

**HEALTH AND SAFETY COMMISSION
OFFSHORE INDUSTRY ADVISORY COMMITTEE**

Minutes of the meeting held on 4 August 2004 in the Richard Emmott Room,
Aberdeen.

Present

Acting Chair:	Edmund Brookes	BROA
Members:	Phil Ley Kenny Inkster Jane Bugler Rab Wilson	OCA WSCA IMCA AMICUS
Observers:	Peter Carter Robin Raphael Chris Allen	DTI MCA UKOOA
Advisers:	Taf Powell	HID OD
HSE Observers:	Dave Forsyth	HID OD
Secretariat:	Graham Collins (Secretary) Scott Tubbritt (Minutes) Tonia Mason	Offshore Policy Offshore Policy Offshore Policy

ITEM 1 - Introduction

1. Edmund Brookes opened the meeting, and welcomed Chris Allen (UKOOA) as an observer. The Chair also welcomed David Forsyth as observer from HSE.

ITEM 2 - Apologies for absence

2. Apologies were received from Nick Starling (Chair), Steve Todd (RMT), Bob Kyle (UKOOA), Dominic Cattini (IADC), Allan Graveson (NUMAST), John Taylor (TGWU) and Larry Cairns (TUC).

ITEM 3 - Minutes of previous meeting (OIAC/04/M1) and matters arising

2. Action point 1 (Larry Cairns (TUC) to consider inviting a safety rep to address OIAC) was undischarged. It was suggested that Larry Cairns liaise with Alan Thompson (Chair of the Step Change Safety Reps Network) to help identify a suitable safety rep to address the committee.
3. There were no other matters arising and the minutes were accepted without amendment.

Action Point 1: Larry Cairns (TUC) to consider inviting a safety rep to address the committee. OIAC secretariat to arrange contact with Step Change to help identify a suitable safety rep.

ITEM 4 - Chair's report

4. In Nick Starling's absence the acting chair asked Graham Collins to present the Chair's report:
 - Nick sends his regards from the beach in Crete, and his apologies for not being able to attend the open session.
 - **The Department For Transport's (DFT) Rail review** – the reasons to transfer responsibility for h&s on the railways from HSE are specific to the railways. HSC/E is disappointed. However, the Secretary of State (Alastair Darling) has stated "the change forms part of wider changes to simplify the regulatory regime for the railways and does not stem from criticism of HSE." Until legislation is enacted and a transfer date to ORR agreed, HSC/E will remain as rail safety regulator with the full powers of the Health & Safety at Work Act. This should not be seen as the first sign of a break up of HSE or indeed of a move towards the combining of economic regulation with health and safety regulation.
 - **DWP Select Committee Report on HSC/E** – As mentioned in the update paper the DWP Select Committee has just published its report into the work of the HSC/E. We are now working to help the Department for Work and pensions respond on behalf of the Government to the Select Committee Report on HSC/E's work within the normal two-month deadline.
 - **New Deputy Director General** – Jonathan Rees has been appointed as Deputy Director General (Policy) to succeed Kate Timms, who retires in September. Jonathan is currently Director, Consumer and Competition Policy, in the Department of Trade and Industry.
 - **Bill Callaghan** has been reappointed as Chair of the Health and Safety Commission for a further 3 years.
 - **HSC open meeting** – An HSC open meeting is being arranged for 12 October in London. This will mark the Commission's 30th anniversary, discuss achievements so far from the Strategy and future work, and engage stakeholders about current topic developments. For further information contact Rob Olsen (Tel: 020 7717 6614).

Action Point 2: Secretariat to send members the website link for DWP Select Committee report into the work of the HSC/E.

(Action discharged with the circulation of these minutes, the link is: www.publications.parliament.uk/pa/cm200304/cmselect/cmworpen/456/45602.htm).

ITEM 5 – Review of OIAC Open Session

5. The acting chair opened this item and highlighted a number of issues and topics for the committee. The following points were raised in discussion:

Issues for OIAC

- **Audience** – The general feeling was that this was the most successful open session yet in relation to addressing the right audience. The audience were captive, but this was ok as they were the audience the committee needs to reach. More short presentations could be of help in sparking the audience into asking searching questions.
- **Relationships** – A question was asked in the margins of the open session about where the committee sits in relation to Step-Change, Pilot etc. The chart at annex 2 of secretariat paper OIAC/04/01 sets this out quite clearly. The chart could be updated and made publically available via the HSE website.
- **Value/Time** - The Q&A session was too short, and the committee were a little disappointed with the number of questions. There wasn't really enough time for the session, and it could have been better placed in the agenda, possibly on the second day, not the first. These issues will need to be considered by the committee when planning for the next session.
- **Feedback** - Feedback from Step Change would be useful. The committee also agreed to provide Step Change with feedback on their discussions reviewing the open session.

