

Helicopter Operations Safety Committee

Committee Charter

November 2014

Introduction

Commissioner Wells, in the Offshore Helicopter Safety Inquiry Report, wrote about the need for increased worker involvement in the system(s) of safety regulation, stating that our system must have “worker representation up to the highest level of collaborative decision making.” Furthermore: “This concept, if adopted, will place a high onus not only upon the Regulator, oil operators, and helicopter operator(s), but on the workers themselves, as individuals and through their representatives” (v. 1, p. 236).

While there has been and continues to be a significant amount of oversight of and administration related to helicopter operations in the NL offshore, there has been no consistent approach to:

- General safety oversight related to helicopter transport;
- Identifying and pursuing technological improvements;
- Sharing lessons learned or sharing items of general interest related to helicopter transport;
- General engagement of all stakeholders.

Additionally, there does not exist one *single, dedicated* entity or body that has been charged with helicopter safety concerns. Although individual operators have specific programs with some elements of shared activity and oversight, there is no clear mandate by one entity to represent all stakeholders.

The OHSI Implementation Team in its Advising Document for Recommendation 20 (for the involvement of workers and pilots in helicopter safety) recommended the development and implementation of a single entity, with a clearly defined mandate, to bring together all stakeholders to enhance helicopter transport safety.

Purpose & Function of the Committee

Purpose

The purpose of the Helicopter Operations Safety Committee (HOSC) is to provide a single entity through which the following shall be provided:

- A consistent approach to general safety oversight related to helicopter transport;
- A mechanism for the appropriate level of stakeholder participation and engagement;
- A consistent approach to sharing lessons learned regarding helicopter transport safety;
- A mechanism to address issues/concerns arising from stakeholders related to helicopter transport safety in the NL Offshore Area;
- Proactive identification and addressing of issues related to helicopter safety in the NL Offshore Area;
 - The committee is a continuous improvement mechanism for helicopter personal protective equipment (PPE) and on-board safety equipment in the industry;
- Identification and fostering of opportunities for innovative technological improvements to helicopter safety in the NL Offshore Area.

Support for the HOSC will be provided by the C-NLOPB, Operators, Non-Operators and consultants/contractors as deemed necessary to fulfill the mandate of the Committee.

Function of the Committee

The following is a list of functions of the Committee:

- Act on behalf of those involved in the NL offshore oil and gas industry to establish priorities with respect to helicopter safety;
- Actively monitor helicopter transport safety issues and make recommendations to the Regulator and Operators;
- Monitor the implementation of corrective actions arising from aviation incidents (in conjunction with the responsible oil operator and helicopter service provider);
- Steward continuous improvement of helicopter PPE and on-board safety equipment: keep abreast of industry's improvement initiatives via Operator HOSC membership (Operators shall ensure such information reaches their HOSC rep), and, when the committee sees a need arising, recommend improvement action or research to the industry by writing to the management of the operating companies;
- Regularly review the status of recommendations from the Offshore Helicopter Safety Inquiry and act as the sustaining force to drive certain recommendations from the OHSI;
- Communicate the work of the Committee and all developments in helicopter safety to the workforce;
- Develop and promote common aviation practices and consistent application in the NL Offshore Area;
- Propose mitigation measures to safety issues that arise in the areas of SAR, PPE, operational limitations, survival training and any other areas where aspects of helicopter safety arise;
- Solicit input from offshore workforce;
- Liaise with other offshore jurisdictions for best practices and innovations;
- Suggest R&D activity in offshore helicopter transportation that has common benefit to the Industry.

Committee Organization & Responsibilities

Offshore Worker Representatives

A worker representative will be assigned from each operating producing and/or drilling installation.

Nomination and election of worker representatives will be determined via the installations JOHSC. A majority vote from within the installations JOHSC or through general election amongst the worker population of the installation are the methods for electing the worker representative. As with Operators' representatives it is expected that worker representatives contribute in a knowledgeable and constructive manner to the function and success of the Committee.

Where an Operator is conducting short term operations (i.e. less than one year), then the Operator in consultation with facility management and the facility OH&S Committee may elect to decline formal participation on the Committee. However, it is recommended that each Operator encourage and promote representation by each facility or installation operating in the NL offshore area.

Operator Representatives

Each Operator will be required to assign a representative from their organization.

