

Minutes of a meeting of the Association’s Health, Safety & Security Core Committee held on 18 September 2024 from 1300 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

The Vice-chair and Nick Hough welcomed the members of the new committee. Members introduced themselves.

Apologies for absence were recorded, with the meeting attendance as follows below.

Name	Company	Jan 2024	Apr 2024	Jul 2024	Sep 2024
Darren Male (Chair)	Fugro	Attended	Attended	Attended	Apologies
Debbi Garreffa (Vice-Chair)	MMA Offshore	Attended	Apologies	Attended	Attended
Eelko Maat	Allseas	Attended	Apologies	Apologies	Attended
Luke Dicks	Boskalis	Attended	Apologies	Attended	Apologies
Erik Bergh	Deeпоcean	Attended	Apologies	Apologies	Attended
Thomas de Meulenaar	DEME Offshore BE NV	N/A	N/A	N/A	Attended
Andre Storebø	DOF	Attended	Attended	Attended	Attended
Mark Impey (MEI representative)	Fugro	Apologies	Attended	Attended	Attended
Bionda van Roosendaal	Heerema Contractors Marine	Apologies	Attended	Substitute	Attended
Mike Newbury (NA representative)	Helix Energy Services Group	Apologies	Attended	Attended	Attended
Colin Alexander	KB Associates	N/A	N/A	N/A	Attended
Jennie Kristensen	Maersk Supply Service	N/A	N/A	Attended	Attended
Ben Neal	POML	Attended	Attended	Attended	Attended
Riccardo Vatta	Saipem	Attended	Attended	Attended	Attended
Lucy Helena	SBM Offshore NV	N/A	N/A	N/A	Apologies
Eric Annand	Subsea 7	Attended	Attended	Apologies	Substitute
Alison Locke	TechnipFMC	N/A	N/A	Attended	Attended
Rolinda van Zanten	Van Oord	Apologies	Attended	Attended	Attended

Legend:

 Attended	 Part-Time	 Substitute	 Apologies	 Absent	 N/A
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Also present or joining via videoconference were:

John Evans	Subsea 7	for Eric Annand
Jim Cullen	IMCA	Technical Director
Adrian White	IMCA	HSS Manager
Nicholas Hough (sec’t)	IMCA	Safety and Security consultant

2.1 Minutes of the previous meeting

The minutes of the meeting of Wednesday 24 July were approved and would be signed electronically by the Chair in due course. Adobe Sign is used for this purpose.

3 IMCA Update

Adrian White introduced himself. Adrian is the new IMCA Health, Safety & Security Manager.

4 Committee objectives

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

4.1 Human and organisational performance (HOP)

It was recalled that an [Information Note](#) on human and organisational performance had been released earlier in the year. There was a good discussion of the way forward:

- It was understood that it would be appropriate to develop some form of "position paper" explaining the philosophy and concept of human and organisational performance. It was clear that there was a wide variation in understanding of HOP and that to provide further clear information would be beneficial;
- Any form of procedure, process or prescriptive guidance would not be appropriate – that HOP was **not** just another new initiative was, of itself, a primary learning point to pass on to members;
- It was anticipated that this would be a "hot topic" at the forthcoming IMCA Global Summit, with speakers including Todd Conklin and others. Members were encouraged to listen to these presentations.
- A decision on the way forward would be made at the next meeting on 5 December, following the Global Summit.

4.2 Short Service Employees

Ben Neal reported that a good draft document had been prepared by the workgroup. This was now ready for review by the full HSS committee. Jim Cullen noted that following recent constitutional changes, this would be the final approval step before publication.

The draft document would be circulated to the committee for review and approval to publish with a deadline in late October.

Action: Nick Hough, All committee members

4.3 "H in HSS" – revision of HSS 033 *Guidance on Occupational Health*

The much-revised draft of HSS 033 *Guidance on Occupational Health Programmes for Marine Contractors* had been circulated to the committee for review on 9 September, with a deadline of 27 September. Final comments would be taken into account before republication.

Action: Nick Hough, John Kingston

5 Document review

5.1 Review of *Guidance on the initial and refresher familiarization of Vessel crews (HSSE 007)*

Members were asked to review [this document](#) (that is, to read and assess its technical and practical validity) before FRIDAY 18 OCTOBER.

It is acceptable to share the task with others in members' organisations. If it was solely a matter of minor revision, members should just do it. However, if more a complex revision is indicated by the review, then a workgroup would be formed at the next meeting on Thursday 5 December, to take this work forward.

Action: All committee members

5.2 Review of *Guidance on safety in shipyards* (HSSE 032)

Members were asked to review [this document](#) (read and assess its technical and practical validity) before MONDAY 2 DECEMBER. See above section 5.1 on caveats to this – the same applies to this document.

Action: All committee members

6 Safety Flashes

Nick Hough reported that 18 Safety Flashes had been published so far this year, covering 90 individual incidents or events. He noted that of 20 recent incidents or events submitted by IMCA members, 4 were finger/hand/arm injuries, 5 were DROPS incidents, and another 5 involved equipment failure.

