

**Minutes** of a meeting of the Association's Health, Safety & Security Core Committee  
held on 27 August 2025 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.

Margaret Fitzgerald, Head of Legal & Regulatory Affairs, gave an update on changes to the Competition law compliance policy following a recent review, which reiterated the importance of compliance with such policies.

## 2 Welcome and attendance

Nick Hough welcomed members to the meeting. Apologies for absence were recorded, with the latest meeting attendance now as follows:

| Name                              | Company                     | Dec-24     | Feb 2025   | Jun 2025  | Aug 2025  |
|-----------------------------------|-----------------------------|------------|------------|-----------|-----------|
| Debbi Garreffa (Chair)            | Cyan Renewables             | Attended   | Attended   | Attended  | Attended  |
| Derek Hibbard (Vice-Chair)        | Fugro                       | N/A        | N/A        | Attended  | Attended  |
| Ben Neal                          | AD Ports - Safeen Survey    | Attended   | Attended   | Attended  | Apologies |
| Eelko Maat                        | Allseas                     | Substitute | Substitute | Attended  | Attended  |
| Luke Dicks                        | Boskalis                    | Apologies  | Attended   | Apologies | Attended  |
| Erik Bergh                        | DeepOcean                   | Attended   | Attended   | Attended  | Attended  |
| Thomas de Meulenaar               | DEME Offshore BE NV         | Attended   | Absent     | Attended  | Absent    |
| Jennie Maria Kristensen           | DOF                         | Attended   | Attended   | Attended  | Attended  |
| Mark Impey (MEI representative)   | Fugro                       | Attended   | Attended   | Attended  | Attended  |
| Bionda van Rosendaal              | Heerema Marine Contractors  | Apologies  | Attended   | Attended  | Attended  |
| Mike Newbury (NA representative)  | Helix Energy Services Group | Apologies  | Attended   | Attended  | Attended  |
| Christophe Leroy                  | Jan de Nul                  | N/A        | N/A        | Attended  | Attended  |
| Colin Alexander                   | KB Associates               | Attended   | Apologies  | Attended  | Attended  |
| Vladimir Mustafyev                | POML                        | N/A        | N/A        | Attended  | Attended  |
| Riccardo Vatta / Francesco Maffei | Saipem                      | Attended   | Attended   | Attended  | Attended  |
| Lucy Helena                       | SBM Offshore NV             | Attended   | Attended   | Attended  | Apologies |
| Eric Annand                       | Subsea 7                    | Attended   | Attended   | Apologies | Attended  |
| Alison Locke                      | TechnipFMC                  | Attended   | Attended   | Attended  | Apologies |
| Rolinda van Zanten                | Van Oord                    | Attended   | Attended   | Attended  | Attended  |

Legend:

|  |   |              |   |        |     |
|--|---|--------------|---|--------|-----|
| <input checked="" type="checkbox"/> Attended | <input checked="" type="checkbox"/> Part-Time | S Substitute | <input checked="" type="checkbox"/> Apologies | Absent | N/A |
|--|---|--------------|---|--------|-----|

Attendance at the short one-hour meeting on 15 July is not recorded here. See separate minutes.

Also present or joining via videoconference were:

|                     |      |                                    |
|---------------------|------|------------------------------------|
| Jim Cullen          | IMCA | Technical Director                 |
| Margaret Fitzgerald | IMCA | Head of Legal & Regulatory Affairs |
| Adrian White        | IMCA | HSS Manager                        |
| Nicholas Hough      | IMCA | Safety and Security consultant     |

### 3 Minutes of the previous meetings

The minutes of the two most recent meetings (the quarterly meeting on 4 June 2025 and the shorter meeting on safety statistics held on 15 July) had been circulated with the invitation to this meeting. They were agreed as a true record and would be duly signed by Debbi Garreffa and Derek Hibbard respectively.