Operators are required to select a representative that will contribute in a knowledgeable and constructive manner to the function and success of the Committee. Where an Operator is conducting short term operations (i.e. less than one year) then the Operator may elect to decline formal participation on the Committee.

Helicopter Service Providers

As per the intent of the OHSI recommendation, the helicopter service provider(s) will be represented on the Committee. At least one pilot (non-management) and a management representative will be assigned to the Committee.

Regulatory Authorities

C-NLOPB / CNSOPB

As the primary authority having jurisdiction over petroleum operations in the NL offshore area, the C-NLOPB shall have a representative on the Committee. As the Nova Scotia offshore and its helicopter operations are closely linked with the NL offshore, a representative of the CNSOPB is welcome to participate in meetings.

The C-NLOPB will assign its Aviation Advisor for helicopter operations as a member of the Committee.

Chairperson (Co-Chair)

The Committee shall be chaired by one of the Representatives of the Producing Oil Operators. The duties of the Chair are:

- Arrange the dates, times & locations for Committee meetings;
- Review minutes of previous meetings, prepare the agenda & distribute to members;
- Ensure meetings are maintained on schedule & facilitate agreement, co-operation & fair contribution by all members;
- Ensure the maintenance of an unbiased viewpoint & participation by all members;
- Consult with Members when inviting non member participation in meetings; and,
- Ensure the Committee members conduct their duties and responsibilities as required.

Note: In the absence of the Chair, the Co-Chair will provide leadership to the Committee and fulfill the duties and function of the Chair.

Administrator (Operator)

A representative from a participating Operator will provide support to the Committee and assist with the following administrative functions:

- Notification of meeting schedule to Members & invitees;
- Arranging facilities for Committee meetings;
- Preparation of the meeting agenda as instructed by the Chair;
- Recording of meeting minutes (including attendance) & developing the Draft Meeting Minutes for review by the Chair;
- Distribution of Final Meeting Minutes as outlined in the Charter;
- Distribute Committee resource material, information and reports as required.

All Committee Members

In addition to attendance and active participation at ALL Committee meetings, other duties include:

- Working knowledge of applicable regulations, standards and practices associated with helicopter operations in the Newfoundland and Labrador offshore area;
- Becoming familiar with helicopter operations practices and procedures for the facilities and operations;
- Identify and report helicopter safety hazards and suggest corrective action;
- Promoting helicopter safety at all times while displaying a leadership role by example;
- Receive workers' concerns relating to helicopter safety and present concerns to the Committee; Note: all concerns must be initially reported and managed as per the facility/Operator reporting protocols;
- Present ideas and suggestions for improvement of helicopter safety; and,
- Participate in Committee activities and initiatives as required.

It is required that all Committee members conduct themselves in a professional manner while participating in Committee meetings.

Committee Meetings

Quorum

There will be no quorum requirements for the conduct of meetings. It is the responsibility of each Member to make the utmost effort to attend each meeting and where necessary ensure that a delegate is available to attend regularly scheduled meetings.

Participants

In addition to elected and appointed members in attendance at committee meetings the committee may agree to invite other individuals including management, consultants, specialists or others to attend meetings to provide support or advice to the Committee as required.

Regular Meetings

All Committee meetings will be held during regular working hours. The Committee will meet initially on a regular basis, extending the scheduling of meetings as agreed by the Members.

Meeting date, time, location and agenda will be established by the Chair and provided to Committee members in writing at least seven days in advance of all regular meetings.

Special Meetings

Special Committee meetings may be called for extraordinary purposes. Notification as well as justification for the meeting shall be given in writing to each member of the Committee as soon as possible.

Standard Meeting Agenda

The meeting agenda shall be prepared by the Chair and submitted to the Committee members for review and input prior to the meeting. The purpose of the agenda is to organize the work of the Committee and ensure consistency during each meeting. The Standard Committee Agenda consists of the following elements:

No.	Standard Meeting Agenda
1.	Record of Attendance
2.	Review Minutes from Previous Meeting
3.	Review Action Log
4.	Review Unfinished Business
5.	Incident / Event Update
6.	Review Reports (Statistics, Inspections, Forum etc.)
7.	Helicopter Service Provider(s) Update
8.	OHSI Update
9.	Other Business - Presentation of New Concerns / Issues
10.	Scheduling of Next Meeting and Adjournment

Meeting Minutes

The Minutes are an official account of the Committee's activity and serve to inform stakeholders of the Committee's work in a brief and concise format. The Minutes should follow the format of

the Agenda and contain sufficient detail to allow the reader to understand items discussed, issues brought forward as well as actions and progress on recommendations decided by the Committee.

