signal is on 121.5, the SAR frequency. One issue raised by the Launchmaster was that if the microphone is keyed, it interferes with the base station on the boat. The interference comes from the location of the different antennas on the small mast of the pilot boat. In order to minimize interference, radio usage must be limited when conducting man overboard.</p> <p>It was stated that the Halifax boat crew is requesting a 3 point harness for recovery in the winter months. Chris Naugle will review the 3 point harness options and bring in the items to the next OHS meeting.</p>	<p>John Griffin</p> <p>Chris Naugle – review 3 point harness options</p>	<p>November 30</p> <p>November 30</p>
<p><u>Contractor Health & Safety Program</u> A new process for contractor health and safety has been defined and is with Operations for review and approval. Once confirmed, the new procedure will be distributed to the committee for review and approval.</p>	<p>Elizabeth Stewart</p>	<p>November 30</p>

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<p>South Coast Crewing Limited was provided with an APA OHS manual which they use to ensure that APA procedures are incorporated into all SCCL operations.</p> <p>It was asked if the APA reviews the contractor's hours of work logs on all contract pilot boats. APA will encourage contractors to adapt a log system for their hours of work. When Management audits the contractor, he will request to look at the hours of work log. The Director of Operations will talk to the contractors to see if they have a system in place, if not, the APA will advise they start using one. The APA's Hours of Work Log will be distributed to the various contractors as an option for them to start using.</p>	John Griffin	November 30
<p><u>Maintenance Program</u></p> <p>There is a substantial amount of material in the maintenance program that needs to be changed as the Authority no longer employs a Shore Engineer and the Action Request forms may not be the appropriate venue for reporting a problem. Any recommendations for changes to the maintenance program should be made to John Griffin or Elizabeth Stewart. Once changes have been made they will go out for the next meeting and will be implemented within the safety manuals. A copy of any service requests citing safety within it will be given to Elizabeth Stewart for the safety binder.</p> <p>The new report will be implemented and will be entitled a Deficiency Report. This new report will reflect both the action requests and service requests. References to the report will be updated in the manuals.</p> <p>A preventative maintenance program is being looking at for the Authority. Someone will be hired to input the data into the new system once it is purchased.</p>	John Griffin/ Elizabeth Stewart	January 2010
<p><u>Inspection Program</u></p> <p>John Griffin was recently at a seminar put on by Environment Canada on Environmental Compliance. The APA's Halifax fuel storage tank is a double hulled tank that is gravity fed. If the inside tank breaks it will show on the gauge on the outside of the tank. There is no specific checklist for fuel storage tanks. John checks the tank in Halifax weekly.</p> <p>A checklist and SOP will be made and implemented for fuel storage tanks. The Deckhand and</p>	John Griffin / Chris Naugle	November 30

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<p>month and a drill will need to be done once every 3 months in inclement weather and once a quarter at night. The drill report form will be modified to incorporate these changes. A draft will be done and emailed out to the committee before the next meeting.</p>	<p>program and log for MOB</p>	
<p><u>Noise Level Testing</u> The noise levels on the APA #18 were reviewed recently. Apparently the noise on the boat is not bad in the winter when the engine room is closed up, but in the summer when the door is open, it causes headaches. There is a lot of vibration onboard the boat, and it seems like it is the last 25 RPM on the engines that cause these vibrations. Detroit Diesel has inspected the engines, and they don't see any deficiencies. The Authority already has baseline noise levels on the Breau boats, and we have one quote so far on doing noise testing. The Authority is going to go out and try and find another organization that does these to receive another quote. If it is in the same benchmark, we will use Safety First Industrial. (Safety First Industrial). Hearing protection in the meantime is available.</p>	<p>John Griffin</p>	<p>November 30</p>
<p><u>Ramp – SJNB</u> The ramp is now a closed issue as there is a new access area.</p>	<p>Complete</p>	
<p><u>Safety Harness – Sydney Pilot Boats</u> The APA #2 is a small boat, and man overboard is a safety issue. A tether, or a continuous lifeline is needed, which will be provided.</p>	<p>Chris Naugle – outsource new harnesses</p>	<p>November 30</p>
<p>5. <u>New Business</u></p> <ul style="list-style-type: none"> • <i>Review of Records & Statistics Program</i> The OHS manual will need to be reviewed one program at a time and will be corrected and implemented. • <i>Review of Safe Operating Procedures</i> A review of the safe operating procedures will be done by the next meeting. The committee will review the changes that need to be made and implement them. • <i>Deck Painting – Contractor Boats in Newfoundland</i> The pilot boat was painted but the deck was not done with non-skid in NL. Captain Fox will speak to the contractor to get non-skid placed on the deck floor. 	<p>D. Fox – contact NL Pilot boats about non-skid paint on decks</p>	<p>November 30</p>

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10.	<u>Next Meeting</u> The next meeting will take place on Friday, November 30, 2009 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