

Minutes of a videoconference meeting of the Association's Health, Safety & Security Core Committee held on 26 February 2025 from 1230 GMT

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.

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	Jul 202	Sep 202	Dec-24	Feb 202
Darren Male (Chair)	Fugro	Attended	Apologies	Attended	Attended
Debbi Garreffa (Vice-Chair)	MMA Offshore	Attended	Attended	Attended	Attended
Eelko Maat	Allseas	Apologies	Attended	Substitute	Substitute
Luke Dicks	Boskalis	Attended	Apologies	Apologies	Attended
Erik Bergh	Deepocean	Apologies	Attended	Attended	Attended
Thomas de Meulenaar	DEME Offshore BE NV	N/A	Attended	Attended	Absent
Mark Impey (MEI representative)	Fugro	Attended	Attended	Attended	Attended
Bionda van Rosendaal	Heerema Marine Contractors	Substitute	Attended	Apologies	Attended
Mike Newbury (NA representative)	Helix Energy Services Group	Attended	Attended	Apologies	Attended
Colin Alexander	KB Associates	N/A	Attended	Attended	Apologies
Jennie Maria Kristensen	DOF	Attended	Attended	Attended	Attended
Ben Neal	POML	Attended	Attended	Attended	Attended
Riccardo Vatta	Saipem	Attended	Attended	Attended	Attended
Lucy Helena	SBM Offshore NV	N/A	Apologies	Attended	Attended
Eric Annand	Subsea 7	Apologies	Substitute	Attended	Attended
Alison Locke	TechnipFMC	Attended	Attended	Attended	Attended
Rolinda van Zanten	Van Oord	Attended	Attended	Attended	Attended

Legend:

<input checked="" type="checkbox"/> Attended	<input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Substitute	<input checked="" type="checkbox"/> Apologies	<input checked="" type="checkbox"/> Absent	<input checked="" type="checkbox"/> N/A
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Also present or joining via videoconference were:

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

3 Minutes of the previous meetings

The minutes of the meeting of Thursday 5 December 2024 were approved and would be signed electronically by the Chair in due course.

3.1 Changes to committee membership

- **DOF and Maersk Supply:** Nick Hough noted that these were now one company. Andre Storbø had stepped aside from the committee in favour of Jennie Kristensen to avoid duplication.
- **Ben Neal:** Nick Hough reported that Ben Neal of POML had informed IMCA that he would be leaving POML and joining another IMCA contractor member. Ben has asked if he could continue to assist with the work of this committee as a co-opted member, once he starts work with his new employer.

All committee members present agreed this.

Elected membership of the committee is not only the individual but also their IMCA member employer. At the same time as Ben being co-opted to the committee once he was working for another IMCA member, it would also be necessary to approach POML to ask them if they wished to submit a new representative to this committee. This would all be actioned at the point that Ben moves companies.

Action: Nick Hough

- **Jan de Nul:** The Technical Director reported that Jan de Nul had asked if they could have a representative co-opted onto the committee. This was agreed; a named representative would be nominated in due course.

Action: Jim Cullen

4 IMCA Update

Nick Hough provided an update on IMCA secretariat staff changes, including the appointment of Patrick Clift as Head of Marketing and Communications; Winnie Dehaney as an Events Manager, and Nikos Vasileiadis as a marine consultant in the energy transition. He also announced that Cynthia Lopez of Simwave would be the newly elected Chair of the Operations Committee.

5 Committee Objectives

Nick Hough briefly reviewed the 2024 objectives, which were mostly achieved with an Information Note published on HOP – Human and Organisational Principles (IN 1681), an in-depth revision of HSS033 on Occupational Health, and development of new guidance on short service employees (SSE) HSS 049. Two document revisions remained outstanding (see item 6).

There was a wide-ranging discussion of the proposed objectives for 2025.

1. Revise and further develop safety video(s)

- In what exact area of safety would resources be best allocated? Could/would a budget be assigned?
- Mental health and wellbeing – considered an important topic. The committee discussed existing resources related to mental health, such as the resilience videos. They noted that there was limited material on mental health and agreed to explore opportunities to expand this area.
- Safety videos can be jointly developed and shared with IMCA; several members (Saipem, Subsea 7, TechnipFMC) have done this in the past.
- Could the committee do a short “piece to camera” highlighting the achievements of the HSS committee in 2024?

Action: Adrian White, Nick Hough

- Further development of safety flashes in the video format using AI would also form part of this work.

2. Continue to educate and inform the IMCA membership on HOP with two appropriate publications

It was noted that this could easily be in the form of a short video “piece to camera” addressing “What is HOP” and address some common misunderstandings. The existing proposal for an Information Note IMCA’s role on HOP

should stand; this would dovetail with, rather than reiterate, a video and the existing guidance, and could include dos and don'ts, some case studies and FAQs with answers

3. Revise and update HSS007 Basic Safety Training and Vessel induction for Non-Marine Personnel working offshore

See item 6.

4. Revise and update Guidance on Safety in Shipyards IMCA HSS032 Rev 1

See item 6.

Members discussed the proposal to assess the requirement for health and safety guidance on handling unexploded ordnance, noting that such a document would be cross-disciplinary, and would likely be led by the Marine Renewables Committee. It would not form an objective for this committee. Nick Hough and Adrian White would follow up with Rhys Jones regarding the status of this.

