

**Minutes** of a meeting of the Association's Health, Safety & Security Core Committee  
held on 5 December 2024 from 0900 CEST at Room 312, Jaarbeursplein 6, Utrecht, Netherlands

## 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. Members discussed the policy, following its recent revision, and in light of additional compliance training provided for the secretariat.

Further information on the competition law compliance policy would be circulated.

**Action: Nick Hough**

## 2 Welcome and attendance

The chair welcomed members to the meeting. Apologies for absence were recorded, with the latest meeting attendance as follows:

Name	Company	Apr 2024	Jul 2024	Sep 2024	Dec-24
Darren Male (Chair)	Fugro	Attended	Attended	Apologies	Attended
Debbi Garreffa (Vice-Chair)	MMA Offshore	Apologies	Attended	Attended	Attended
Eelko Maat	Allseas	Apologies	Apologies	Attended	Substitute
Luke Dicks	Boskalis	Apologies	Attended	Apologies	Apologies
Erik Bergh	Deepocean	Apologies	Apologies	Attended	Attended
Thomas de Meulenaar	DEME Offshore BE NV	N/A	N/A	Attended	Attended
Andre Storebø	DOF	Attended	Attended	Attended	Attended
Mark Impey (MEI representative)	Fugro	Attended	Attended	Attended	Attended
Bionda van Roosendaal	Heerema Marine Contractors	Attended	Substitute	Attended	Apologies
Mike Newbury (NA representative)	Helix Energy Services Group	Attended	Attended	Attended	Apologies
Colin Alexander	KB Associates	N/A	N/A	Attended	Attended
Jennie Maria Kristensen	Maersk Supply Service	N/A	Attended	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	Apologies	Attended
Eric Annand	Subsea 7	Attended	Apologies	Substitute	Attended
Alison Locke	TechnipFMC	N/A	Attended	Attended	Attended
Rolinda van Zanten	Van Oord	Attended	Attended	Attended	Attended

Legend:

☒ Attended
 ☒ Part-Time
 ☐ S Substitute
 ☐ Apologies
 ☐ Absent
 ☐ N/A

Also present or joining via videoconference were:

Adrian White	IMCA	HSS Manager
Nicholas Hough (sec't)	IMCA	Safety and Security consultant
Rhys Jones	IMCA	Technical Adviser
Jenna Lassner-Kerr	Allseas	for Eelko Maat

Andre Storebø noted that, in light of the fact that DOF and Maersk Supply had now become one company, Jennie Maria Christensen would continue as the HSS committee representative of DOF, and he would step aside from the committee henceforth.

### 3 Minutes of the previous meeting

#### 3.1 Approval of the minutes

The minutes of the meeting of Wednesday 18 September 2024 were approved and would be signed electronically by the Chair in due course.

### 4 Debrief from Global Summit

Members held a discussion of the IMCA Global Summit which had taken place over the two previous days. It was considered to have been a good event overall with outstanding personal interaction and “networking”. The following points were noted:

- The opening morning was “a bit heavy” and a bit too North Sea/North-west European area specific;
- A theatre or auditorium was not ideal, and banquet style (round table) seating was preferred;
- The exhibition of suppliers being on different floors, was not ideal;
- The panel discussions were too long – 30 minutes should be fine;
- The IMCA Awards were great. **Suggestion:** IMCA develop something like a “Member of the year award”;
- Members looked forward with interest to developments with the proposed “people committee”;
- More diversity in the range of speakers would be good;
- Members were unclear what they got out of the event apart from networking:
  - What does IMCA take back from the delegates? The Global Summit should influence the IMCA work programme, as did the Annual Seminar;
  - Communication should be two-way – from the delegates to IMCA as well as from the stage to the floor;
  - The event lacked audience participation and interaction;
- An “IMCA update” on what is going on was sought – IMCA’s achievements are no longer as widely publicised to members as they once were;
- The HR presentation was good. *A propos* of attracting talent to the industry, a **suggestion** was to invite young people from appropriate universities or colleges;
- It might have been tactically better to have Todd Conklin and Chris Lemons presenting on separate days;
- Members asked if there would be recordings or proceedings of any kind made available. This question would be taken back to the secretariat.

**Action: Adrian White**

#### 4.1 Human and Organisational Performance – the way forward

Members discussed HOP noting the following:

- There should be continued collaboration on HOPS with IOGP and others including the Offshore Network;
- Educating and informing – that is, addressing confusion and lack of knowledge of HOP was seen as an important IMCA role. The Information Note [IMCA IN 1681: Human and Organisational Performance \(HOP\)](#) would be revised or republicized. A further Note would be developed to dovetail with, rather than reiterate,

existing guidance. This could include dos and don'ts, some case studies and some answers to topical questions.

**Action: Committee members, Secretariat**

## 4.2 Personal Locator beacons

There was a discussion of the use of PLBs, following Kevin Barron's moving presentation at the Global Summit.

## 5 IMCA update

Nick Hough reported that there had been some staff changes at the secretariat. Patrick Clift was the new Head of Communications and Marketing. IMCA had hired Nikos Vasileiadis, working in the Strategy and Energy Transition Team, as a Maritime Consultant, and Katie Kidd, as a Diving department assistant.

There was a new IMCA website; members needed to register on the new website and create a new login if they had not already done so.

### 5.1 Walk to work

Rhys Jones gave a short update on the ongoing development of guidance on Walk to Work, to be document IMCA M 254. It was anticipated that the guidance would be available before end Q4.

