

Minutes of a meeting of the Association's Health, Safety & Security Core Committee held on 24 July 2024 from 1230 BST via videoconference

1 Competition law compliance policy

The IMCA Competition Law Compliance Policy, which had been circulated with the meeting agenda, was drawn to the attention of all present.

2 Welcome and attendance

Nick Hough welcomed the members of the newly elected committee following the recent election. Members introduced themselves.

Apologies for absence were recorded, with the meeting attendance as follows below – on this occasion, in alphabetical order of company.

Name	Company	Sep 202	Jan 202	Apr 202	Jul 2024
Eelko Maat	Allseas	Attended	Attended	Apologies	Apologies
Luke Dicks	Boskalis	Apologies	Attended	Apologies	Attended
Erik Bergh	Deepocean	Attended	Attended	Apologies	Apologies
Andre Storbø	DOF	N/A	Attended	Attended	Attended
Darren Male	Fugro	Attended	Attended	Attended	Attended
Mark Impey (MEI representative)	Fugro	Attended	Apologies	Attended	Attended
Bionda van Rosendaal	Heerema Marine Contractors	Attended	Apologies	Attended	Substitute
Mike Newbury (NA representative)	Helix Energy Services Group	Attended	Apologies	Attended	Attended
Jennie Richardson	Maersk Supply Service	N/A	N/A	N/A	Attended
Debbi Garreffa	MMA Offshore	Apologies	Attended	Apologies	Attended
Ben Neal	POML	Attended	Attended	Attended	Attended
Riccardo Vatta	Saipem	Attended	Attended	Attended	Attended
Eric Annand	Subsea 7	Apologies	Attended	Attended	Apologies
Alison Locke	TechnipFMC	N/A	N/A	N/A	Attended
Rolinda van Zanten	Van Oord	Apologies	Apologies	Attended	Attended

Legend:

 Attended	 Part-Time	 Substitute	 Apologies	 Absent	 N/A
--	---	--	---	--	---

Also present or joining via videoconference were:

Robert Fontijne	Heerema Marine Contractors	for Bionda van Rosendaal
Jim Cullen	IMCA	Technical Director
Nicholas Hough (sec't)	IMCA	Safety and Security consultant

2.1 Committee election

Nick Hough noted that the new HSS committee, in order of votes cast, was as follows:

- Bionda van Rosendaal HMC
- Darren Male Fugro
- Eric Annand Subsea 7

- Eelko Maat Allseas
- Ben Neal POML
- Rolinda van Zanten Van Oord
- Jennie Kristensen Maersk Supply
- Riccardo Vatta Saipem

The existing appointees (regional representatives) were:

- **Debbi Garreffa** MMA – Asia Pacific. NB Debbi was also elected to the committee, **Mark Impey** Fugro – Middle East/India, and **Mike Newbury** HESG – North America.

The following persons were voted for but did not receive sufficient votes to be elected to the committee:

- Erik Bergh Deepocean
- Luke Dicks Boskalis
- Lucy Helena SBM Offshore
- Andre Storbø DOF
- Thomas de Meulenaar DEME
- Colin Alexander KB Associates

Previous committee members Erik Bergh (Deepocean), Luke Dicks (Boskalis) and Andre Storbø (DOF), were co-opted back onto the committee.

It was noted that Don Davies of TechnipFMC was leaving TechnipFMC. He would be replaced on the committee by Alison Locke. There was a vote of thanks to Don for his contribution to the Committee's work in recent years.

Following discussion it was agreed to co-opt the following persons:

- Lucy Helena SBM Offshore
- Thomas de Meulenaar DEME
- Colin Alexander KB Associates

Nick Hough would liaise with these individuals to take this forward.

2.2 Committee Chair and Vice-Chair

Members discussed who would be Committee Chair and Vice-Chair. It was agreed by all that Darren Male would continue as Chair, and Debbi Garreffa, as Vice-Chair.

2.3 Minutes of the previous meeting

The minutes of the meeting of Wednesday 24 April were approved and would be signed by Darren Male who was committee chair at that point.