Committee members discussed the following:

- The wording of Safety Flashes in light of the philosophy of HOP, noting that it was quite common for safety reports to use language implicitly blaming the worker. (A recent example of a serious hand injury arising from a worker putting his fingers into a fan blade, was cited. The worker didn't "put his hands in the wrong place" – the fan was wrongly designed.) Efforts would be made to further bring human and organisational principles to the preparation of Safety Flashes;
- How do workers handle unplanned events – making it easier for workers to stop the job – or better still, **PAUSE** the job – in order to be able to think things through and change things to make them safer;
- "Positive" Safety Flashes – highlighting safety barriers in place etc. This was already being done, see an example [here](#).

6.1 Safety Flash material on the forthcoming new IMCA website

There was a discussion of Safety Flash material and how it would appear in the future on the forthcoming new IMCA website.

- For technical reasons, the raw text and images of each incident or event in the Safety Flash archive has to be transferred from one platform to another. This is a laborious process. Could a significant amount of time and labour be saved by **not** taking the full transfer of information all the way back to 1997?
- It was stressed that ALL IMCA Safety Flash material would still be available on new website; older material would be available not as individual incident/event web pages but as downloadable single files relating to years;
- It was agreed that only the last ten years (back to 2013) need be fully transferred (that is, a single web page with a unique URL for each single incident or event, as at present).
- Another good reason for this was that safety practice, technique and culture has changed so much in the last ten years that great care was needed in drawing appropriate conclusions from older Safety Flash material;
- The new website also included:
 - A new and very capable search tool which would work on Safety Flash material;
 - A mechanism for blurring images (of injuries) that some may consider graphic.

7 Safety Statistics

Nick Hough reported that further detailed information had been sought, as requested by the Board, on the 54 Line of Fire LTIs amongst IMCA members in 2023. The slide pack contained a summary of the findings, which had also been presented to the IMCA Board. The raw data in the questionnaire would be circulated to the committee.

Action: Nick Hough

8 Safety Promotional material

Nick Hough tabled information on download and watch rates for IMCA safety promotional material and videos. The most watched IMCA short video was “Lifting operations”, followed closely by “Confined space”. Members discussed this.

There was a discussion of the use of AI to create tailored safety content specific to various locations or cultures.

Jim Cullen noted that there was an IMCA budget for generating new safety promotional material.

9 Forthcoming events

Nick Hough gave a short overview of forthcoming events to be held by IMCA or in which IMCA was involved.

- Today Circular Economy webinar
- 1 Oct Marine Safety and Zero Carbon Emissions, Taipei (joint event with CR Class Taiwan)
- 3 Oct Europe & Africa Regional Meeting, Aberdeen
- 9 Oct Asia Pacific Regional Meeting, Singapore, followed by Underwater Ship husbandry event the next day
- 15 Oct North America Regional Meeting, Houston
- 15 Oct Middle East and India Regional Meeting, Jebel Ali
- 22 Oct Offshore Wind Safety Seminar, Portsmouth, VA (joint event with Virginia Maritime Association)
- 3-4 Dec Global Summit, Utrecht

9.1 IMCA Global Summit, 3-4 December, Utrecht

Jim Cullen highlighted the importance of this event and encouraged all committee members to attend. One of the keynote speakers would be the “Godfather of HOP’ and award-winning author Todd E. Conklin.

It was noted that this committee would hold a face-to-face meeting at Utrecht on Thursday 5 December.

10 Un-minuted discussion of recent safety-related incidents

There was an un-minuted discussion of recent safety-related events.

11 Any other business

11.1 Unexploded Ordnance (UXO)

Members noted that unexploded ordnance in their operations, particularly in the wind-farm sector, continued to be a potential challenge. It was noted that there were varying regulatory and procedural approaches to dealing with UXO, which could make things unnecessarily complex for contractors. It would be beneficial for IMCA to assist with or to promote a standardized approach to dealing with UXO.

The issue of UXO highlighted the ongoing need for a more general harmonization of standards between the traditional energy sector and the offshore wind sector. This would be raised with the Renewable Energy committee.

Action: Nick Hough/Rhys Jones

11.2 Personal Locator Beacons (PLBs)

Members discussed the issue of Personal Locator Beacons, and whether or not their use should be made mandatory, and did contractors have a duty of care to their crews to mandate the use of PLBs. This was in the context of an MOB (man overboard) fatality in which it was discovered that the PLB on the lifejacket of the dead worker, was not switched on. PLB's are sometimes referred to as Autonomous Maritime Radio Devices. Members are referred to IMCA M 234 [Research on autonomous maritime radio devices](#).

12 Summary of action items

Action	Responsible	Target
4.2 Review draft SSE document	NH, Committee	31/10/24
4.3 Revised HSS 033 – sort final comments and re-publish	Nick Hough, John Kingston	18/10/24
5.1 Document review, HSSE 007	Committee	18/10/24
5.2 Document review, HSSE 032	Committee	2/12/24
7 Circulate LoF LTI questionnaire results	Nick Hough	25/9/24
11.1 UXO – raise issue of standardisation with MREC	Nick Hough, Rhys Jones	5/12/24

13 Date and location of next meetings

- Thursday 5 December, Face to face, 0900 local (time TBC) the day after the IMCA Global Summit in Utrecht.
- Wednesday 26 February 2025, videoconference

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Signed as a true record

Name

Date