



# MarineSafe – Steering Committee Meeting

**LOCATION:** Quadrant – Level 9, 100 St George Terrace

**DATE / TIME:** 15:30 – 16:30 , Thursday 10 August 2017 **Distribution List:** Steering Committee Members

## Agenda

| Item   | Lead     | Start | End   |
|--|----------|-------|-------|
| Welcome  | A.Martin | 15:30 | 15:35 |
| Marine Assurance in the Downturn Forum Review: <ul style="list-style-type: none"> <li>Feedback from the Committee</li> </ul> | All      | 15:35 | 15:45 |
| MarineSafe Roles: <ul style="list-style-type: none"> <li>Groups creation – presenting the new concept.</li> </ul>            | A.Martin | 16:00 | 16:10 |
| Presenting Safety Moments in the MarineSafe meetings   | All      | 16:10 | 16:15 |
| APPEA HSE Forum in October <ul style="list-style-type: none"> <li>Sub-committee members</li> </ul>                           | All      | 16:15 | 16:20 |
| AOB <ul style="list-style-type: none"> <li>Quarterly Theme suggestion for Q4: Mooring safety</li> </ul>                      | All      | 16:20 | 16:25 |
| Review of any actions  | All      | 16:25 | 16:30 |

## Minutes of Meeting

| Item   | Key points  |
|--|---|
| 1. OE Moment – Charlie Baker                     | <ul style="list-style-type: none"> <li>Charlie gave a safety moment reflecting on a devastating strain injury sustained by a close friend.</li> <li>Statistics show that strains are a the most common seen injuries in the marine industry at the moment.</li> </ul> |
| 2. Marine Assurance in the Downturn Forum Review | <ul style="list-style-type: none"> <li>Positive feedback all round.</li> <li>Steering Committee member colleagues found the topics interesting and useful.</li> <li>MMA presentation was particularly good.</li> </ul>  |
| 3. MarineSafe Roles & new committee format       | <ul style="list-style-type: none"> <li>MarineSafe’s primary goals were explained:               <ol style="list-style-type: none"> <li>Information sharing</li> </ol> </li> </ul>   |



| Item   | Key points   |
|--|--|
|  | <p>2. Eliminating the “normalisation of incidents”</p> <ul style="list-style-type: none"> <li>• Amending the structure was critical to achieving these goals</li> <li>• The amended structure would focus on the following priorities:               <ol style="list-style-type: none"> <li>1. Maximise Steering Committee potential</li> <li>2. Champion the benefits of being a Steering Committee member</li> <li>3. Standardise Steering Committee processes</li> </ol> </li> <li>• Proposed structure would see membership split into three groups:               <ul style="list-style-type: none"> <li>○ Overarching Steering Committee</li> <li>○ 4 x Working Groups</li> <li>○ Associate members</li> </ul> </li> <li>• Existing Steering Committee members would be split into the Working Groups</li> <li>• The heads and deputies of each Working Group would form the new Steering Committee</li> <li>• Steering Committee would then be made up of 5 x O&amp;G Companies, 5 x Vessel Operators and Regulators/Industry Bodies</li> <li>• Proposal was approved by Committee</li> <li>• Administrative Working Group members agreed – headed up by Svitzer</li> <li>• Improvement Working Group head confirmed - Farstad</li> <li>• Final two Groups to be headed up by O&amp;G Companies, to finalise in coming weeks.</li> <li>• Working Group Heads will then approach other members to fill up their Working Groups</li> <li>• 12 month freeze on new Steering Committee membership agreed</li> <li>• Membership in Working Groups and Steering Committee will be based on contribution, company membership will be removed if not contributing</li> <li>• Charter will be reviewed and updated by the Admin Group.</li> <li>• Presentation attached to these minutes with more details.</li> </ul> |
| <p>4. Presenting Safety Moments in the MarineSafe meetings</p> | <ul style="list-style-type: none"> <li>• Ali indicated that an OE/Safety Moment would be held at each Steering Committee meeting going forward.</li> <li>• Next month – Maersk will provide the Safety Moment</li> </ul>   |



| Item                    | Key points   |
|-------------------------|--|
| 5. APPEA HSE Conference | <ul style="list-style-type: none"> <li>Working Group needs to be set up to identify MarineSafe's contribution to the Conference, the Forum Working Group to take care of this.</li> <li>DOF will check on whether they can present the aft deck door concept as a the deck safety initiative.</li> </ul> |
| 6. AOB                  | <ul style="list-style-type: none"> <li>A suggestion for mooring safety was raised as a potential quarterly theme. Agreed that this would be a good theme, Nick to reach out to Rob for more details.</li> <li>Next meeting – 14 September at Svitzer</li> </ul>  |

## Actions

|   |   |  |           |                           |  |
|---|---|--|-----------|---------------------------|--|
| 1 | Form APPEA HSE Conference sub-committee - please inform Alastair or Amanda if you want to be part of it.                                    | A.Martin   | 15-August | Pending                   |  |
| 2 | Review Committee structure and acceptance of new members.   | A.Martin<br>A.Amaral<br>M.Desha<br>C.Throwbridge | 30-August | Closed                    |  |
| 3 | Contact Suman – MTS to check on possible themes for the Workshop, availability and costs. Share with the committee during the next meeting. | A.Martin   | 10-August | Ongoing – as per minutes. |  |
| 4 | Share Bridging Document from Project Symphony when available  | M.Desha  | TBA       |                           |  |
| 5 | Finalise Working Group Heads  | A.Martin   | TBA       |                           |  |
| 6 | Maersk to provide September Safety Moment   | D.Kearney  | 14-Sep    |                           |  |
| 7 | Mooring safety – investigate as a Quartely Theme topic  | N. Jenkins                                       | 14-Sep    |                           |  |
|   |   |  |           | OFF TRACK                 |  |
|   |   |  |           | ON TRACK                  |  |

|                     |   |
|---------------------|---|
| <b>Next Meeting</b> | <p><b>Date: 14<sup>th</sup> September</b></p> <p><b>Location: SVITZER</b></p> <p><b>Time: 15:30</b></p> |
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