

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

Minutes of the meeting held on 21 October 2004 in the Shakespeare Room,
Rose Court.

Present

Acting Chair:	Ian Whewell	HSE
Members:	Bob Kyle Kenny Inkster Edmund Brookes Rab Wilson Steve Todd John Taylor Dominic Cattini	UKOOA Expro Group BROA AMICUS RMT TGWU IADC
Observers:	Peter Carter Robin Raphael Larry Cairns Andrew Nunnen	DTI MCA TUC Safety Representative
HSE Observers:	Robert Paterson Rae McIntosh	HID OD OSD
Secretariat:	Graham Collins (Secretary) Tonia Mason	Offshore Policy Offshore Policy

ITEM 1 - Introduction

1. Ian Whewell opened the meeting, and welcomed Andrew Nunnen for his presentation as a safety representative. The Chair also welcomed Rae McIntosh (HSE Observer) and Robert Paterson (HSE Observer).

ITEM 2 - Apologies for absence

2. Apologies were received from Nick Starling (Chair), Phil Ley (OCA), Jane Bugler (IMCA) and Alan Graveson (NUMAST).

ITEM 3 - Minutes of previous meeting (OIAC/04/M2) and matters arising

3. There were no matters arising and the minutes were accepted without amendment.

ITEM 4 - Chair's report

4. In Nick Starling's absence Graham Collins presented the Chair's report on:
 - Reorganisation of Policy Group
 - Programme delivery arrangements.

ITEM 5 – 2005 OIAC open Session (OIAC/04/05).

5. The acting chair opened this item and highlighted a number of issues and topics for the committee.
6. The committee agreed that the open sessions should continue and that the format should stay the same (ie presentations followed by Q&A session). Members want to consider further whether to have an open business meeting.
7. Members also preferred to avoid the summer holidays.

Action Point 1: A working group to consider the options in greater depth, including the need for a communications strategy, and report to the next OIAC meeting. Members would be Bob Kyle, Rab Wilson, Peter Carter and Robin Raphael. OIAC Secretariat to organise a video conference meeting of the group.

Action Point 2: OIAC Secretariat to speak to get feedback from the HSC's recent open business meeting and report back to OIAC work group.

ITEM 6 – Presentation by Andrew Nunnen.

8. Andrew Nunnen gave an excellent presentation to OIAC members on his experience as a safety rep on the oil rigs. Members warmly thanked Andrew for his honesty and insights into the work of a safety rep and invited him to take part in the following discussion on workforce involvement.

ITEM 7 – OIAC Workforce Involvement Sub-group Report (OIAC/04/06).

9. Graham Collins presented the report of the Workforce Involvement Sub-Group. Members endorsed the group's recommendations and asked for them to be turned into an action programme for consideration at the next OIAC meeting.

Action Point 3: Secretariat to draw up a draft action programme to circulate to the Workforce Involvement Sub-group.

ITEM 8 – Helicopter Liaison Group, paper by Rae McIntosh, HSE OSD (OIAC/04/07).

10. OIAC agreed that the HLG should continue as a sub-group of OIAC and approved the proposed new terms of reference. However, the need for the HLG should be kept under review, particularly in the light of UKOOA's new Aviation Safety Technical Group. Future changes to HLG membership would have to be approved by OIAC.

ITEM 9 – Progress of OIAC Guidance Revisions, oral update from HSE OSD.

11. Robert Paterson reported that the PTW Guidance is finalised and HSE are in discussion with the Energy Institute about publication.

12. HSE would like a joint launch with the isolation guidance, but the isolation guidance is delayed.

13. A draft of the isolation guidance would go to consultees Friday 22 October 2004.

Action Point 4: Robert Paterson to send OIAC Secretariat final draft of PTW Guidance to circulate to members.

Post meeting note: This has been done.

ITEM 10 – A.O.B.

Offshore Stats – Ian Whewell informed the committee that this year's Offshore Statistics Report is delayed and OIAC Secretariat will circulate when released.

Action point 5: Secretariat will notify members when the HSE Offshore Statistics Report is available.

ITEM 11 – Date and Time of next meeting.

Action Point 6: proposed dates for meetings during 2005 are 28 January and 23 June 2005.

OIAC SECRETARIAT

November 2004

Summary of Action Points

- Action Point 1:** A working group to consider the options in greater depth, including the need for a communications strategy, and report to the next OIAC meeting. Members would be Bob Kyle, Rab Wilson, Peter Carter and Robin Raphael. OIAC Secretariat to organise a video conference meeting of the group.
- Action Point 2:** OIAC Secretariat to speak to get feedback from the HSC's recent open business meeting and report back to OIAC work group.
- Action Point 3:** Secretariat to draw up a draft action programme to circulate to the Workforce Involvement Sub-group.
- Action Point 4:** Robert Paterson to send OIAC Secretariat final draft of PTW Guidance to circulate to members.
Post meeting note: This has been done.
- Action point 5:** Secretariat will notify members when the HSE Offshore Statistics Report is available.
- Action Point 6:** Proposed dates for meetings during 2005 are 28 January and 23 June 2005.