

Offshore Industry Advisory Committee			OIAC/MIN/2/2007
<b>Meeting date:</b>	19 June 2007	<b>Open Gov. Status:</b>	Fully open
<b>Type of paper:</b>	Minutes	<b>Paper File ref:</b>	
<b>Exemptions:</b>	None		

**Minutes of the meeting of the Offshore Industry Advisory Committee held on  
19 June 2007 in the Globe Room, Rose Court, London**

<b>ATTENDEES</b>	
<p><b>Present</b></p> <p>Ian Whewell – Chairman            Julie Voce-Pascoe - Secretariat            Tricia Lee – Secretariat            Tom McLaren - HSE            Phil Ley – OCA            John Taylor – Unite, TGWU Section            Hugh Williams (for Jane Bugler) – IMCA            Paul Fairbrother – MCA            Edmund Brookes – BROA            Bob Kyle – Oil and Gas UK            Tim Walsh – Lloyds Register</p>	<p><b>Apologies</b></p> <p>Allan Graveson – Nautilus UK            Brian Negus - GMB            Peter Carter – DTI            Steve Todd - RMT            Dominic Cattini – IADC            Graham Tran – Unite, Amicus Section            Dave Rhodes – WSCA            Jane Bugler – IMCA            Peter Bruce - COTA</p> <p><b>Absent</b></p> <p>Ian Tasker - TUC</p>

Item		
<b>1</b>	<b>Introduction, apologies and minutes from the last OIAC meeting</b>	
1.1	Ian welcomed everyone to the meeting. Ian also welcomed Paul Fairbrother, Tom McLaren and Peter Bruce to their first meeting.	
1.2	Apologies were received from Steve Todd, Dominic Cattini, Allan Graveson, Brian Negus, Jane Bugler, Graham Tran and Peter Carter.	
1.3	The draft minutes of the meeting held on 16 March 2007 were not accepted as a true record of the meeting. Members requested the following amendment:	<b>Action: Secretariat to amend minutes from March's meeting and recirculate agreed</b>

	<ul style="list-style-type: none"> <li>The Offshore Industry Influencing Network report referred to in action 1 is still in draft format and will not be finalised until November 2007.</li> </ul>	<b>version.</b>
1.4	Members discussed the OPITO/UKOOA guidance posted onto Step Change's website. This guidance has not been well circulated and this was to be addressed by the TGWU and HSE. Bob was asked for an update and for members' suggestions on how to raise its profile.	<b>Action: Members to pass suggestions to Bob Kyle</b>
1.5	Regarding occupational health information originally collected by Step Change, it was noted that the statistics have not been updated so members agreed that the profile of occupational health needs to be raised. It was agreed that OIAC should discuss this at their next meeting.	<b>Action: Occupational Health to be added to November agenda</b>
1.6	Significant concerns were expressed at the reduction in HSE research funding. Members discussed research funded by industry and agreed it would be useful to know what research proposals were being turned down due to HSE's reduction in funding. Ian commented that there were no real gaps in the Offshore research programme and information about HSE research is available on the website.	
1.7	Members discussed the research budget and why it had been reduced. Members raised the point of industry assisting if not undertaking some of the research projects identified by HSE. Bob mentioned that the Energy Institute Health Committee was currently undertaking research OIAC asked HSE to undertake. This was to be addressed at the next meeting.	<b>Action: Research budget to be added to November agenda.</b>
<b>2</b>	<b>Discussion covering the draft Health and Safety Statistics 2006/07</b>	
2.1	Ian apologised to members for the late circulation of the statistics bulletin and emphasised that the most recent figures were provisional. Members discussed the content and agreed that clarity was required about how the statistics were expressed, in particular the formatting explanatory text.	<b>Action: Members to provide suggestions on content and clarity of the bulletin.</b>
2.2	Members agreed that the statistics do not truly reflect what is happening within industry. Near misses are only recorded by industry so the statistics only show incidents that have been recorded and investigated. Members requested that this bulletin includes a description to explain the trends and their underlying causes. HSE should also indicate in the bulletin that the figures do not include aviation.	<b>Action: HSE to include trends and any information on underlying causes in next bulletin.</b>
2.3	Members agreed that the Policy update and Operations	<b>Action: HSE to provide</b>

