

<b>DATE:</b> September 7, 2011		<b>LOCATION:</b> C-NLOPB, 5 <sup>th</sup> Floor Meeting Room		
<b>REF No.:</b>		<b>FILE No.:</b>		
<b>Attendees:</b>	Ken Dyer*	Derek Sullivan	Ray Dalton	Paul Durdle
	Ralph Evans	Justin Meaney	Peter McKeage	Ronnie Moores
	Justin Tibbo	John Whelan	Mark Williams	Matthew Hawco (support)
<b>Guests:</b>	Sean Kelly (C-NLOPB)	Robert Normore (CNSOPB)	Lesley Rideout (C-NLOPB)	
<b>Additional Dist:</b>				
<b>CHAIRMAN OF MEETING: *</b>				

ITEM	DESCRIPTION	ACTION/FOCAL POINT	DATE RAISED	TARGET DATE
1.	<p><b><u>Review of Previous Minutes</u></b></p> <p>All participants of previous meeting were fine with the minutes as recently e-mailed.</p> <p>Committee discussed what sort of statistics they would like to hear about at each meeting.</p> <p><b><i>ACTION 1:</i></b> Work with Board's Public Relations to publish minutes on a new HOSC page on Board's website</p>	M. Hawco	7-Sep-11	
2.	<p><b><u>Approval of HOSC Mandate</u></b></p> <p>The draft mandate was displayed. Same version that has been up for review since the last meeting. No one had anything to add, and the mandate was accepted.</p> <p><b><i>ACTION:</i></b> Work with Board's Public Relations to publish mandate on a new HOSC page on Board's website.</p>	M. Hawco	7-Sep-11	
3.	<p><b><u>Discussion of HOSC Charter</u></b></p> <p>Quorum for the Committee was discussed. It was decided that important decisions would require approval of all the Operator representatives on the Committee plus three of its worker representatives. Alternates for Operator representatives will be acceptable; but not so for worker representatives (to help ensure continuity)</p> <p><b><i>ACTION:</i></b> Draft a charter for Committee's review by e-mail, to be discussed at next meeting.</p>	K. Dyer	7-Sep-11	

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4.	<p><b><u>Review of Recent Helicopter Incidents</u></b></p> <p>Ken gave a presentation on the July 23 attitude deviation that has been investigated by Husky. A Transportation Safety Board investigation is ongoing.</p> <p>The August 29 turnaround due to vibration was discussed – Ronnie gave technical details and Derek spoke on how information was spread to the workforce. All agreed that this was normal business and it was only being discussed by the Committee due to the media attention this turnaround received.</p> <p>Ronnie demonstrated Cougar’s FOIMS Trip Reporting, offering to help filter out things that should be brought to the attention of all stakeholders. All agreed this is an option.</p> <p>It was emphasized that communication of incidents to the workforce is the Operators’ responsibility, not something that the Committee’s worker representatives need to take upon themselves. All agreed.</p> <p><b><i>ACTION: Help to establish protocol for communicating details of incidents between Operators and workforce (and copying HOSC on the communication).</i></b></p>	K. Dyer	7-Sep-11	Next Operator meeting
5.	<p><b><u>Review of Statistics</u></b></p> <p>Note: Manager from Cougar who was to present a statistics overview was unable to attend.</p> <p>Ken gave a presentation on White Rose Field statistics, comparing Q2 to Q1. Paul showed detailed spreadsheets that Hibernia receives from Cougar. All agreed that while these contained great information for the Committee, this high level of detail was not needed. Discussed what sort of information they would like presented at each meeting.</p> <p><b><i>ACTION: Work with Cougar to determine exactly what stats should be provided to the Committee, going forward.</i></b></p>	K. Dyer & P. Durdle	7-Sep-11	
6.	<p><b><u>Discussion of Getting Started with Review of Open Action Items from Audits</u></b></p> <p>Ronnie suggests relying on Cougar HOSC rep to tell committee what they need to know.</p> <p><b><i>ACTION: Ronnie will bring in random audit, brief 15min on</i></b></p>	R. Moores	7-Sep-11	

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	<i>process and follow-up – major and minor findings.</i>			
7.	<p><b><u>Discuss Engagement of Operators Regarding Issues with Corrective Actions</u></b></p> <p>Paul suggests collaborating with the Operators' logistics working group, to reduce I duplication of efforts.</p> <p><b>ACTION:</b> Get an update from the working group; see how the Committee can work with them.</p>	K. Dyer and/or P. Durdle	7-Sep-11	
8.	<p><b><u>OHSI Recommendations Update</u></b></p> <p>Peter updated the Committee on Implementation Team work with Recommendations 12 (night flight – Advising Document delayed to December), 7 (delay due to new Inquiry recommendation), and 29 (new Chief Safety Officer at the Board). Advising Document for Recommendations 17 and 18 has been released. No major news for the Committee at this time.</p> <p>Ken put forth that when the HOSC is established, there will be a full offshore rollout of its process, mandate, etc. This is in addition to any offshore rollout to be done by the OHSI Implementation Team.</p>	For Info.		
9.	<p><b><u>Personal Locator Beacons (PLBs)</u></b></p> <p>Paul wants the Committee to research (or generate interest in researching) PLBs. <b>ACTION:</b> <i>Will be discussed with the Operators</i></p>	K. Dyer	7-Sep-11	
10.	<p><b><u>Communications strategy</u></b></p> <p>Following up from the previous discussion about a communications strategy, Sean Kelly came to discuss some options.</p> <p><b>ACTION:</b> Meet with Board Executive to discuss options with communications.</p>	K. Dyer, S. Kelly, M.Hawco	7-Sep-11	
11.	<p><b><u>Safety Forum Update</u></b></p> <p>Lesley Rideout joined – she and Matthew Hawco distributed Safety Forum invitations to the Committee and asked that they attend (Oct 31-Nov 1) and facilitate the break-out table sessions. Also, information about the HOSC will be presented to all at the Forum.</p> <p><b>ACTION:</b> <i>Will arrange for Lynn Morrissey, the consultant</i></p>	M. Hawco	7-Sep-11	

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	<i>hired to facilitate the Forum, to attend next meeting to discuss break-out facilitation.</i>			
12.	<p><b><u>Discussion of New Issues Brought Forward</u></b></p> <p>One issue was received, via a Board Safety Officer: the feasibility of tinting the passenger windows on the helicopters.</p> <p><b><i>ACTION:</i></b> <i>Double-check the discussed facts and draft response to worker and run by the Committee before sending to the worker.</i></p>	K. Dyer	7-Sep-11	
<b>DATE/TIME OF NEXT MEETING:</b> Approx 1 month later - TBD				
<b>LOCATION:</b> C-NLOPB, TD Place (140 Water St.) – 5 <sup>th</sup> Floor Meeting Room				