Audience Topics

Speaking Up/Down - Both Step Change through its 'Personal Responsibility' group and OIAC through its working group are looking at workforce involvement. Both will need to take account of cultural factors which may discourage workers from speaking up about safety.

- **Risk Assessment** - Generic risk assessments can cause problems. Risk assessment is also covered in the Permit to Work (PTW) guidance, which is currently being reviewed.
- **Paperwork** - Paperwork can be seen as a distraction, and can be used as an excuse for not taking personal responsibility. Different PTW systems can cause problems, this is something that may be covered by the update of the OIAC PTW guidance.
- **Working Time** - The question raised at the open session related to whether the Step Change Guidance (produced by the OIMs network) needs to be updated following the implementation of the Working Time Directive.

- **Safety Standards** – There was a post session question on installation integrity appearing on the Step Change agenda. HSE will be discussing it with Step Change shortly.

Step Change is voluntary and the industry associations should be encouraging new companies to buy in to its initiatives.

Action Point 3: Phil Ley to gather feedback on the open session from attendees on day two of the Step Change event.

(action discharged see annex 1)

Action point 4: The secretariat to prepare a paper on the open session, using feedback supplied by both members and by Step Change for discussion at the 21 October Meeting.

Action Point 5: The chart outlining OIAC's relationships with other tripartite committees to be updated and posted on the HSE web-site.

Action Point 6: The secretariat to prepare an annotated list of action points for Step Change.

Action Point 7: OSD to check on progress of the revision of the OIAC PTW guidance and will report back at the next meeting.

Action Point 8: OIAC sub-group on workforce involvement to consider the issues raised at the open session when preparing their paper for discussion at the October meeting of OIAC.

Action Point 9: Chris Allen (UKOOA) to report back to Step Change on the need to update the OIM Network guidance covering working time.

Action Point 10: Transcript of the open session to be circulated to Step Change and posted on the HSE web site when completed.

ITEM 6 - Agreement of OIAC Work Programme (OIAC/04/04)

6. The acting chair confirmed that the members present had seen and commented on the proposed OIAC Work Programme. The committee had no further comments and agreed to adopt the work programme as presented.

ITEM 7 - AOB

7. **Offshore Stats** - Taf Powell informed the committee that this year's Offshore Statistics Bulletin would be launched on 9 August 2004. The copies provided to the committee should be embargoed until then. The key points in the bulletin were an increase in fatal/major accidents and a decrease in 3 day injuries.
8. **OIAC Workforce Involvement Sub-group** – The date of the next meeting of this group is still to be arranged, the secretariat will confirm this shortly.

Action Point 11: OIAC Secretariat to confirm time and date for the next meeting of the OIAC WI Sub-group, by video conference.

(Action discharged, next meeting confirmed for 1.30pm on Tuesday 14 September 2004)

ITEM 9 - Forthcoming Meetings

9. The next meeting will be held in Rose Court on Thursday 21 October 2004. Jane Bugler indicated she would be unable to attend this meeting.

Action Point 12: OIAC members to confirm their availability to attend a meeting on 21 October 2004.

OIAC SECRETARIAT

August 2004

Summary of Action Points

Action Point 1: Larry Cairns (TUC) to consider inviting a safety rep to address the committee. OIAC secretariat to arrange contact with Step Change to help identify a suitable safety rep.

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Feedback from Step Change Combined Networks members

Feedback from the Step Change Networks meeting on the OIAC Open session was generally positive:

- Meeting well chaired / managed by Stewart
- Good points raised for discussion - could have been longer / at a better time during the two days - perhaps when delegates have already attended one or two sessions and are more inclined to speak / raise points to discuss
- Publicity could have been better - from Step Change - some advanced notification to delegates
- Some confusion on the subject matter especially when Rab opened on Risk Assessment
- Good to see Senior HSE people in attendance
- Felt worthwhile repeating at future events

Phil Ley