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Minutes of the meeting of the Workforce Involvement Group Training Forum and the Workforce Involvement Group meeting, both held on 3 November 2009 in Aberdeen

Training Forum - ATTENDEES

Present

Julie Voce, Chair
 Fraser Easton, HSE Offshore Regulatory Inspector
 Willie Gibson, Workforce Representative
 Phil Ley, OCA
 Alistair McGilvray, Workforce Representative
 Robert Paterson, O&GUK
 John Taylor, UNITE
 Les Larchet, Workforce Representative
 Mikey Craig, Workforce Representative
 Jake Molloy, RMT
 John Skeggs, IADC
 Norman Marwick, StepChange O&G UK
 Christine Angus, HSE - Minute Taker

Observers

Nicky Elphinstone, Workforce Representative
 Ronnie MacDonald – Woodside Publishing (OPITO)
 Jim Cameron - OPITO
 Patrick Scullion - Petrofac
 Barry Christie – Petrofac

Apologies

Duncan Tee, Workforce Representative
 Dave Nicholls, StepChange O&G UK

Item		Action
	PART I – WIG TRAINING FORUM	
1	Welcome and Introductions	
1.1	Julie Voce welcomed all attendees and observers to the first part of the WIG meeting which was had been organised as a forum to discuss the training of offshore safety representatives. The second part of the WIG meeting to be held after a coffee break at an appropriate time, with WIG members only.	
2	Background - KP3 Report	
2.1	JV gave a brief description of the role of WIG objectives and already well documented findings from KP3 Review Report, but particularly the finding concerning training which says ' There should be a review of the adequacy of training requirements for safety representatives which should determine the extent of training required.'	
3	The Role of the Elected Safety Representative – What Training is Needed	

Item		Action
3.1	<p>It was stressed that the role of Safety Representative is a voluntary role and is in addition to their main job. Safety Reps are not quasi Safety Advisers. The role of the Safety Representative is to represent their constituents and under SI971 includes functions and powers which provides for them to carry out independent investigation of complaints, potential hazards and accidents; communicate with workforce and make representations to management and the HSE; and to take part in and raise matters at safety committee meetings. Safety reps are not part of the safety management system and should be independent of management.</p>	
3.2	<p>Discussion about the content of the basic training for safety reps focussed on that subject to the OPITO standard which provides for 5 days basic training. It was generally agreed that the current 5 day basic training course was not adequate to enable Safety Reps to carry out their role effectively. Many safety reps that had been on the 5 day basic training did not feel adequately prepared. and were not entirely aware of the SI971 provisions. The length of the course was discussed, in view of the fact that additional factors - such as the role of safety reps as consultees on the safety case - had not resulted in a lengthening of the course but in condensation and also removal of some elements. There was discussion about the importance of the appreciation of the legal framework. Mike Craig said that as a safety rep he had found this part of the course crucial to informing him about what a safety rep could do. At the end of the basic course now, some safety reps were entirely aware of SI971.</p> <p>Alistair McGilvray said that there was a lack of knowledge about SI971 among OIMS and first line managers. JV reminded attendees of the KP3R finding that training for managers, OIMs and supervisors undertaken together in SI971 provisions. Mention was also made of the HSE's onshore training initiative to address this. [Willie Gibson later drew members attention to the HSE flyer about HSE funded training for managers and safety reps, addressing workforce involvement issues]</p>	
3.3	<p>It was agreed that the basic training course, covered by the OPITO standard should be supplemented with further additional training, referred to in the standard. There was some discussion about what constituted 'further training'. Pat Scullion said that this was refresher training for safety reps of more than two years. Jim Cameron drew attention to the OPITO standard's references to both further training and refresher training.</p> <p>Pat Scullion said that many reps who attended his training voiced interest in more in depth training especially in investigation. Some also needed more training in presentation - many found it daunting to give a presentation of a few minutes in the basic training course. It was agreed that the areas in which training should be developed were presentation skills, inspection and report writing, investigative skills, negotiating skills. Reference was made to a training matrix developed some time ago by Step Change.</p>	
4	Current Picture of SR Training	
4.1	<p>Nicky Elphinstone said that the 5 day basic training was the only training that most safety reps received. This was confirmed by the</p>	

