

Workforce Involvement Group			
Meeting date:	12 October 2007	Open Gov. Status:	Fully open
Type of paper:	Minutes	Paper File ref:	
Exemptions:	None		

<p>Present</p> <p>Phil Ley - OCA Alistair McGilvray – Maersk Contractors John Skeggs – IADC Robert Paterson – Oil and Gas UK Mikey Craig – Workforce Representative Willie Gibson – Step Change</p> <p>Julie Voce-Pascoe – HSE Louisa Cooper – HSE Ravi Govin – HSE</p> <p>Apologies</p> <p>John Taylor - AMICUS</p>

Item	
1	Introduction and apologies
1.1	Julie welcomed everyone to the meeting and gave members a brief history of the Workforce Involvement Group (WIG) and the work it has done to date, including updating Play Your Part. Action: Julie to circulate a background note of previous WIG discussions.
1.2	Members commented that the OIAC webpages are not easy to find and asked that a link be added to the offshore industry pages. Action: Secretariat to circulate link to OIAC webpages and to add OIAC to the Offshore webpages.
2	Introduction on terms of reference
2.1	Members discussed WIG's current terms of reference. Julie confirmed they reflect both the objectives of HSC and HSE in that employees should be fully involved and consulted on safety regimes. The terms of reference have also been sanctioned by OIAC.
3	Health and Safety representative workshop
3.1	Julie informed members that HSE are planning a conference on 29 th April 2008 for 250 chief executives of the most prominent major hazard industry companies. The theme is the importance of process safety in the corporate culture across major hazard industries through personal leadership. It has been chosen particularly in view of lessons learned from recent major incidents - Buncefield, Thorp and Texas City. The timing will also be within weeks of the 20th anniversary of Piper Alpha.
3.2	Julie explained that Ian Whewell would like to hold an event/workshop for offshore health and safety representatives. This event would be led by WIG although HSE will provide the funding. Julie asked members for their thoughts and to consider if this event/workshop could be used to mark the anniversary of Piper Alpha.

3.3	Members favoured the idea and agreed that it should appeal to both workforce and safety representatives. It could also be used to promote Play Your Part. Members felt that Piper Alpha was marked in other ways and that this event may not be appropriate. Members agreed to meet again 11 December to discuss this event further.
4	'Play your part' – progress update
4.1	Julie thanked members for their contributions and confirmed that, apart from some examples, the updated version is ready and will be printed and published by January 2008. Phil Ley informed the group that an old UKOOA publication 'Communicating the safety case' contained a number of examples. Action: Robert and Phil agreed to look for this publication and forward it to Julie.
	Members asked if the final version would be circulated for comment prior to publication and if website links would be included. Members also commented that they would support a complete review of the publication, perhaps following the workshop event in 2008. Action: Julie to contact HSE's online services to see if final proofing by members can be built into the publication deadlines and to discuss adding internet links.
5	Health and safety representative training – update on OPITO standards
5.1	Julie introduced this item, explaining that HSE became aware of dissatisfaction regarding the revised OPITO standards for health and safety representatives, specifically the perceived reduction in the legal training section. Although HSE had been included in the review of the standard, they had become aware of concerns of training providers about the new standard. Julie had subsequently met with OPITO, along with Step Change and Oil and Gas UK representatives, to discuss this issue, ahead of the last WIG meeting. No decisions have yet been reached on revising the standard nor have OPITO issued any updates or invitations to further meetings.
5.2	OPITO had undertaken to meet with the Training providers - both current and those that had ceased in that role in protest at the new standard - to discuss how the standard could be applied or to determine how concerns could be addressed. OPITO agreed to circulate the minutes of that meeting to HSE and Step Change officials.
5.3	Julie said that she had contacted James Hamilton at OPITO and understood that the meeting had gone ahead but without all of the training providers, he agreed to forward the minute. During the telephone conversation, Julie had suggested to James Hamilton that in view of the questions being raised about the legal element but also about 'competence', OPITO may wish to consider bringing forward the revision planned for next year. James Hamilton said that he would have to discuss this with David Doig. Julie undertook to follow this up and keep WIG members informed.
6	Tea Shack News
6.1	Julie explained that this is a leaflet produced by Offshore Safety Division (OSD) aimed at workers to bring current issues to their attention. Members felt that Tea Shack News could be used to advertise WIG and gather feedback as to what issues the workforce would like covered. Action: Julie agreed to enquire if a piece on WIG could be included in the next issue of Tea Shack News.
7	Workforce Involvement Group – future workplan
7.1	Members agreed to meet again on 11 th December to discuss the event for workforce and safety representatives.
8	AOB
8.1	For members' information, John Skeggs suggested that he would try to get someone from Norway to talk about how employee participation works there.