

Offshore Industry Advisory Committee**OIAC/MIN/1/2006****Meeting date:** 21 November 2006**Open Gov. Status:** Fully open**Type of paper:** Minutes**Paper File ref:****Exemptions:** None**Offshore Industry Advisory Committee**

Minutes of the meeting of the Offshore Industry Advisory Committee held on 21 November 2006 in the Richard Emmott Room, Lord Cullen House, Aberdeen

Present

Phil Ley – OCA
 Dave Rhodes – WSCA
 John Taylor – TGWU
 Jane Bugler – IMCA
 Edmund Brookes – BROA
 Allan Graveson – Nautilus UK
 Bob Kyle – UKOOA
 Jessica Burton – UKOOA

Apologies

Peter Carter – DTI
 Steve Todd - RMT

Absent

Dominic Cattini – IADC
 Larry Cairns – TUC
 Paul Fairbrother – MCA
 Graham Tran - Amicus

Officials Present

Ian Whewell – Chairman
 Graham Collins
 Julie Voce-Pascoe - Secretariat
 Louisa McNamara - Secretariat

Item	
1	Introduction, apologies and minutes from the last OIAC meeting
1.1	Ian welcomed everyone and apologised for the delay since the last meeting. He welcomed Dave Rhodes to his first meeting and Jessica Burton as an observer. Ian informed members that Graham Tran has replaced Rab Wilson. Ian welcomed Julie Voce-Pascoe and informed members Julie has replaced Graham Collins who has moved to HSE's Nuclear Policy Division.
1.2	Apologies were received from Steve Todd and Peter Carter. Thanks to Robin Raphael who has now moved on.
1.3	The minutes of the meeting held on 20 October 2005 were accepted as a true record of the meeting.
2	Discussion covering new terms of reference, ways of working and programme of work (OIAC/01/2006)
2.1	Graham introduced this item. Members agreed the terms of reference subject to amending the first bullet point to include all offshore energy industries. Ian clarified that 'representative organisations' in the third bullet point related to those on OIAC. Members

	also agreed that the terms of reference would be reviewed regularly to ensure they reflect the work of the Committee.
2.2	Members went on to discuss future membership of OIAC. Members agreed that COTA and a single verification body representative should be invited to join OIAC. Members also suggested that individuals be invited, for example from Step Change, if matters of direct interest and relevance were being discussed.
2.3	Members agreed that OIAC should meet three times a year with two meetings in Aberdeen and one in London. The committee agreed to defer considering the need for an open meeting for 12 months. In the meantime it would look for opportunities to promote OIAC at, for example, Offshore Europe and Step Change's annual joint networks meeting.
2.4	Members agreed that OIAC should be paper light with most communication via email. Members agreed to give Secretariat sufficient notice if they wish to raise agenda items for discussion. The committee agreed that the Update Report provided by Secretariat should be a standing agenda item and that future reports should include comparative statistics over time for accidents in the offshore industry. The report would be discussed at the next meeting to ensure it meets members' needs.
2.5	Members discussed OIAC's work programme. Members agreed it needs to be targeted and that the way forward is to identify issues and then invite a person familiar with the topic to OIAC to provide an update. This would help members form a view and decide on future action.
2.6	Ian asked if members would like to automatically receive Offshore Safety Alerts/Notices. Members agreed they would find this useful.
3	Safety Performance – how are we doing?
3.1	This item was covered in discussion for Item 2.4. Members agreed to have a fuller discussion at the next meeting, when an analysis of the accident statistics would be available.
4	Workforce Involvement – Workgroup progress including work of Step Change in Safety
4.1	Bob informed members that Step Change have produced new guidance to promote personal responsibility at all levels in the workplace. OPITO have revised their standards for safety training and these will be endorsed at their next meeting.
4.2	Members discussed the role of safety representatives and refresher training. Members expressed concern that the high turnover of safety representatives may be partly due to lack of encouragement and recognition of the post by supervisors. Bob confirmed that initial training for safety representatives is compulsory but refresher training is not. Bob agreed to encourage Step Change to reproduce guidance on the role of safety representatives. Bob also agreed to let the committee know when revised safety representatives' training was formally endorsed. This would allow OIAC to consider a possible statement of support.
4.3	Members discussed the role of the workgroup and it was agreed that a meeting should take place to determine its future. Julie Voce-Pascoe would replace Graham Collins as HSE's representative.
5	Major Hazards Strategic Programme – report on the offshore industry influencing networks and potential outcomes
5.1	Ian informed members that the report is almost complete and agreed to provide more detail at the next OIAC meeting. The final report would be circulated to members when available. Ian asked members to feedback if they felt it had any significant shortcomings. Ian confirmed Offshore Division would continue to focus on installation integrity and the skills and competencies of the workforce although it is likely the report will identify other areas of work for HSE.

6	Offshore research – update on the HSE/Industry workgroup activity
6.1	<p>Bob explained that a joint industry/HSE workgroup has been set up to look at offshore research. The group, chaired by Rae McIntosh, is looking at areas where research has been commissioned and where research is needed. The next meeting will take place in February 2007.</p> <p>Members asked for clarity regarding HSE’s research budget. Members were concerned that HSE’s financial position would impact on the work of the group. After a full discussion, HSE confirmed it would look into future research funding and discuss the issue with the work group Chair (Rae McIntosh). The outcome would be reported to OIAC.</p>
7	AOB
7.1	John Taylor informed members that there has been a change in the helicopter escape evacuation recommendations. The drill will now include escaping through doors and windows. This will be discussed by OPITO.
7.2	Julie agreed with an earlier comment of the Chair that discussions about OIAC’s future had been exciting. She was disappointed, however, about the empty seats around the table and stressed OIAC needs commitment from its members suggesting that if named representatives cannot attend meetings, a deputy should attend.
Actions	
	<p>Secretariat to:</p> <ul style="list-style-type: none"> • amend first bullet point of proposed terms of reference to include all offshore energy industries • review the Terms of Reference in 12 months time to ensure they accurately reflect the work of the committee • circulate to the committee a list of potential members to join OIAC • invite a verification body representative to join OIAC • approach COTA to see if they wish to be represented on OIAC • consider inviting representatives e.g. Step Change, if matters of direct interest and relevance are being discussed • make arrangements for 3 meetings in 2007 • include HSE update report as a standing agenda item • ensure OIAC members receive future Offshore safety alerts/notices • circulate the final report from the offshore industry influencing networks and include as an item on the March agenda • coordinate arrangements for a Workforce Involvement workgroup meeting • look into HSE’s position on research strategy and funding and liaise with the Chair of Industry/HSE research workgroup. <p>Bob Kyle to:</p> <ul style="list-style-type: none"> • encourage Step Change to reproduce guidance on the role of Safety Representatives <p>All</p> <ul style="list-style-type: none"> • to put forward options for future agenda items