3 Committee objectives

The Chair outlined the committee's objectives, which were dealt with in the headings below.

3.1 Human and organisational performance (HOP)

Nick Hough reported that an Information Note had been prepared on this, which was published in May. Members asked how the Information Note had been received. There is growing anecdotal evidence from this committee [*post-meeting note: and from other committees*] that Information Notes were not reaching the attention of those

for whom they were intended – they were not being circulated widely enough. Nick Hough would look into this and discuss internally at the secretariat.

Action: Nick Hough

Members agreed that raising the profile of Human and Organisational Performance amongst our members, should continue. What would the next step be? A discussion between the Chair, Nick Hough and Eric Annand (who chaired the workgroup) would be a starting point.

Action: Nick Hough, Darren Male, Eric Annand

3.2 Short Service Employees

Ben Neal reported that a good foundation towards guidance on management of short service employees had already been developed. An improved draft would be available shortly.

3.3 “H in HSS” – revision of HSS 033 *Guidance on occupational health*

Debbi Garreffa reported that the workgroup were three-quarters of the way through the revision of HSS 033 *Guidance on occupational health*, expecting completion in August and publication in September.

4 Document review

The following documents are under ISO 9001 review by this committee in this calendar year:

- HSSE 001 *Guidance on Management of Change* – last revised Aug 2020
 - Members have kindly amended and commented on this document already, even as the committee election has taken place – many thanks. Nick Hough would finalise this document and arrange with John Kingston at the secretariat for the revised version to be uploaded.
- Action: Nick Hough**
- HSSE 007 *Guidance on the initial and refresher familiarization of Vessel crews*
 - Comments before Sept meeting.
 - HSSE 032 *Safety in shipyards* (see M 221)
 - Comments after Sept meeting and before December meeting.
 - These documents are “out there” and available for revision by committee members in the folder “Document review” on the committee [SharePoint site](#).

5 Safety Flashes

Nick Hough reported that 14 Safety Flashes had been published so far this year, covering 70 individual incidents or events. Hand and finger injuries remained a significant issue. See item 6.

Members discussed various ideas to enhance the look and feel of safety flash material and safety promotional material in general, agreeing that there were opportunities to further enhance the availability, accessibility and usability of Safety Flashes and safety promotional material.

- A Safety Flash App, though off the radar for the present, need not be ruled out for the future;
- Safety posters still had value and ought not be seen as “old-fashioned”;
- Who were the intended audience of safety promotional material and safety flash material? It was noted that data was available on download and “hit” rates for safety videos, safety promotional and other IMCA material.

6 Safety Statistics

Nick Hough reported that the 2023 safety statistical data from IMCA contractor members was now live and could be seen on the IMCA web at <https://www.imca-int.com/data/safety/> and a slide pack (PDF) downloaded from <https://imcaweb.blob.core.windows.net/wp-uploads/2024/06/IMCA-Safety-Statistics-2023.pdf>.

Jim Cullen reported that IMCA was working closely with the G+ to assist with improving safety across the offshore renewables sector.

There had been submissions from 181 contractors which was around half the contractor membership as of January 2024. There was a discussion of how to increase participation.

6.1 Line of Fire LTIs

Nick Hough reported that the IMCA Board sought further detail on Line of Fire LTIs, which have comprised a little less than half of the LTIs recorded by IMCA contractor members in recent years. He noted that of 181 contractor members who shared statistics, 81 members had recorded LTIs, and 54 members' LTIs included Line of Fire incidents. Therefore further information was sought from those 54 members, on what happened in those Line of Fire LTIs. Details of feedback thus far were included in the slide pack.

Members discussed this line of fire safety and hand/finger safety, noting the following:

- How do we ensure at the design stage that people CAN'T GET into the wrong place and harm themselves?
- Where should effort be focussed?
- A "deep dive" focus on individual LTIs may be a worthwhile and beneficial technique;
- Human and Organisational Performance (HOP) links well into this topic.

