

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

Minutes of the meeting held on 9 March 2005 in the Fortune Room,  
Rose Court.

**Present**

Chair:	Les Philpott	HSE
Members:	Bob Kyle	UKOOA
	Kenny Inkster	WSCA
	Edmund Brookes	BROA
	Rab Wilson	AMICUS
	Steve Todd	RMT
	John Taylor	TGWU
	Dominic Cattini	IADC
	Phil Ley	OCA
Observers:	Peter Carter	DTI
	Duncan MacDonald	MCA
	Larry Cairns	TUC
	Hugh Williams	IMCA
HSE Observers:	Rae McIntosh	OSD
	Pat Winters	Offshore Policy
Secretariat:	Graham Collins (Secretary)	Offshore Policy
	Tenaz Bacha	Offshore Policy

**Item 1 – Introduction**

1. Les Philpott welcomed everyone to the meeting. He explained that he has replaced Nick Starling as Chair of OIAC. He is the Director for HSE's Specific Interventions Division and summarised how HSE policy and delivery programmes had been reshaped.

**Item 2 – Apologies for absence**

2. Apologies were received from Allan Graveson (NUMAST), Jane Bugler (IMCA) and Robin Raphael (MCA). Hugh Williams was attending in place of Jane Bugler and Duncan MacDonald in place of Robin Raphael.

### **Item 3 – Minutes of the meeting held on 21 October 2004**

3. John Taylor asked if there had been any progress on the DTI employment protection issue raised at an earlier meeting. Peter Carter agreed to follow this up within DTI.

**Action point 1 – Peter Carter to check on progress with the employment protection issue raised at an earlier meeting.**

4. Bob Kyle expressed disappointment at the delay in publishing the PTW guidance. The Secretariat agreed to check progress of the guidance.

**Action point 2 – OIAC secretariat to check progress on publishing the PTW guidance.**

5. The minutes were accepted as a true record of the meeting.

### **Item 4 – Chair's report**

6. The Chair informed members that the current Director General of HSE will be retiring in September. His post has been remodelled and advertised in the national press as Chief Executive.

7. The Chair also mentioned the new HSE campaign on the business case for health and safety.

8. Dominic Cattini asked if it would be possible to have automatic email notifications which would direct the reader to the HSE website when anything new was added, in this case about offshore topics.

Secretariat agreed to investigate this with HSE's Communications Directorate and report back to OIAC.

**Action point 3 – Secretariat to investigate email notifications with Communications Directorate and report back at the next meeting.**

9. Graham Collins explained that a new draft of the proposed Safety Case Regulations had not been ready for this meeting. It would be circulated to members when available.

**Action point 4 – Secretariat to circulate the new draft of the proposed Safety Case Regulations to members when it is ready.**

10. Hugh Williams asked whether the International Regulators Conference to be held at the end of March would be open to all interested bodies. Secretariat agreed to clarify the position.

**Action point 5 – Secretariat to find out whether the IRF Conference is open to all.**

**Action point 6 – Future OIAC update papers would include feedback from PILOT.**

**Item 5 – Workforce involvement – report of the working group (OIAC/05/01)**

11. Graham Collins introduced this paper. Members made the following points:

- Responsibility has to be agreed by those identified for each of the actions. This would be considered further by the working group;
- The Chair agreed to write to the Chair of Step Change Leadership Team to ensure high-level support for taking the actions forward;
- OCA would welcome a speaker from OIAC at the OCA/TU Partnership Seminar in April;
- OIAC endorsed the action plan subject to some changes in detail. Once formally agreed by those involved, the plan would be published (on HSE's website) and publicised.

**Action point 7 - The working group to consider further who takes responsibility for each action; and how to take the action plan forward.**

**Action point 8 – OIAC Chair to write to the Chair of Step Change Leadership Team.**

**Action point 9 – Secretariat to look at market research options for 'Play your part'.**

**Item 6 – 6<sup>th</sup> Open Session – report of the working group (OIAC/05/02)**

12. Graham Collins introduced this paper. The following actions were agreed:

**Action point 10 – Secretariat to look at the costs of producing a video recording of the next open session and report back to OIAC.**

**Action point 11 – Secretariat to investigate the feasibility of having a future open session on an offshore installation.**

**Action point 12 – It was agreed that the next open session would be a joint event with Step Change Combined Networks meeting on 15 and 16 June at Lochter. The Secretariat would liaise with Step Change over dates, agenda and arrangements. A wash-up OIAC meeting could follow, perhaps on 17 June (in place of meeting planned for 23 June).**

**Action point 13 – Secretariat to prepare a draft communications strategy, including the viability of options for roadshows etc and the**

**best way forward to publicise OIAC's work.**

**Item 7 – Offshore injury, ill health and incident statistics report 2003/04**

13. The statistics were published on 21 February. The Committee agreed to discuss the report at the next meeting, where they could provide more informed views to be fed back to HSE.

**Action point 14 – The Offshore statistics report to be put on the agenda of the next meeting.**

**Item 8 – AoB**

14. Rab Wilson raised a question about a change of dutyholder. It was agreed to deal with this outside the meeting.

**Actions agreed at the OIAC meeting 9 March 2005**

Action point 1	Peter Carter to check on progress with the employment protection issue raised at an earlier meeting.
Action point 2	OIAC secretariat to check progress on publishing the PTW guidance.
Action point 3	Secretariat to investigate email notifications with Communications Directorate and report back at the next meeting.
Action point 4	Secretariat to circulate the new draft of the proposed Safety Case Regulations to members when it is ready.
Action point 5	Secretariat to find out whether the IRF Conference is open to all.
Action point 6	Future OIAC update papers would include feedback from PILOT.
Action point 7	The working group to consider further who takes responsibility for each action; and how to take the action plan forward.
Action point 8	OIAC Chair to write to the Chair of Step Change Leadership Team.
Action point 9	Secretariat to look at market research options for 'Play your part'.
Action point 10	Secretariat to look at the costs of producing a video recording of the next open session and report back to OIAC.
Action point 11	Secretariat to investigate the feasibility of having a future open session on an offshore installation.
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