



Port HSE Engagement – Networking and Planning Meeting

Meeting Minutes

May 9, 2022

1.0 Opening

The meeting commenced at 09:04, held at the Fundy Room at 333 Water Street, Saint John. Meeting was facilitated by K Williston with opening welcome message shared by Craig Estabrooks.

Present	
Name	Organization
Kelly Williston	Port Saint John
Craig Estabrooks	Port Saint John
Kelly Baker	Saint John Energy
Will Eyres	Atlantic Towing
Gordon Oram	Saint John LNG
Lori Grant	Saint John LNG
Peter McKenna	Atlantic Pilotage Authority
Kathleen Harrison	Port Saint John
Mike Chase	Atlantic Iron & Metals
Dan Harmel	ALERT
Aden McGee	Atlantic Pilotage Authority
Jeanette Beach	Crosby's Molasses
Maika Saba	DP World
Marc Lecour	Pomerleau
Step Spinney	Atlantic Iron & Metals
Regrets	
Darrel McGrath	Bay Ferries

2.0 Business Arising

2.1 Attendees shared personal introductions.

2.2 K Williston shared presentation with the group discussing Port Saint John's "safety evolution", and concerns for connecting with members in the room in a reactive manner (i.e.; post event, post complaint/inquiry etc.). Through the presentation, K Williston requested that the group purposefully engage with the intention of knowledge sharing and collaborating on HSE efforts that will enhance the overall safety and environmental culture, Port wide. Group conversation ensued with unanimous agreement for further engagement meetings.

Group offered various topics and activities that should be considered for future collaborations. Collaboration efforts suggested by the team include:

- Establishing a communication platform with all members. This will allow for valuable information sharing and connecting between any scheduled meetings.
- Standing agenda items that include sharing lessons learned for relevant HSE events, HSE trends, highlights of planned activities (relevant to others) etc.
- Professional development could include inviting guest speakers and/or having attendees present on HSE topics of interest.
- Special projects that showcase HSE practices/risks/opportunities to community and/or stakeholders.



- Investigating the opportunity to collaborate on HSE audits and inspections in common port areas.
- Port wide "Safety Interaction" program that would offer any port user the opportunity to detail a valuable safety interaction with others.
- Promoting HSE culture through positive reinforcement.
- Devising a video that can be shared to all users of port (to be provided upon receipt of Security access cards) highlighting HSE risks and expectations that are common to most port users. Such a video could include finite messaging from the relevant port stakeholder (i.e.; pilots discussing marine safety etc.).
- Exercising and evaluating a hands-on emergency safety/environmental response drill, coordinated with local emergency responders.
- Encourage networking through planned social engagement for HSE professionals.
- Touring specific terminals as a group with purpose of further understanding the activities and specific hazards/controls/commonalities to others.

3.0 Actions

Actions	Responsibility	Target Date
Confirm next meeting (schedule and location)	Group	June 30, 2022
Professional Development – Volunteer speaking/presenting to group on relevant HSE topic	One Member	July 30, 2022
Draft standing agenda, reviewed and accepted by group	K Williston	July 30, 2022
Establish a communication platform that will allow all attendees to receive and share relevant HSE information.	K Williston	July 30, 2022
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 11:15

Minutes Submitted by K Williston, May 10, 2022