



Port HSE Engagement – Networking and Planning Meeting

Meeting Minutes

January 31, 2023

1.0 Opening

Meeting commenced at 10:10, held at 111 Water Street, Saint John. Meeting was facilitated by K Leger.

Present	
Name	Organization
Kelly (Williston)Leger	Port Saint John
Aaron Burns	ALERT
Kelly Baker	Saint John Energy
Will Eyres	Atlantic Towing
Aden McGee	Atlantic Pilotage Authority
Lori Grant	Saint John LNG
Nuala Reilly	Harbour Development
Kathleen Harrison	OSCO Group Services
Gordon Oram	Saint John LNG
Dominic Dechauffour	QSL
Jeanette Beach	Crosby's Molasses

Regrets	
Aden McGee	Atlantic Pilotage Authority
Sergio Carvanna	Saint John LNG
Terry Wilson	ILA
David Smith	NBSR
Eugene Mann	Atlantic Iron & Metals Ltd.
Brad Sheridan	QSL
Jacquelin Gogan	Port Saint John
Maika Saba	DP World
Josh Taylor	DP World

2.0 Business Arising

2.1 Land Acknowledgement, shared by Will Eyres

2.2 Faces of Safety: K Leger provided overview of internal project aimed at highlighting individuals working on the port. Through quick interview, the “Faces of Safety” aims at providing a personal introduction of the interviewee to the audience. Interview questions are high-level but personal (hobbies, interests, family etc.) with a small mention of their role and current work activity. The interview ends with a request for Safety Tip.



The program is internal to Port Saint John, in that the outcome of interview is shared to PSJ staff only. This activity is meant to encourage communication and inspire personal connections that may be reflected on, as we work together on the port property.

K Leger shared that feed back (although early) has been very positive and she will be reaching out to stakeholders represented in the PHSEC, for further participants for the “Faces of Safety”.

2.3 The attending group moved through a collaborative exercise, which in return prepared initial applications for Port Leaders of Safety. Further applications will be shared to those unable to attend. All applicants will be recognized for their efforts during Port Days 2023 with one applicant awarded Port Leader in Safety.

2.4 Group paused for a group photo and encouraged to share reflection of the PHSEC on social media platform.

2.5 Group Participated in a planning session for “Day of Mourning”. The Day of Mourning is recognized each year (internationally) on April 28th. This day is set aside to reflect on those injured or lost due to workplace accidents and to re-commit to safety. With thoughtful insight, the group penned a drafted plan that would encourage port wide observance of the day and opportunities for people working on the port to participate in special activities aimed at enhancing our safety culture. The drafted plan will be shared to all members of PHSEC, with request to bring back to their organizations for collaboration of efforts.

3.0 Actions

Actions	Responsibility	Target Date
Confirm next meeting (schedule and location)	Group	February 28, 2023
Formalize Day of Mourning plan (draft). Distribute, feedback from senior mgmt. teams	K Leger (formalize & distribute) Group (mgmt. feedback)	Feb 17, 2023
Draft Storyboard for Port HSE video. Share to participating parties (planning)	K Leger	March 5, 2023
Check- In; Group members encouraged to check in with at least one other attendee (HSE or otherwise)	Group	Prior to Next Scheduled Meeting

Meeting Adjourned 12:45

Minutes Submitted by K Leger, January 31, 2023