

**Meeting date:** 20 June 2008

**Open Gov. Status:** Fully open

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**Exemptions:** None

Minutes of the meeting of the Offshore Industry Advisory Committee held on 20 June 2008 in Rose Court, London

<b>ATTENDEES</b>	
<p><b>Present</b></p> <p>Ian Whewell – Chairman                      Julie Voce – Secretariat                      Tom McLaren – HSE                      Ian Tasker – TUC                      John Taylor – Unite, TGWU Section                      Phil Ley - OCA                      Robert Paterson – Oil &amp; Gas UK                      Edmund Brookes – BROA                      Allan Graveson – Nautilus                      Jake Molloy – RMT</p> <p><b>Visiting Workforce Involvement Group Members</b></p> <p>Willie Gibson                      Craig McDermid                      Mikey Craig</p>	<p><b>Observer</b></p> <p>Dave Perry - HSE</p> <p><b>Apologies</b></p> <p>Graham Tran</p> <p><b>Absent</b></p> <p>Ian Mackie - ABS                      Andrew Campbell - WSCA                      Paul Fairbrother - MCA                      Susan Elston - COTA                      Jane Bugler - IMCA                      John Monks - IADC                      Julian Wells – DBERR                      Tim Walsh – Lloyds Register                      Brian Negus - GMB</p>

<b>Item</b>		
<b>1</b>	<b>Introduction and apologies</b>	
1.1	Ian welcomed everyone to the meeting and introduced new and visiting members. Workforce Involvement Group members had been invited to attend this meeting primarily to contribute to the feedback on the Murrayfield event.	
1.2	Apologies were received Graham Tran but it was noted that a significant number of the usual OIAC were absent and it was suggested that the email with details and papers for the meeting had not been received by everyone. Ian asked for members' email addresses to be checked to ensure that contact details are correct.	<b>Action: Secretariat to confirm members' contact details</b>
1.3	The draft minutes of the meeting held on 20 March 2008 were accepted as a true record of the meeting.	
<b>2</b>	<b>Actions</b>	
2.1	At the last meeting it had been suggested that David Doig of OPITO should be invited to give a presentation on OPITO, competency, skills and training.	<b>Action: Julie Voce to contact David Doig to</b>

		<b>arrange for next meeting</b>
2.2	There had been an action on Tom McLaren at the March OIAC meeting to discuss with the Procurator Fiscal if reasons could be given when the PF did not take cases. No meeting has been possible with the PF since March, for a number of reasons.	<b>Not carried forward</b>
<b>3</b>	<b>Presentation by Edmund Brookes: Occupational Health and Safety at Sea</b>	
3.1	 BROA EJNB 0806.ppt  Edmund Brookes' presentation	
3.2	Following the presentation by Ahsan Saleem, (Team Leader on Occupational Health, HSE) at the last OIAC meeting, Edmund's presentation built on the occupational health and safety theme. The committee thanked Edmund for his interesting and informative talk.	
3.3	The committee discussed the role that OIAC could play in continuing to raise the profile of 'health'. Ian said that HSE sought to reassure OIAC that health was important to HSE and was currently running a project that asked companies how their SMS builds in the management of occupational health. There would be a detailed evaluation of what companies were doing and also the weaknesses.	
3.4	John Taylor ventured that OIAC had no focus on health issues, that the only guidance was produced by O&GUK, there was no commonality across organisations.	
3.5	Edmund Brookes said that the shipping industry had mechanisms to bring people round the table and that although different companies had different policies on , say, alcohol, guidance concentrated on best practice which was published in different languages.	
	<i>[At this point Jake Molloy arrived at the meeting]</i>	
3.6	There was a discussion about the issue of alcohol and in particular how people were treated if they arrived at the heliport 'over the limit'.	
3.7	As part of the ongoing discussion about how OIAC should be involved in occupational health, Ian Whewell asked if OIAC should have a dedicated sub-group. It was decided that we should further explore what else was available externally before committing resources.	
3.8	Jake Molloy suggested that occupational health could be improved through education and that what existed was draconian. He favoured the Norwegian approach. After further discussion around Healthy Working Lives and Carol Black's report - the government response to which needed to be studied said Ian Tasker. Ian agreed to send the paper to JV to circulate to OIAC members.	<b>Action: Ian Tasker to send paper to Secretariat for circulation</b>
3.9	It was agreed that Occupational Health should remain a standing agenda item but that no new sub-group would be formed yet.	
	At this juncture, Ian Whewell took the opportunity to welcome Jake Molloy as the new RMT representative, replacing Steve Todd.	
<b>4</b>	<b>Workforce Involvement Group update</b>	
4.1	Julie Voce gave an update of the WIG work and there was a brief discussion about the WI event at Murrayfield in May. This included views on attendance - which companies had encouraged employees to attend and which had voiced support but not followed this up with active encouragement of their workforce members. It was suggested that a follow-up letter to each of the CEOs that Ian Whewell had originally	

