

Workforce Involvement Group		WIG/MIN/09/2013	
Meeting date:	7 th March 2013	Open Gov. Status:	Fully open
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Exemptions:	None		

Minutes of the meeting of the Workforce Involvement Group held on
7th March at
Wood Group, 15 Justice Mill Lane, Aberdeen

ATTENDEES	
<p>Present Dave Walker, Chair Lisa McGhee, HSE – WIG Administrator Russell Thomas, HSE – WIG Administrator Willie Gibson, Workforce Representative Phil Ley, OCA Jake Molloy, RMT Les Larchet, Workforce Representative John Taylor, UNITE Mikey Craig, Workforce Representative Frank Cairney, Petrofac Paul Adamson, HSE Offshore Regulatory Inspector Duncan Tee, Workforce Representative</p>	<p>In attendance (part) Nicol Webster, OPITO</p> <p>Apologies Mark Milne, IADC Austin Grant, CNR Les Linklater, Step Change O&G UK</p>

Item		Action
1	Welcome and Introductions	
1.1	D Walker, opened the meeting and thanked Willie Gibson for hosting the meeting at Wood Group's premises. Apologies were noted.	
2.	Safety Reps Training Standard Update	
2.1	<p>Nicol Webster of OPITO (Standards and Development) gave an update by presentation, on the additional development training for safety reps since the last WIG Meeting in November 2012. Out of the four modules three have now been done. The final pilot course is scheduled for 13th and 14th March. Very positive feedback from all delegates on the pilot courses. Out of the three pilot courses held so far some minor changes and revision are required. It was agreed to shorten the name of the training standard to ESR Development Training. The new standard will be available on the OPITO Website. DNV will apply for approval for the training of the courses. If all goes to plan looking from July onwards for the release date and the trainer standard scheduled for review in later 2013.</p> <p>An updated copy of Nicol's presentation will be forwarded on to all WIG Members. WIG Members with any queries/questions can contact Nicol Webster by email at:- nicol.webster@opito.com</p>	LM

Item		Action
2.2	It was discussed and agreed that WIG should have contact details for all Safety Reps in order to keep them informed of future events, training, etc. Jake and John agreed to take this forward at the next Step Change meeting and feed back to the group. In the meantime Russell and Lisa are putting together a Safety Rep Register with details they have received so far from Safety Reps.	JT/JM
3	Minutes of Last Meeting	
	The Minutes of the previous meeting (29/11/12) were approved by the Group and the following outstanding items were discussed.	
3.1	WIG Members	
	<p>Nicky Elphinstone and Bob Lauder have left WIG. Dave Walker on behalf of the group would like to thank them for all their help and contribution to WIG over the years.</p> <p>Bob Lauder's replacement has yet to be confirmed.</p> <p>WIG are still looking for a replacement for Nicky Elphinstone.</p> <p>Jake attends the Step Change G12 Safety Reps Meeting and will arrange at the next meeting to discuss 2 volunteers from the group to become members of WIG. Jake will keep the group updated.</p>	JM
3.2	WIG Offshore Updates	
	It was agreed that WIG offshore visits will be put on hold until the helicopter issues have been resolved.	
4	Update on next WIG Event	
4.1	It was confirmed that the next WIG Event will be sponsored by Perenco and held in Norwich. The confirmed date for the event is 18th September 2013 . Russell and Lisa are currently looking at 4 possible venues and will keep the group informed. Members were asked to think of suggestions for the Event's Agenda.	LM/RT
5	Update on Piper Alpha 25th Anniversary Event	
5.1	<p>This is a 3 day event held from 18th – 20th June at the AECC (Aberdeen Exhibition and Conference Centre). Jake went through the programme. The 19th June will be a 'Workforce Involvement' day which members of WIG will be present. Dave Walker, Les Larchet and Mikey Craig are on the WIG Steering Group for this event and it was suggested that WIG should have a stand on the day to promote WIG and be separate from HSE. Discussions took place on who and what should be on the stand.</p> <p>It was suggested that Nicol Webster do an overview at the event on the Additional Training for Safety Reps.</p> <p>Jake agreed to promote the safety rep training by means of a glossy flyer. He will also approach the Step Change G12 summit group about getting 2 workforce reps for the event.</p> <p>Frank suggested that it would be a good idea on the day to have a suggestion box at the stand where Safety Reps could list suggestions to WIG. Also include in their induction pack on the day a way for the Safety Reps to register with WIG.</p> <p>Jake will circulate the agenda for this event to all members.</p>	<p>JM</p> <p>JM</p>

Item		Action
6	'Just Culture' – Update since last meeting	
6.1	Les Linklater was unable to attend the meeting. This item will now be carried over to the next meeting in June.	LL
7	Changes in HSE Offshore Division	
7.1	Dave Walker discussed the current changes that are taken part in Offshore Division. As of the 1 st April 2013, Offshore Division will change to the Energy Division (ED). Susan MacKenzie will take over from Steve Walker.	
8	AOB	
8.1	<p>WIG's plan of work for 20/13/14 was discussed. Russell discussed what is on the plan and asked for suggestions.</p> <p>'Play Your Part' – suggested that this should be revised and renamed 'WIG Play Your Part'.</p> <p>Jake suggested a WIG Event purely for OIM's, Supervisors etc, to concentrate purely on them and to help promote WIG.</p> <p>Mikey Craig suggested that more members should attend and present at Safety Rep Events/Meetings.</p> <p>All members to attend more events and promote WIG.</p> <p>Russell to forward past presentation 'All About WIG' to members to use for future presentations.</p> <p>Phil suggested obtaining a calendar of events to see what's on and where.</p>	<p>All</p> <p>RT</p> <p>PL</p>
8.2	Next Meeting 6th June, venue to be confirmed.	