Item		Action
	experiences of the HSE Inspectors JV and Fraser Easton. The majority of those present agreed that 5 days basic training, for which OPITO sets the standard, was insufficient to prepare safety reps to perform their roles under SI971 effectively.	
4.2	Problems also arise where a safety rep is employed by a contractor and training is not agreed between them and the dutyholder. Dutyholders being more willing to put their employees on courses but contractors are less willing to do so.	
4.3	HSE was criticised for not enforcing the standards of training. Nicky Elphinstone cited examples of safety reps who had resigned after taking complaints to HSE Inspectors which were not subsequently acted upon. General agreement backed more inspection and enforcement by HSE in this area.	
5	Standards – Evaluation/Testing Effectiveness – Competence Assurance	
5.1	There was a wideranging discussion about the standard of safety reps after completion of the course and what methods were in place to test the effectiveness of their training and the competence in carrying out the duty. There is, at present, no benchmark or competence criteria as with other skills sets included in the standard to measure effectiveness.	
5.2	John Taylor said that he would oppose any measure introduced that would entitle a manager to assess the competence of a safety representative. B Christie informed everyone that for a Safety Rep to be effective he must practice the skills learnt to be good.	
5.3	Jim Cameron informed everyone that the OPITO standard of the 5 day course is to be reviewed during the first quarter of 2010. The standards are produced by OPITO to meet industry requirements. It was decided that should WIG get agreement from OIAC then Step Charge are to be asked to develop a new standard for offshore safety representatives.	ALL
5.4	The development of a recognised specific qualification for Offshore Safety Reps was discussed. The current position is that Step Change has available a National Occupation Standard qualification. It was suggested that this initiative be presented at the next OIAC meeting on 11 November 2009 and approval sought by OIAC. Should this approval be given then Step Change are thereafter to be requested to develop this.	DN & NM
6	Time Off and Funding	
6.1	Concerns were raised regarding about time off and funding for safety reps training. Under Regulation 26 it states that they are entitled to time off during their working hours but that most safety reps were required to attend traing during their shore leave and that this was sometimes not even remunerated at offshore rates. This widespread contravention of SI971 was not being challenged by industry groups or HSE.	
6.2	Another timing issue was the functioning of the safety committee whilst safety reps are undertaking training.	
6.3	There is reluctance by employers to invest in the cost of training and	

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	further development of safety reps given the two year tenure of the post. There are differences in attitude across the industry between dutyholders and contractors.	
6.4	Some safety reps could not be made available for training because it would compromise their primary work duties. Examples were also given of safety reps who had not been allowed to attend safety committee meetings because they were 'too busy'. Willie Gibson observed that there was so little extra resource built into any job offshore that safety rep's roles were increasingly compromised by insufficient time allocated to them.	
	Conclusion	
	The concensus of the group is that the Forum has been a useful discussion and provided many helpful suggestions for the way forward.	
	It was agreed to hold another Training Forum of the constituents after the OIAC Meeting on 11 November 2009, should OIAC approve the initiative regarding further development to which the observers are also to be invited.	

