

**Minutes** of a meeting of the Association’s Health, Safety & Security Committee held on Tuesday 25 November from 1530 hrs local time at the InterContinental Hotel, Kuala Lumpur

## 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

Nick Hough welcomed members to the meeting, which was being held on the eve of the IMCA Global Summit in the InterContinental Hotel in Kuala Lumpur, although videoconferencing was available.

Video attendance was limited owing to confusion over time-zones in the meeting invitation. On this occasion, all persons not attending were marked as having sent apologies.

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

Legend: ✓ Attended ✓ Part-Time S Substitute ✉ Apologies Absent N/A

Also present or joining via videoconference were:

Nick Hough

IMCA

Safety and Security consultant

Nick Hough reported that the IMCA HSS Manager Adrian White, had unfortunately left IMCA during October. The process of recruiting another HSS Manager was in hand.

### 3 Minutes of the Previous meeting

The minutes of the meeting of 27 August were agreed and would be duly signed as an accurate record by the Chair.

#### 3.1 Outstanding actions

- Ensure all safety videos available for member download - IMCA Comms team

**Action: IMCA comms**

- Arrange certificate for safety stats contribution – Nick Hough would take this forward in 2026.

**Action: Nick Hough**

### 4 Committee objectives

#### 4.1 Committee objectives for 2025

The committee discussed its objectives for 2025, which had been 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 Guidance on Safety in Shipyards IMCA HSS032 Rev 1
- Not done though work was in progress
  - Revise and further develop safety video(s)

#### 4.2 Committee objectives for 2026

Members present discussed possible objectives for 2026. It was noted that the whole committee would need to be consulted in due course. The following ideas were brought up:

- **Safety definitions including SIF:** continue discussion and development of understanding of safety definitions including SIF (serious Incident Frequency) and High Potential incidents. The existing small workgroup would take this forward;
- **“H in HSE”** – ensure this plays a bigger part in the committee’s work in 2026;
- **Learning from normal work** - How to learn when nothing has gone wrong. A small working group would be established to look into this subject in more detail.
- **Influencing the regulatory framework:** continued updates from, and committee feedback to, Margaret Fitzgerald in the context of the work of the IMO.

Members discussed IMCA’s role at the IMO: IMCA for many years has held **NGO observer status** at the IMO, enabling participation in key regulatory discussions. Through Margaret Fitzgerald, Head

of Legal & Regulatory Affairs, IMCA represents offshore marine contractors' interests by submitting technical papers, attending committee sessions, and engaging with IMO leadership. IMCA's priorities at the IMO have recently included decarbonisation, the Industrial Personnel (IP) Code, autonomous vessel regulations, diving safety standards, and maritime security. IMCA contributes to IMO circulars and policy development, ensuring members' interests are reflected in international regulations.

There was a discussion of member response to oil spills, noting that regulation, particularly in UK waters, created an onerous reporting regime where even very minor oil spills (cubic centimetres) had to be reported. Nick Hough noted that the IMCA response to oil spills would be overseen by Roger Moore (ROV committee) and Mary Ntamark (ESG committee.)

Committee members are asked to consider the above bullet point themes, and amend, add or take away further possible objectives. Feedback is sought from all committee members before end 2025.

**Action: All committee members**

## 5 Document review

Nick Hough noted that during the year the committee had revised and updated HSS007 *Basic Safety Training and Vessel induction for Non-Marine Personnel working offshore* and HSS032 Rev 1 *Guidance on Safety in Shipyards*.

A glossary document on HSE definitions, intended as HSS 050 *Health, Safety & Security Definitions & Acronyms*, had been prepared for publication by the committee. Delay had been incurred in publication thereof, following the departure of the HSS Manager. Nick Hough would see the publication through to completion.

**Action: Nick Hough**

## 6 Safety Flashes

Nick Hough gave a brief update on safety flashes, noting that SF 22/25 was ready for release, and that SF 23/25 would include incidents on a dropped object - GRP cover, some W2W gangway incidents, and an A-frame failure.

He noted that IMCA may soon trial email alerts combining Safety Flashes and Environmental Sustainability alerts or flashes.

## 7 Safety Statistics

Nick Hough reported that work was ongoing with IMCA IT to ensure readiness for 2026 data collection, which would open in the new year. As noted in item 4.2, a workgroup is taking forward broad discussion of how to ensure the safety stats remain relevant and useful to members.

## 8 Safety Promotional materials

Nick Hough reported that with regard to posters, a new poster on dealing with hazards, was delayed following recent staff changes.

There was discussion of a hard-hitting confined space entry video recently created by one IMCA member, which had been seen by several committee members. It was to be hoped that this video could be in due course made available to the wider IMCA membership.

## 9 Forthcoming events

### 9.1 HSS seminar Q1 2026

A steering group comprising Derek Hibbard, Ben Neal, Francesco Maffei, Jennie Kristensen, Colin Alexander, Eelko Maat, Erik Bergh and members of the secretariat, was working on this event.

The draft event title was to be *Anchored in safety: Building a new culture of prevention and preparedness*. The seminar would be held over two days on June 2-3 (Tues/Weds) 2026 at an appropriate conference venue in Amsterdam. The cost to members would be £100, to non-members: £150.

This committee considers that round table discussion and feedback is important, and these will play a key part in the event as well as presentations. Confirmed speakers were:

- Margaret Fitzgerald, Head of Legal, IMCA - IMO Safety & Security Update
- Heather Beach, Healthy Working – mental health first aid
- Ossur Hilduburg, Svitzer – Closing the gap between work as imagined and work as done
- Ellie Shafiq, Vanguard-Tech – maritime security update

Possible further speakers were anticipated from Equinor and Petrobras, in addition to presentations given by committee members, an update from the CEO, and a safety statistics update from Nick Hough. In the current times, members were showing a keen interest in maritime security matters, and it was anticipated that maritime security would take up to half of the time allotted to this event.

## 10 Any other business

Members discussed recent incidents involving watertight doors, some of which had been published in IMCA Safety Flashes. One committee member noted that they may at a future meeting be able to share further information about a watertight door fatality.

## 11 Summary of action items

Action	Responsible	Target
3.1 IMCA safety videos available for member download	IMCA comms	End Q1 2026
3.1 Arrange certificate for safety stats contribution	Nick Hough	End Q1 2026
4.2 Feedback on proposed 2026 c'ttee objectives	ALL Committee	18 December 2025
5 Check status of publication of HSS 050 glossary doc	Nick Hough	18 December 2025

## 12 Date and location of next meetings

- Wednesday 25 February 2026, videoconference, 1300 hrs GMT (time TBC)
- Thursday 4 June 2026, in person at Amsterdam (after the HSS Seminar)

**Signed as a true record**

**Name**

**Date**