## 6 Committee objectives

There was a brief discussion of the committee's objectives, all of which have been achieved:

1. **Develop Information Note or guidance on Human and Organisational Principles** – this was published in May and can be found [here](#). See item 4.1.
2. **Develop guidance on Short service employees** - IMCA HSS 048 *Guidance on short service employees (SSE)* was now available to download [here](#). The committee thanked Ben Neal and the workgroup for their timely work in developing this document.
3. **"The H in HSE" – revise IMCA guidance on occupational health** - IMCA HSS 033 *Guidance on occupational health* had been comprehensively revised and was now available for download [here](#).

## 7 Document review

Outstanding ISO 9001 updates or revisions of the following documents remained to complete:

- HSS 007 *Guidance on the Initial & refresher familiarization of Vessel crews*
- HSS 032 / M 221 *Guidance on Safety in shipyards*

Members discussed whether or not IMCA was communicating its work programme and achievements widely enough to members. Nick Hough noted the background to this, that prior to 2014 IMCA sent sometimes dozens of emails a week to some committee members. This counterproductive practice had been ceased. However, there was the risk of "going too far in the other direction" and not communicating enough. A better balance was sought. Members did seek a higher profile for technical information in such "monthly updates" as were circulated, and clearly there was a need to educate members on what information was shared by IMCA.

**Action: Technical director, Head of Communications**

## 8 Safety Flashes

Nick Hough reported that 22 Safety Flashes had been sent so far this year, with the 23<sup>rd</sup> going out during the Global Summit, and the 24<sup>th</sup> going out before Christmas.

The need for POSITIVE stories was reiterated - how do we promote learning from “What went right” – from doing “normal” work. Members were asked to share stories from their own companies.

**Action: Committee members**

Adrian White noted that IMCA was working closely with OCIMF on an initiative to address confined space entry incidents.

### 8.1 Potential video - way forward

Members watched a short video developed by Ben Neal at POML. This was a draft alpha test of a proposal for making safety flash incidents into short (less than 4 minute) videos. The video was prepared using easily available AI-based video generating technology, which was fast advancing in sophistication. Further development of the video concept was approved; further short meetings between Adrian, Nick and Ben would take place to develop a second test video.

**Action: Adrian White, Nick Hough, Ben Neal**

## 9 Safety Statistics

Nick Hough reported that preparations were in hand for starting collection of 2024 contractor members safety statistics. The submission portal will open in early January 2025. An email will go out before and after the Christmas break. The submission portal is generally open until around 10 April.

Members discussed two issues, one being the proposal to use “Fatality and Permanent Impairment” as a lagging indicator (instead of LTIs) and the other was, could better use be made of the MVR (“management visit ratio”) if IMCA restarted collecting information on “Management visits”. [IMCA collected information on this until 2016.]

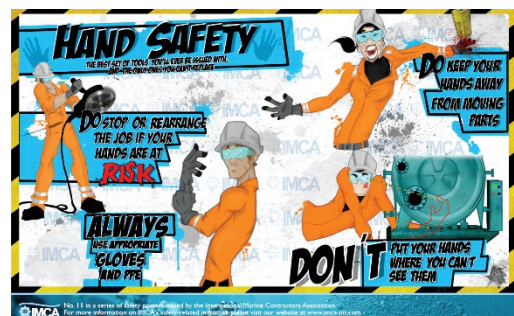
It was understood that any changes would be for the 2025 data (that is, data collected in Q1 2026). A small workgroup would form to discuss the safety statistics in terms of revising and establishing clear definitions of what they were and what data was being collected, and to what purpose. The workgroup would comprise Darren Male, Erik Bergh, Lucy Helena and a representative from Allseas, and Nick Hough.

**Action: Nick Hough, workgroup**

## 10 Safety promotional material

Adrian White reported on a proposal to update some of the IMCA safety posters. Updates were proposed for Enclosed Spaces and for Line of Fire. The format proposed will be similar in style to the existing Hand Safety and Mooring safety posters. See image. A further three posters could be considered including:

- Dealing with hazards;
- Working at Height (at the moment this only covers working from ladders);
- Health in the workplace (following Occupational Health Guidance).



Members discussed this, noting the following:

- Ought we not have promotional material covering the main causes of incidents? [line of fire, slips and trips]
- Are we (the industry) using posters at all? It was noted that some members use posters as digital slide shows on screens in various spaces in the workplace.
- Posters should always have QR codes linking back to guidance and information.

## 11 Any other business

### 11.1 Unexploded ordnance (UXO)

Rolinda van Zanten reminded members as to why this item remained on the agenda. UXO surveys were taking place, being done by a range of consultants, in various locations and under various regulatory frameworks, but there was no clear internationally applicable guidance or common standard available on what such surveys should look like. It may be beneficial to members if IMCA developed something in this area. Adrian would discuss this with Rhys Jones and the Renewable Energy Committee.

**Action: Adrian White, Rhys Jones**


## 12 Summary of action items

Action	Responsible	Target
4 Can we send out information following the Global Summit	Adrian White	End Jan 2025
4.1 Send in any case studies and learnings on HOP	C'ttee members	25 Feb 2025
7 Look at how IMCA updates committee members	TD, Head of Comms	End Q1 25
8 Share "positive" safety stories	C'ttee members	25 Feb 2025
8.1 Move forward video development	Nick Hough, Adrian White, Ben Neal	25 Feb 2025
9 Start workgroup on safety stats review/definitions	Nick Hough	25 Feb 2025
11.1 Discuss UXO issues	Adrian White, Rhys Jones	25 Feb 2025

## 13 Date and location of next meetings

Subject to confirmation. One of these meetings at least would be a face-to-face meeting with committee dinner.

- Wednesday 26 February 2025, videoconference
- Wednesday 28 May 2025
- Wednesday 3 September 2025
- Wednesday 3 December 2025



Darren Male

10/03/2025

Signed as a true record

Name

Date






# HSS 20241205 M

Final Audit Report

2025-03-10

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