### 4 Committee objectives for 2025 – update

The committee reviewed its objectives for 2025 as follows:

- **DONE**

- Continue to educate and inform the IMCA membership on HOP with two appropriate publications
- Revise and update HSS007 Basic Safety Training and Vessel induction for Non-Marine Personnel working offshore
- Revise and update *Recommended Practice on Safety in Shipyards* IMCA HSS032 Rev 1 [*Post-meeting note: this was effectively complete and was sent for publication the following day*].

- **Still to do**

- Revise and further develop safety video(s)

Members discussed the potential safety video(s), noting the following:

- The intent had originally been to convert one single eye-catching Safety Flash incident into a short (three minute) video. There was no intent to replace the Safety Flash PDF or web page with the video.
- Safety videos published by IMCA should be available for download by members, as well as streaming, for some vessels did not have the internet bandwidth for streaming.

**Action: IMCA Comms and Marketing team**

- The draft AI-generated video prepared last year by Ben Neal, relating to a Safety Flash incident, would be recirculated to committee members for review.

**Action: Adrian White**

### 5 Document review

#### 5.1 Guidance on initial and refresher familiarization training

Had been re-issued following minor revision.

#### 5.2 Guidance on safety in shipyards

Was reissued the following morning. See item 4 above.

#### 5.3 Health, Safety & Security Definitions & Acronyms

This new document would be published during September following final formatting.

## 6 Safety Flashes

Margaret Fitzgerald gave an update on her work at the IMO, noting that shortly (during September) the IMO would be publishing a summary of incident and accidents compiled by the various Flag States. This various causes of incidents outlined in the summary provided an interesting correlation with the main safety flash topics.

Nick Hough reported that there had been 15 Safety Flashes published, comprising 64 incidents. The most recent Safety Flash (SF 15-25) SF 15-25 was a stand-alone flash covering a UK HSE alert on auto-retraction of Motion Compensated Gangways.

Members discussed wording in Safety Flashes. It was noted that following feedback at the last meeting, the wording on the website encouraging members to submit incidents, had been improved. It was suggested that use of “HOP questions” would be beneficial. This would be investigated and implemented where practical.

**Action: Nick Hough**

## 7 Safety Statistics

Nick Hough reported that the committee had held a one hour meeting on 15 July to take forward discussion of *What safety statistical information should IMCA collect and what should their definitions be?* The actions agreed at that meeting were:

- IMCA will not collect Near Miss data for the foreseeable future;
- IMCA will continue to measure data over TWELVE (12) not 24 hours;
- A workgroup will be established to take this forward, meeting in September.

With regards to the above, the following points were discussed and agreed:

- In collecting data from members it needed to be made very clear that the calculation would be taken over 12 hours and not 24 hours;
- It was understood – may need to be stated clearly – that ALL injuries and incidents should be reported, whether “at work/on shift” or otherwise.
- Definition of SIF/FPI – it was noted that IOGP had reached agreement only after some years of discussion, and that careful discussion would be needed to reach an IMCA agreement;
- The workgroup was Ben Neal, Eric Annand, Derek Hibbard, and would expand to include Erik Bergh, Luke Dicks and Jennie Kristiansen, with Secretariat support. Workgroup meetings in September would be arranged.

**Action: Nick Hough, workgroup**

## 8 Safety Promotional materials

Adrian White reviewed progress on safety promotional materials, noting that the intent was to have 35 safety “themes” (expressed on our website as clickable panels) with corresponding pocket card, poster and video, such that all of them were properly represented. To that end, new posters and new cards were being developed. Adrian sought input from members of the committee in reviewing these new proposals. Debbi Garreffa, Derek Hibbard, Luke Dicks, Bionda van Rosendaal and Jennie Kristiansen were willing to provide feedback on the cards.

**Action: Adrian White, Debbi Garreffa, Derek Hibbard, Luke Dicks, Bionda van Rosendaal, Jennie Kristiansen**

## 9 Forthcoming events

Nick Hough gave a short review of forthcoming IMCA events.