	update OIAC were provided with (before the reconstitution) should be reactivated. Secretariat would look into providing this information	<b>the Policy and Operations update at the November meeting.</b>
<b>3</b>	<b>Competence and Training</b>	
3.1	Potential expansion of OIAC membership was discussed, to also include those from training organisations. It was agreed that training was an area in which OIAC could become involved.	
3.2	Members discussed representations made to HSE by a former training provider regarding OPITO standards for the training of H&S Representatives. It was suggested that any representations should be made direct to OPITO. Members agreed that the subject of training should be revisited at the next OIAC meeting.	<b>Action: Training/Competence to be added to November agenda.</b>
3.3	On the issue of competence, it was agreed this is something the committee wish to address with industry.  Hugh Williams informed members that IMCA collate information of the competence of personnel. Hugh will circulate this to members for information.  It was agreed that Tim Walsh of Lloyds Register look into the technical side of the information gathering.	<b>Action: Hugh Williams to circulate information on the competency of personnel and send to Secretariat for circulation.</b>  <b>Action: Tim Walsh to look at the technical side of gathering information.</b>
<b>4</b>	<b>Workforce Involvement Group – Update</b>	
4.1	Julie informed OIAC that the group met in Aberdeen and agreed new terms of reference.  The new terms of reference are:  1. to promote greater workforce involvement in health and safety in the workplace.  2. to encourage voluntary expansion of workplace health and safety representation.  3. to share and promote industry best practice to raise workplace health and safety standards.  These reflect the HSC's stated aims on workforce involvement in the strategy document.	
4.2	The Workforce Involvement Group (WIG) also agreed that expanded membership would be beneficial and, subject to OIAC's agreement, would include additional union representation, representatives from Step-Change, IADC and any workforce representatives who may volunteer at the Lochter event.	

	<p>Meetings are planned to take place one month before each of the three main OIAC meetings, plus any additional meetings deemed necessary by agreement to address issues as they arise.</p> <p>The next meeting will be held on 18 July to revise the OIAC 'Play Your Part' publication. This will be circulated to OIAC members for comment so that publication of the revised edition could be completed before the end of the calendar year.</p> <p>OIAC members were invited to raise any issues they felt could be effectively addressed through WIG.</p>	<p><b>Action: Draft of “Play Your Part” to be circulated to members.</b></p> <p><b>Action: Members to suggest issues to be addressed through WIG.</b></p>
4.3	OIAC members agreed the new terms of reference and the expanded membership of WIG.	
<b>5</b>	<b>Play Your Part</b>	
5.1	This was discussed in Item 4.2.	
<b>6</b>	<b>Safety Representative training</b>	
6.1	This was discussed in Item 3.	
<b>7</b>	<b>AOB</b>	
7.1	Bob Kyle informed everyone that UKOOA has been renamed Oil and Gas UK. Robert Paterson, formerly of HSE, would be joining Oil and Gas UK and will ultimately take over some of Bob's duties.	
7.2	Julie informed members that Secretariat had started work on updating the OIAC webpages. She hopes this will be completed by the next OIAC meeting so members can discuss and comment.	
7.3	Julie commented that she was once again disappointed at the number of empty seats around the table and stressed OIAC needs commitment from its members. She suggested that if named representatives cannot attend meetings, a deputy should attend. Since OIAC is no longer a formal HSC advisory committee, it was agreed that attendance by deputies is acceptable. Julie undertook to contact known OIAC members to establish their interest in continued involvement.	<b>Action: Secretariat to contact absent members about their continued involvement and advise them that deputies are now acceptable.</b>

## ACTION POINT SUMMARY

Action Point	Notes
1	<b>Secretariat</b> to amend minutes of March meeting and recirculate
2	<b>Members</b> to pass suggestions to Bob Kyle for publicising OPITO guidance.
3	<b>Secretariat</b> to include an Occupational Health item on the November meeting's Agenda.
4	<b>Secretariat</b> to include a research budget item on the November meeting's Agenda.
5	<b>Members</b> to provide suggestions on content and clarity of the bulletin.
6	<b>HSE</b> to include trends and any information on underlying causes in next bulletin
7	<b>HSE</b> to reactivate the Policy and Operations updates.
8	<b>Secretariat</b> to include a Training/Competence on the November meeting's agenda
9	<b>Hugh Williams</b> to circulate information on the competency of personnel and send to Secretariat for circulation.
10	<b>Tim Walsh</b> is to look at the technical side of the information gathering of the competency of personnel such as the databases.
11	<b>Secretariat to circulate</b> draft "Play Your Part" to members.
12	<b>Members</b> to suggest issues to be addressed through WIG.
13	<b>Secretariat</b> to contact absent members about their continued involvement and advise them that deputies are now acceptable.