7 Recent and forthcoming events

Nick Hough reported on some recent and forthcoming events including the following:

- 22 May: Equinor's Marine Operations "Safety and Sustainability" (SSU) follow-up videoconference
- 12 Sept – IMCA Lifting and Rigging seminar, NL
- 9-10 Oct – IMCA Asia Pacific meeting and Underwater Ship Husbandry seminar, Singapore
- **3-4 Dec – IMCA Global Summit, Utrecht, NL**
- Proposed HSS/C&T seminar for Q1 2025 – we will take a steer from the Head of Comms on progressing that.

The **IMCA Global Summit** would take place 3-4 December 2024 at Tivoli Vredenburg in Utrecht in the Netherlands. The theme would be *"Delivering a new offshore energy mix - finding safe and sustainable solutions to meet global ambitions for marine energy."* The agenda is to be finalised, but the current plans are that on day one it will be a predominately business related. And we'll have three streams of the more technical content in day two. There will be a modern and engaging programme planned with keynotes, panel discussions, fire-side chats, workshops and audience Q&As. We'll also be sharing the winners of the IMCA Awards.

Committees were encouraged to hold their Q4 meetings face-to-face after or before the Global Summit.

8 Any other business

8.1 Food allergies offshore – discussion

Nick Hough reported that he had been asked by representatives of the G+ to ask this committee about food allergies offshore. Were they an issue? It had been suggested that food allergies were *"an upcoming topic as more and more*

people seem to develop severe allergies". Members discussed this, noting that it did not appear to be a problem for their offshore crews. The following points were noted:

- A rise in picky eating, though not food allergies, had been discerned by some;
- There was a rise in perceived veganism, or at least, crew identifying as vegan, particularly on the offshore wind side. It was suggested that this would be due to a younger workforce;

8.2 Drug and Alcohol positive test issues

It was noted that some members were seeing a recent rise in "positive" tests having detected, not alcohol, but certain medicines including prescription medications. Our members work in many different jurisdictions across the world and differing standards may apply in different locations, as to what is and what is not permitted offshore.

8.3 Security committee

Nick Hough gave a brief update from the most recent security committee. Issues discussed had included crew welfare relating to security, "Virtual" kidnapping, and the possibility of holding the HSS Core committee and Security committees on successive days.

8.4 UXO

Time did not allow for a discussion of this, but it would remain on the agenda for the next meeting.

8.5 Audit for cause

Nick Hough presented a slide on Audits with Cause. IMCA can and will act when evidence of any wrongdoing by members is presented, and reserves the right to audit its members at any time. See <https://www.imca-int.com/information-notes/audits-with-cause/> for more detail.

9 Un-minuted discussion of recent safety-related incidents


There was an un-minuted discussion.

10 Summary of action items

Action	Responsible	Target
3.1 Information Notes – are they getting to the right place? Investigate	NH	Q4 2024
3.1 Further discussion of "the next step" in HOP	DM, EA, NH	Q4 2024

11 Date and location of next meetings

- Wednesday 18 September, videoconference (suggested date) – *a change from the previous suggested date.*
- Thursday 5 December, Face to face, morning after the IMCA Global Summit in Utrecht.
- Wednesday 26 February 2025, videoconference



Darren Male

25/09/24

Signed as a true record

Name

Date






HSS Core Committee 20240724 M

Final Audit Report

2024-09-25

Created:	2024-09-25
By:	nick hough (nick.hough@imca-int.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsKCuL1AEbzPN9rQMIWntJpJJUhWZAnrU

"HSS Core Committee 20240724 M" History

-  Document created by nick hough (nick.hough@imca-int.com)
2024-09-25 - 12:31:39 PM GMT
-  Document emailed to Darren Male (d.male@fugro.com) for signature
2024-09-25 - 12:31:49 PM GMT
-  Email viewed by Darren Male (d.male@fugro.com)
2024-09-25 - 12:43:02 PM GMT
-  Document e-signed by Darren Male (d.male@fugro.com)
Signature Date: 2024-09-25 - 12:44:33 PM GMT - Time Source: server
-  Agreement completed.
2024-09-25 - 12:44:33 PM GMT