PART II WIG Meeting

WIG Meeting - ATTENDEES

<p>Present</p> <p>Julie Voce, Chair Fraser Easton, HSE Offshore Regulatory Inspector Willie Gibson, Workforce Representative Phil Ley, OCA Alistair McGillvray, Workforce Representative Robert Paterson, O&GUK John Taylor, UNITE Les Larchet, Workforce Representative Mikey Craig, Workforce Representative Jake Molloy, RMT John Skeggs, IADC Norman Marwick, StepChange O&G UK Christine Angus, HSE - Minute Taker</p>	<p>Observers</p> <p>Nicky Elphinstone, Workforce Representative</p> <p>Apologies</p> <p>Duncan Tee, Workforce Representative Dave Nicholls, StepChange O&G UK</p>
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7.	Apologies, Introductions, Departures, Minutes	
7.1	After the departure of the visitors the WIG moved into closed session to discuss other business. Apologies were noted.	
7.2	Nicky Elphinstone, a Safety Rep with ESS, was introduced as prospective new member of the WIG. It was acknowledged that he would be the only current safety rep on the group at present and that his inclusion would be raised at the OIAC meeting next week.	JV
7.2	This was John Skeggs last meeting. He has accepted a new position as QHSE Director for Odfjell. He advised the group that IADC (North Sea Chapter) would now review its contribution to WIG and would hopefully be able to nominate someone in the future. JV thanked John for his outstanding contribution to the group and input at events and everyone will be sad to see him go but wished him well for the future.	
7.3	This was also the last meeting for Julie Voce. She is moving on to another role within HSE and Fraser Easton will take over as chair from next meeting. She asked that group provide Fraser Easton with their full support. The group thanked her for her work with the Group over the past 3 years and the achievements gained.	
7.4	Alistair McGillivray informed the group that he has now retired but undertaking contracts within the offshore industry and though he is happy to stay, the views of the other group member were sought - any representations to be made to Fraser Easton.	
7.5	JV informed the meeting that the minutes of the last two meetings required to be approved by the group before going on to the website. Minutes of the last meeting were read and approved.	
8.	Report to OIAC – Work Plan for Next Year	
8.1	Copies of JV's draft paper had been issued to the group prior to the meeting. JV advised that she is to update the paper after the WIG	JV

	meeting when key issues had been discussed at the Training Forum.	
8.2	The proposed WIG work plan for 2009 - 2010 was included in the report to OIAC but mindful of the changes within OSD and in WIG she recommended that it was revisited before the first OIAC meeting of 2010.	
8.3	<p>Three WIG events have been planned for the first quarter 2010 covering (i) South North Sea; (ii) North Sea and (iii) North Sea and Liverpool/Morecambe Bay. JV advised that there funding has been secured from HID Communications budget but that these would be small events for approx. 50 delegates focusing on Safety Rep role with a view to getting feedback from safety reps.</p> <p>JV advised that the group should consider publicising this as one event in three venues. One flyer could then be produced and delegate lists would be open. Publicity through the HSE website and also the usual networks, ie UNITE, RMT, O&G UK, Step Change etc. Marketing to be done before end of 2009. FE to take forward.</p> <p>It was suggested that these meetings might provide opportunities to share examples of good practice which the WIG may be able to use in future guidance.</p>	FE
9.	Update of SI971 Inspection Project	
9.1	JV had circulated a draft of the SI971 Inspection Project to the group after last meeting. Amendments however have been made by OSD and JV will circulate both versions so that the group can see. JV confirmed that the first question set of the original project, addressing the (onshore) management of workforce involvement and safety culture issues had been removed because OSD managers had felt there were better ways in which to approach this.	JV
9.2	She was asked how the project would be managed after she moved posts and informed members that this had not yet been finalised.	
9.3	John Taylor said that as a contributor to the KP3 Review report which had recommended such a project to inform a review of SI971 he would want to see this project fully undertaken and implemented with a report back to the WIG on findings. Jake Molloy agreed and both expressed concern that this project would not be resourced to the satisfaction of the WIG. JV said that she had yet to discuss the future management of the project but would do this before the OIAC meeting on 11th November (next week).	JV to speak to Steve Walker, Head of OSD and report back to members via email before OIAC.
10.	A.O.B.	
10.1	Date and time of next meeting to be advised after OIAC next week.	
10.2	There being no other business the meeting closed.	