- 11 September – Middle East and India Regional meeting, Dubai
- 18 September – Europe and Africa Regional meeting, Accra, Ghana
- 9 October – Lifting and Rigging Seminar, London
- 21 October – North America Regional meeting, Houston
- 9 November – South America Regional meeting, Rio de Janeiro
- 12 November – Marine Policy and Regulatory seminar, Amsterdam
- 26-27 November – IMCA Global Summit, Kuala Lumpur

### 9.1 Global Summit 2025

With regard to the Global Summit, Adrian White encouraged members to attend and/or to encourage their colleagues to attend. He noted that there would be a session on *Key trends in offshore safety and maritime security*. Several members of the committee including the Chair, Vice-Chair, Eric Annand and Bionda van Rosendaal, would be presenting.

There was a discussion of the date of the next meeting of this committee. It was agreed to schedule that meeting for around 1500 hrs onwards on Tuesday 25 November, at the conference hotel.

### 9.2 Proposed HSS seminar Q1 2026

The proposed HSS seminar would take place 12-13 May 2026, at the Amsterdam Airport hotel and conference centre. A theme and title were now required. The workgroup would be polled for ideas and workgroup meetings set up for September/October onwards.

The steering workgroup would comprise Debbie Garreffa, Jennie Kristensen, Ben Neal, Eelko Mat, Francesco Maffei, Derek Hibbard, Erik Bergh and Colin Alexander, plus secretariat support (Adrian/Nick).

**Action: Nick Hough, workgroup**

## 10 Any other business

### 10.1 Proposed certificates for members

Members held a discussion of a proposal made whereby certificates would be made available for IMCA members who had contributed to the IMCA Safety Statistics. These certificates of appreciation for safety statistics submissions came at a small secretariat workload cost and could be a good way to provide a strong encouragement to contractor members to be fully engaged with the IMCA Safety Statistics. It was suggested that it was made clear on the IMCA website which contractors had contributed to the IMCA Safety Statistics.

Such a certificate would be arranged, with further work to do on the practicalities of implementation.

**Action: Adrian White**

## 10.2 Competition law compliance policy

Margaret Fitzgerald reported that there had been a thorough review thereof, and that a new Competition law compliance policy would be forthcoming.

## 10.3 Health and Safety Advisors logbook

This had been printed and copies were now available.

## 11 Summary of action items

It was noted that this should be included in full.

| Item | Action (selected items from meeting of 4 June)          | Responsible          | Target   |
|------|---|----------------------|----------|
| 12.1 | Safety moments – arrange safety moment to start meeting | Chair                | 25/11/25 |
| Item | Action (this meeting)                                   | Responsible          | Target   |
| 4    | Ensure all safety videos available for member download  | COMMS                | 25/11/25 |
| 4    | Recirculate to c'ttee, draft AI-generated safety video  | AW                   | 8/9/25   |
| 6    | Start to use "HOP" questions in safety flash headings   | NH                   | 8/9/25   |
| 7    | Workgroup to meet and discuss stats definitions         | NH/AW/WG             | 1/9/25   |
| 8    | Review draft pocket cards as requested                  | AW/DG/DH/BvR/JK      | 8/9/25   |
| 9.2  | Seminar steering group to meet and take forward plans   | Steering group/NH/AW | 1/9/25   |
| 10.1 | Arrange certificate for safety stats contribution       | AW                   | 4/1/26   |

## 12 Date and location of next meetings

- Tuesday 25 November in Kuala Lumpur, the afternoon before the Global Summit
- Wednesday 25 February 2026, videoconference
- Thursday 14 May 2026, in Amsterdam, after the HSS Seminar (time and date tbc)

|  |
|--|
|  |
|--|

Signed as a true record

|  |
|--|
|  |
|--|

Name

|  |
|--|
|  |
|--|

Date