

<b>DATE:</b> October 14, 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
	John Whelan	Justin Meaney	Peter McKeage	Ronnie Moores
	Justin Tibbo	Matthew Hawco (support)		
<b>Guests:</b>	Mike Whittle Cougar Helicopters	Robert Normore (CNSOPB)		
<b>Additional Dist:</b>				
<b>CHAIRMAN OF MEETING: *</b>				

ITEM	DESCRIPTION	ACTION/FOCAL POINT	DATE RAISED	TARGET DATE
1.	<p><b><u>Introduction and Discussion of Charter</u></b></p> <p>Ken introduced a draft charter. It is intended to guide the committee. Ken said it would be distributed along with minutes of the meeting for everyone's review. He suggested that perhaps the charter should be shorter. Peter said he would help with that. First impressions of the charter were positive.</p> <p><b>ACTION:</b> All to review charter within a week of receiving it</p>	All members	14-Oct-11	Finalize at next meeting
2.	<p><b><u>Review of Recent Helicopter Incidents</u></b></p> <p>Ken reviewed some facts about the recent coupling failure with an S-92 in Norway operated by Bristow. A diagram was shown, Cougar's actions were highlighted, and media attention to the story was discussed. Ken also read the briefing sent offshore by Husky. There was consensus that the same sort of message should be communicated to all persons offshore.</p> <p>The upcoming trip to Sikorsky for representatives of the Operators, Cougar, and the Board was discussed. The consensus was that there is good local representation attending.</p> <p><b>ACTION:</b> Continue working towards unified communication of incidents.</p>	All able to contribute	7-Sep-11	

ITEM	DESCRIPTION	ACTION/FOCAL POINT	DATE RAISED	TARGET DATE
3.	<p><b><u>Review of Cougar Audits</u></b></p> <p>Ronnie showed everyone two internal audits completed by Cougar: one with a major finding and one with a minor finding. Cougar's audit process was clearly illustrated by the two example audits.</p> <p>The impact of multiple external audits of Cougar was discussed. The Operators' combined audit was highlighted as a positive initiative.</p>	R. Moores	7-Sep-11	Ongoing
4.	<p><b><u>Update regarding engagement of Operators with regard to corrective actions</u></b></p> <p>Ken took this opportunity to clarify the role of the HOSC overall. He displayed a diagram showing a draft protocol for communications between the Operators and the HOSC. The draft, outlining a relationship between the HOSC and the Operators' Logistics Working Group, showed how issues brought forth can be filtered. Matthew Hawco has been chosen as the point of contact who will communicate issues to the appropriate people on the HOSC and, when appropriate, the Logistics Working Group.</p> <p><b><i>ACTION 1: Have an e-mail address created</i></b>  <b><i>ACTION 2: Refine protocol, work with the Operators to reach consensus before publication.</i></b></p>	<p>1: M. Hawco</p> <p>2. K. Dyer &amp; others available to help</p>	7-Sep-11	By next meeting
5.	<p><b><u>OHSI Recommendations Update</u></b></p> <p>Peter let everyone know that a report on Recommendation 15 (pilot helmets) was almost ready and that the team that performed the risk assessment would deliver its advice to the Board on October 27.</p>	N/A	N/A	
6.	<p><b><u>Update on Communication of Local Incidents</u></b></p> <p>Mike Whittle entered to join the discussion. Ken reviewed the communication protocol slide for him.</p> <p>There was a consensus that the HOSC will not be involved in communications that are not related to safety.</p> <p>Paul asserted that the Committee needs to help bring communications to the level that if there is an issue that people don't hear about officially, they can safely assume it's something they don't need to worry about.</p>	See Item 4		

ITEM	DESCRIPTION	ACTION/FOCAL POINT	DATE RAISED	TARGET DATE
	<b>ACTION:</b> See Item 4			
7.	<p><b><u>Review of AWDs &amp; Helicopter Operations Stats</u></b></p> <p>There was again consensus on the level of detail needed from Cougar at Committee meetings, going forward. Mike said he would tailor a high-level package for the Committee.</p> <p><b>ACTION:</b> Tailor statistics packages prior to each Committee meeting.</p>	M. Whittle	7-Sep-11	Start next meeting / Ongoing
8.	<p><b><u>Update on PLBs</u></b></p> <p>Paul updated the committee on progress Hibernia has been making regarding Personal Locator Beacons. He outlined the scope of work for a study that will be done to determine the best PLB for use offshore NL.</p> <p><b>ACTION:</b> Continue to update committee on progress and give further detail of scope.</p>	P. Durdle	14-Oct-11	Next meeting / Ongoing
9.	<p><b><u>Discussion of the Pilot HEEDS Whip</u></b></p> <p>John brought this issue forward. Ronnie said there is going to be a study at Cougar on the Helicopter Emergency Egress Device Systems used by pilots. Like helmets, he said, there are different types. There will be a survey of pilots and trials done in a pool. They will test the bottle versus the whip, make a recommendation, and review it with the HOSC.</p> <p><b>ACTION:</b> Update on progress</p>	R. Moores	14-Oct-11	Ongoing
10.	<p><b><u>Wrap-Up</u></b></p> <p>Paul discussed a study on goggles that HMDC will be doing. He will be updating the HOSC on that as further information is available to him.</p> <p>John discussed a few questions he has received from workers. He mentioned that a gearbox update would be a good topic at the Safety Forum. Pete said the Forum can be used to help improve opinions on the S-92.</p> <p>Ronnie brought up that he'd like to discuss pilot survival suits at the next meeting.</p>	<p>1: P. Durdle 2: M. Hawco 3: R. Moores 4: R. Dalton</p>	14-Oct-11	See Description

ITEM	DESCRIPTION	ACTION/FOCAL POINT	DATE RAISED	TARGET DATE
	<p>Ray let the Committee know that Suncor has been doing trials of the HTS-1 flight suit at the Institute for Ocean Technology – at 5 degree air and sea temperatures.</p> <p>Ken gave an updated on gearbox upgrade installations and SAR hangar construction.</p> <p><b>ACTION 1:</b> Paul will give ongoing updates on goggle study.  <b>ACTION 2:</b> Matthew will ensure gearboxes are addressed at the Forum.  <b>ACTION 3:</b> Ronnie will prepare to kick off a discussion on pilot survival suits at the next meeting  <b>ACTION 4:</b> Ray will give ongoing updates on the flight suit study</p>			
11.	<p><b><u>Next Meeting</u></b></p> <p>Feeling that they are getting established, the consensus was that the Committee can meet every two months rather than every month.</p> <p>The Committee concluded its morning meeting and broke for lunch.</p> <p><b>ACTION:</b> Matthew will review members' schedules to determine the best meeting time, approximately two months later.</p>	M. Hawco	14-Oct-11	Early Nov.
12.	<p><b><u>Safety Forum Update</u></b></p> <p>Several Board staff members joined for a discussion of the draft Safety Forum agenda and a briefing on break-out table facilitation from the Forum facilitator, Lynn Morrissey.</p> <p><b>ACTION:</b> HOSC members able to attend the Safety Forum will facilitate one table each.</p>	All	7-Sep-11	Oct. 31 – Nov. 1
<b>DATE/TIME OF NEXT MEETING:</b> Approx 2 months later - TBD				
<b>LOCATION:</b> C-NLOPB, TD Place (140 Water St.) – 5 <sup>th</sup> Floor Meeting Room				