

Workforce Involvement Group

Meeting date:	10 December 2007	Open Gov. Status:	Fully open
Type of paper:	Minutes	Paper File ref:	
Exemptions:	None		

Present

Phil Ley - OCA
Alistair McGilvray – Maersk Contractors
John Skeggs – IADC
Robert Paterson – Oil & Gas UK
Mikey Craig – Workforce Representative
Willie Gibson – Step Change
John Taylor - AMICUS
Julie Voce-Pascoe – HSE (Chairman)
Louisa Cooper – HSE

Apologies

BP Harding safety representative

Item	
1	Introduction and apologies
1.1	Julie welcomed everyone and apologised for rescheduling the meeting. Apologies were received from the BP Harding safety representative. As the representative has been unable to attend any meetings, papers will be circulated to them. However, if the representative continues to be unable to attend, a replacement will be invited to future meetings. Action: Julie to contact BP Harding regarding their attendance at future meetings.
1.2	The minutes of the meeting held on 12 October 2007 were accepted as a true record of the meeting.
2	'Play Your Part' – progress update
2.1	Julie circulated the latest draft of Play Your Part and confirmed it will be published in January. If members consider it necessary, there will be an opportunity for a full revision in 2008. Julie informed members that the Offshore Communications Officer wishes to launch the publication at the end of January/early February and asked members for their thoughts. Initial suggestions have included articles in the trade press and links from the HSE and Step Change websites. Action: Members to email suggestions for highlighting the launch of Play Your Part to Julie.
3	Health and Safety representative workshop
3.1	Willie informed members that Step Change is holding a three-day event in April next year at the Pittodrie Stadium, Aberdeen. Willie suggested that OIAC might wish to use part of this event to promote its work, particularly as Step Change expects a high attendance of safety representatives.
3.2	Julie thanked Willie for this offer and members discussed the invitation. Julie reminded members of their discussion at the last meeting when it had been decided that invitation to this event should be extended to the whole workforce rather than limited to health and

	<p>safety representatives. This had also been endorsed at the OIAC meeting held on 21st November. Additionally, due to budgetary constraints, the workforce workshop would fall into the next financial year so the two events would be separate.</p>
3.3	<p>Julie updated members that at its last meeting, OIAC discussed the health and safety representative workshop although no suggestions have been forthcoming for a theme for the day.</p> <p>WIG members had an extensive discussion on themes for the day and how it might be arranged. Members agreed that:</p> <ul style="list-style-type: none"> • the theme be asset integrity and major hazards • the event should challenge attendees and encourage interaction and consideration of their roles in maintaining offshore safety • the day should be split into two sessions – a morning session on models/barriers to work/bow ties and an afternoon session involving group work • the morning session should include an exercise to ascertain the general level of knowledge amongst attendees and possibly a presentation on Texas City and Rough field disasters • the venue should be able to accommodate up to 150 attendees with good transport links <p>Possible dates suggested by members for this event were 21st and 25th May and 18th and 25th June. Secretariat agreed to put together a list of possible venues for circulation to members.</p> <p>Action: Julie to contact Oliver Glackin regarding the budget and venue for the event.</p> <p>Action: Secretariat to circulate venue options to members for their consideration.</p>
4	Health and safety representative training – update on OPITO standards
4.1	<p>Julie informed members that OPITO had undertaken to consult training providers to discuss concerns about safety representatives' training, in particular the perceived reduction in the legal training section. The standard is due to be reviewed next year and Julie has suggested to James Hamilton of OPITO that they may wish to bring the review forward.</p>
4.2	<p>Members had a lengthy discussion about safety representatives' training offered by providers including the TUC and agreed this issue had become a workstream for WIG.</p> <p>Action: Julie to contact OPTIO to ascertain when the next review of the standards will take place.</p>
5	Workforce Involvement Group – future workplan
5.1	<p>Julie introduced this item explaining that ongoing work and future items identified for next year include the launch of Play Your Part, the health and safety representative workshop, liaison with OPITO and the presentation from Norway regarding employee participation. At the last OIAC meeting, members discussed the common permit to work system as a workstream although views on this were polarised. Julie sought members' views on how WIG may contribute.</p>
5.2	<p>Members discussed the merits of a permit to work system but agreed that it was not a workstream for WIG, only a point of interest.</p> <p>Action: Members to send suggestions for future workstreams to WIG Secretariat.</p>
6	AOB
6.1	<p>Julie informed members that it had not been possible to reschedule the planned presentation, but it is hoped it will take place at the next meeting.</p>

6.2	<p>Julie confirmed that the Offshore Industry Advisory Committee (OIAC) minutes will now be circulated to WIG members for information.</p> <p>Action: Secretariat to circulate OIAC minutes to WIG members.</p>
6.3	<p>Willie Gibson circulated for information papers and questionnaire relating to occupational statements which have been developed by Step Change as an initial step to creating an official qualification for elected safety representatives. Following a discussion by members, it was felt that a wider consultation would be beneficial. Willie agreed to circulate information to safety professionals and to place it on the Step Change website. It was agreed that it should also be forwarded to OIAC members for comment.</p> <p>Action: Secretariat to circulate documents regarding the occupational statements to OIAC members for comment.</p>
6.4	<p>Julie confirmed that a background note of previous WIG discussions would be circulated to members.</p> <p>Action: Julie to circulate a background note of previous WIG discussions.</p>
6.5	<p>Louisa informed members that the OIAC webpages have been revised and updated.</p> <p>Action: Louisa to circulate a link to the testbed sight to members for comment.</p>
6.6	<p>Julie sought members' views on the OIAC Chairman's suggestion that WIG might benefit from the presence of an offshore inspector. Members were unanimous in their agreement that this would be a positive addition to the workgroup.</p>
6.7	<p>Members agreed to meet again in late January, early February 2008.</p> <p>Action: Secretariat to make arrangements for meetings in 2008.</p>