The minutes must be approved by the Chair prior to filing and distribution. Prior to the official posting of the Minutes to the Web, the draft minutes must be reviewed by Committee members prior to final review by the publishing organization prior to posting.

Administrative responsibilities with respect to the Minutes include:

- Recording the Minutes during Committee meetings;
- Preparation of Draft Minutes for review by Chair;
- Obtain Approval of Final Minutes including signoff by Chair.

The Approved Minutes will be distributed as follows:

- Copy to each Committee member;
- Copy to the C-NLOPB for Posting on the Website;
- Original in Committee File.

It is recommended that Members distribute the Committee Minutes to the following as appropriate:

- Operator Management;
- Installations' OH&S Committees.

Action Tracking

Action items identified during Committee meetings will be captured on the Action Log. Each action will be assigned to a member of the Committee for follow up and the Action Log will be reviewed during each Committee meeting.

Communication

A website will be dedicated to the HOSC and regular updates will be performed to advise the industry and public on the activities of the Committee.

Also, the Committee Minutes serve as an important communication tool for the Committee and will be distributed to stakeholders for information on the work of the Committee.

Recommendations

As per the Mandate of the Committee, one of the important functions in its effort to sustain continued safe helicopter operations and safe transport of offshore personnel is the development of formal recommendations. These recommendations will be the means to inform regulatory and industry decision-makers of an important issue and a proposed solution.

As noted in the Advising Document for OHSI Phase I, Recommendation #20, important Committee decisions or recommendations will require approval of both Operator representatives and workforce representatives.

In recognition of the importance of these recommendations, it is essential that the information or arguments justifying the recommendation and subsequent course of action clearly identify the issue or concern and include as much detail as the committee can provide. Ideally, the recommendation will:

- Be supported by relevant research, context and required consultations;
- Identify any alternative solutions that may exist; and,
- Provide the best policy or strategy option to adequately address the issue or concern

Committee recommendations will be submitted to the Operator representatives and supported with the relevant documentation and information for review and response by the Operators.

Committee Participation in External Events

The Committee may on occasion identify activities, conference or other events that may be deemed of interest to the Committee and participation by one or more its members is seen as beneficial. In such cases members will be responsible for communicating the nature of the opportunity to their organization management for consideration and approval for participation or attendance.

The logistical planning and financial support for participation will be the responsibility of the individual and their employer or Operator.

Financial Support

The requirement for financial support for the HOSC will be provided by the participating Operators. When a need for financial support (i.e. research funding or travel expense) is identified, a request will be made to each of the participating Operators by Operator Representatives to approve and support the financial request.

Charter Review and Endorsement

It is recognized the Charter for the Helicopter Operation Safety Committee (HOSC) will be a living document and will require periodic review and revision. It is recommended that the Charter be reviewed on an annual basis. The Committee retains the authority to make revisions; however, it is expected that changes will remain consistent with the guidance outlined in the Advising Document. The recommended signatories for acceptance of the Charter are:

1. One Offshore Worker Representative
2. One Operator Representative
3. Chair of the Committee
4. Senior management of the Operating companies

Operator Management Endorsement
November 12, 2014



Mr. Stewart Strong
Terra Nova Operations Manager
Upstream – E&P East Coast Canada
Suncor Energy



Mr. Reg Mullett
Manager, Marine Operations and Services
Husky Energy

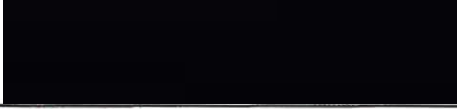


Mr. Jim Beresford
Drilling Manager
Statoil Canada Ltd. Offshore Newfoundland



Mr. Jamie Long
President
Hibernia Management and Development Company Ltd.

HOSC Member Endorsement



Mr. Ray Dalton
HOSC Chair

Nov 30, 2014
Date



Mr. Alistair Mellis
Operator Representative

Dec 4th, 2014
Date



Mr. Craig Williams
Worker Representative

Nov. 19, 2014
Date