	written to, seeking support, might be useful in determining which companies really supported the event.	
4.2	Current work streams would build on the major hazards focus and would include other workforce involvement events along these lines. WIG also sought to produce useful tools and information to support this agenda.	
4.3	Robert Paterson said that in terms of how safety representatives are treated and how safety committees operate, examples of best practice would provide useful guidance.	
4.4	OIAC members agreed to endorse the WIG's continuing work streams.	
<b>5</b>	<b>Robert Paterson - Overview of Step-Change Competency Work Group</b>	
5.1	Robert's presentation noted the gap between BOSIET and installation specific training. The Basic minimum required was the minimum safety standard to be applied to everyone. What was important was consistency and commonality, he described the nine modules and said that all companies in the offshore sector take part in the monitored, vantage passport system - which was mandatory.	
5.2	Jake Molloy asked how competency was tested, Robert agreed that this was a good point. John Taylor said that OPITO was looking at introducing standards for competency in a number of areas.  <i>Post meeting note – it has been confirmed that the Common Introductory Safety Training course does include an assessment of knowledge, understanding and some practical assessment.</i>	
5.3	Craig McDermid pointed out that training imposed additional costs on individuals because companies asked for training before offering jobs. John Taylor said that people should not be on courses without having first been offered a job.	
5.4	Ian Whewell suggested that O&GUK take this forward - (O&GUK or Step Change since Step-Change is now part of O&GUK) - with the additional cost of two days minimum safety training being offset by a reduction in the requirement for BOSIET. The frequency for BOSIET also needed to be visited.	<b>Action: O&amp;GUK</b>
<b>6</b>	<b>Tom McLaren - Operational and Enforcement Update</b>	
6.1	Tom gave a presentation to members that covered recruitment to OSD, the Annual Review process, the significantly better performance of those companies that involved safety representatives, OSD prosecutions and investigated incidents.	
<b>7</b>	<b>Health and Safety Statistics Bulletin</b>	
7.1	Ian Whewell presented the OSD Statistics Report. This included a summary of fatals and major injuries (including those lost on the Bourbon Dolphin - although not included in OSD figures); the increase in the number of hydrocarbon releases - 5 of which were bigger than the release that occurred on Piper Alpha. The focus remained on the potential for a major incident.	
<b>8</b>	<b>Permit to Work</b>	
8.1	Ian introduced this item which arose from a discussion at the last meeting about a common permit to work (CPTW) or 'commonality'. The Step Change workgroup are working on a training module on a 9 part minimum standard training. The group was focussing on ISSOW (Integrated Safe System of Work) system adopted by about 80% of	

	fixed installations and was undertaking a review of the different approaches. He noted that each company tailors the PTW system thus reducing commonality. The intention is to develop a permit and procedures as consistent as possible but there was disappointment at the slow rate of progress.	
8.2	John Taylor ventured that at Step Change meetings it appeared that the contractors favoured a common PTW whereas the operators did not. Pressure needed to be brought to reduce the 80/20 split between CPTW users and those who did not - to 95/5	
8.3	The committee discussed the need for continued monitoring of progress toward a CPTW and Allan Graveson suggested that information could be gathered from the Dutch and Norwegians to find out which companies operating in the UK sector had already agreed to adopt a CPTW in those other sectors.	
8.4	Ian reminded the committee that this subject had been raised by ministers and was likely to be raised again.	
<b>9</b>	<b>Future priorities for OIAC</b>	
9.1	It was agreed that there would be no debate at this point about future priorities for OIAC but that since OIAC was reconstituted in November 2006, a review 2 years hence (next meeting) would be apposite.	<b>Action: Julie to ensure inclusion on next agenda</b>
9.2	The next meeting will take place on 19th November in Aberdeen. Members were asked to give some thought for agenda items.	
<b>10</b>	<b>AOB</b>	
10.1	There were two items under AOB.	
10.2	The first was the expanded membership of the Helicopter Liaison Group which now included BALPA. It was agreed that OIAC sub-groups could determine membership without referral to OIAC.	
10.3	The second item discussed under AOB was research. HSE's have approached the trade associations to set up a group to discuss research. The TAs can input, identify input and synergies. This is useful because companies are now funding HSE research. There is no workforce involvement representation on the group but OIAC is the vehicle for ensuring that TUs are aware and updated. To this end, Steve Walker (who is responsible for research) will present the TUs with an opportunity to discuss priorities at the next OIAC meeting. The timetable centres on research opportunities for the year 2009/10 Tripartite input must be ensured.	<b>Action: Julie to check with Steve Walker that OCA is on circulation and membership of research group.</b>
10.4	John Taylor assumed that the role of the HLG included liaison with the CAA.	
10.5	Allan Graveson asked if HSE takes part in the research committee of the MCA.	
<b>11</b>	<b>Vote of Thanks</b>	
11.1	Just before the meeting closed, Willie Gibson (WIG Member) thanked the committee for allowing the opportunity that had been extended to the WIG members who would not normally attend OIAC.	