Action: Adrian White, Nick Hough

6 Document review

- HSS 007 *Basic Safety Training and Vessel Induction for Non-Marine Personnel working offshore*

Note change in title – apologies for previous confusion of this document with the similarly titled HSS 003 *Guidance on the initial and refresher familiarization of Vessel crews*. Members agreed that the revision was incremental and that a deadline for comments of end March 2025 was acceptable.

Action: Committee members

- HSS 032 Safety in shipyards (Also M 221)

Members agreed that a deadline for comments of end April 2025 was acceptable. Both are “out there” and available for revision by committee members at the SharePoint site.

Action: Committee members

Both documents were available in SharePoint to committee members here: [Document review](#).

7 Safety Flashes

Nick Hough reported that 24 Flashes comprising 88 IMCA member incidents and a further 33 incidents or events from the public domain, had been published during 2024. A summary had been published, technical points and findings from which, were tabled - see meeting slide pack for details. Members discussed this and the following was noted:

- “Positive” events were well received; could some mechanism be devised (of presentation colour or wording) to differentiate positive events from actual incidents?

Action: Nick Hough, Adrian White

- Members were encouraged to submit positive safety stories and share good practices;
- Would a survey asking members about Safety Flash usage be worthwhile? It was noted that there would shortly be an IMCA member survey, to which an appropriate question could be added.
- What did “high potential” mean in the context of Safety Flash incidents? Nick Hough noted that agreement on the definition of what a high potential incident was, had eluded this committee in the past. It was something to keep on the agenda, ask all committee members’ opinion, and reach an agreement. There was an agreement in principle to convene the committee for a 1 hour session with the objective of reaching agreement and establishing a definition to put to the Board for review and approval.

Action: ALL

- Could/should there be a certificate issued for members who shared Safety Flash incidents with IMCA? This was suggested and the viability thereof would be investigated. The intent was to encourage a wider range of members to contribute safety incident information.

Action: Nick Hough, Adrian White

Some information designed to encourage members to submit safety flash information would be prepared for circulation and use at the forthcoming Q1 IMCA Regional meetings.

Action: Nick Hough

8 Safety Statistics – 2025 campaign

Nick Hough gave an update on safety statistics data collection so far in 2025 (2024 data collection). For technical reasons, the legacy website submission portal is still in use. The portal opened late and may close late, mid-late April 2025. Despite a later start, submissions are ahead of where we were this time last year with 102 contractors reporting 342 million hrs work as of today. [Last year on 26/2/24: 91/327].

At least a dozen contractors so far who have never taken part before. There had been two fatalities reported so far; one was a line of fire fatality, with no more information forthcoming. In the other, a third-party contractor was trapped and asphyxiated during excavation activities. Line of Fire and Slips & Trips form the most likely cause of LTIs thus far.

There was a discussion of when and how members were able to report data. It was noted that some larger contractors struggle to deploy company wide safety data for the previous year before end Q1.

Nick Hough reminded members what the deliverables were:

- An update of the live pages at <https://www.imca-int.com/resources/safety/safety-statistics/>;
- A PPT slide pack, published as a PDF, available for download by members;
- A “glossy” PDF brochure.

Some information designed to encourage contractor members in the regions to submit their safety statistical data would be prepared for circulation and use at the forthcoming Q1 IMCA Regional meetings.

Action: Nick Hough

9 Safety Promotional materials

Adrian tabled slightly revised and updated posters for Mooring Safety and Hand Safety. These would be re-published shortly. He noted that they would include QR codes guiding members to more information. There was a discussion of possible further posters on topics such as confined space, working at height, and line of fire.

Members discussed short videos and their increasing power and usefulness in getting the message across, in the era of social media such as “Tik Tok”. Adrian White and Nick Hough would continue to work with Ben Neal to further develop a short AI-generated video format based on IMCA safety flashes.

Action: Adrian White, Nick Hough, Ben Neal

10 Discussion of recent safety-related incidents

There was an opportunity for discussion of recent safety-related incidents.

11 Recent and forthcoming events

Nick Hough gave a brief overview of some forthcoming events:

- IMCA North America Regional Meeting, Newport, RI, 4 March
- IMCA South America Regional Meeting, Rio de Janeiro, 11 March
- G+ Stakeholder Forum - European Webinar, 12 March
- IMCA Asia Pacific Regional Meeting, Bangkok, 26 March
- IMCA DP Conference 2025, Istanbul, 3-4 June
- IMCA Global Summit, Kuala Lumpur, 26-27 November

11.1 G+ Stakeholder Webinar, 12 March

This webinar would take place on 12 March. IMCA is taking part in the event and there would be two speakers from the secretariat including the CEO. A further presentation was sought on safety from someone within the membership rather than the secretariat.

Members discussed this. Eric Annand noted that it was possible that a speaker could be arranged from Seaway 7.

Action: Eric Annand, Adrian White, Jim Cullen

[Post-meeting note: this issue is now resolved; a speaker from Seaway 7 has agreed to present.]

12 Any other business


12.1 Safe use of work equipment ("PUWER" in the UK)

A member noted that this subject was being focussed upon at their company following perceived understanding that it was an area that required attention.

13 Date and location of next meetings

Following discussion the following were agreed, subject to confirmation.

- Wednesday 4 June – videoconference
- Wednesday 3 September – a face-to-face meeting at a location as yet undecided
- Week 48 (w/c Monday 24 November) before or after the Global Summit at Kuala Lumpur

 Debbi Garreffa (Jun 16, 2025 20:41 GMT+8)	Debbi Garreffa	16/06/2025
Signed as a true record	Name	Date







HSS 20250226 M

Final Audit Report

2025-06-16

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