

ICAAMC – HSE Committee Meeting Minutes

Wednesday 2 November 2011

Sheraton Hotel, Frankfurt Airport

In attendance were the following company members:

Ateliers Francois:	Hugues Rolin Jacquemyns
Atlas Copco:	Martin Leonhard
Burckhardt:	René Guthauser
Dresser Rand:	Ronan Le Bayon
Elliott:	Michelle McGregor, Global HSEQ Director - Chair Thomas Kamber
Howden:	Greg Duffy
ICAAMC:	Crispin Dunn-Meynell Philip Daubeney, Independent Chairman
MAN Diesel & Turbo:	Priska Hemminger
Rolls Royce:	David McCall
Solar:	Jim Low

Meeting Minutes

Opening Remarks: Phillip Daubeney

Review of HSE Committee Charter and corporate compliance, signed by all company attendees.

Meeting Kick-Off: Crispin Dunn-Meynell

Introduction of New HSE Committee Chairperson – Michelle McGregor, Elliott Group

Deliverables for next quarterly meetings

1. Deliverables – Completed draft brochure for team to review February 2012;
2. Michelle McGregor will send out meeting invites for each team for January 2012;
3. Michelle McGregor to send out quarterly meeting invite for all four quarters for 2012;
4. Michelle McGregor to send out draft brochure format for all to use.

Full participation

Crispin and Philip to chase-up participation by other companies.

Review during the meeting:

Review of HSE Committee Survey Monkey Results of September 2011.

Agreed upon:

1. Standard Format for ICAAMC – HSE meeting

Agenda with new HSE Committee Logo – used for all HSE Committee correspondence and presentations.

2. Adopted new HSE Committee Logo

3. Each meeting will begin with Safety Moment:

- a) Safety moment – a review of the emergency evacuation plan for the venue;
- b) Safety moment – each meeting a random company will be chosen to discuss a relevant safety statistic with the membership.

An example would be – Did you know that the average person has thirteen major near misses in their life during a given year? Eleven of these major near misses are at home, two are at work.

(i) Major Near Misses – Home

- Almost falling off the ladder while cleaning the gutters of your home;
- Almost getting hit by a car in a shopping mall parking area.

(ii) Major Near Miss – Work

- Almost hit by a man lift while walking in a plant.

c) Three Simple Safety and Environmental Metrics for sharing and prevention

The group agreed to report on the following:

Each Quarter

01 Lost Time Injuries

Lost Time Definition = >1 working day off work

What happened – Injury – Root Cause – Prevention Measures

Note – No working hours or Calculations Needed

Just straight incident statistics please.

02 High Potential – Major Near Misses

What happened – Root Cause – Prevention measures

03 Environmental – Major Incidents in Last Quarter

(a) Definition –

(i) environmental incidents within your company control

1. Example – Drum of oil from company spilled into ocean during unloading process – root cause – faulty crane – missed annual inspection repaired crane, added to PM and trained all dock workers on environmental hazards of work, with 6 month audit process.

04 Health – TBD 2012

Metrics

Note: to come up with standard metrics format for reporting – as well as Powerpoint slides that each group will use for Quarterly Web Ex and Bi-Annual Face-to-Face Meetings.

Note: During the year, if there is a major HSE event, the details of which will benefit ALL Company Members for the purposes of PREVENTION of similar incidents in all of our Industry – the HSE Committee member can send to ICAAMC via Crispin and Michelle.

The event information will be reviewed to ensure lack of personal data, or company information. Once vetted the information will be sent to the HSE Committee Membership for distribution to their operations for review in order to raise awareness and prevention measures throughout our Industry.

Major Topics for HSE Committee – Best Practice Guidance

Topics Were Chosen for the 2011-2012 Year based on Survey Monkey and HSE Team results.

A. Field Service Guide for Safe Work

What is the objective ?

Two brief guidance brochures (as a starter)

1. The journey – pre, during and home travel safety;
2. Safe field work on-site

Who is the audience?

Manager/Supervisor
Field Technician/Engineer

The Journey

Encompasses – pre, during and home travel

The Team

Jim Low, Solar
Ronan Le Bayon, Dresser-Rand
Hugues Rolin, Ateliers

Brainstorm ideas for team consideration:

- Citizen restrictions
- Company restriction – banned countries
- Immunizations needed
- Health risk – (diabetes, high blood pressure, heart condition, etc)
- Status of country – (Risk level for security, terrorism, travel, health)

- Contacts and plan for in-country emergencies
 - Acts of God
 - Political
 - Health
 - Security
- Site Safety Plan in place and authorized
- Work Place Travel to and From
- Airline – Helicopter and Other Transport Company - Approved
- Driver - Approved
- Attitude and Behavioral Approach to Safety
- Welfare on Site – conditions of accommodations and life outside work

B. Working Safely on Field Site

The Team

Martin Leonhard, Atlas Copco

Thomas Kamber, Elliott Field

Francesco Raveggi, GE

- Safety Monitoring Systems
- Site Safety Manager
- Site Safety Induction / Training
- Site Emergency Plans
- Condition of Equipment
- Other Contractors on Site
- Dangerous Conditions – The Unsafe Customer – STOP WORK
- Communication Chain
- Risk Assessments
- Fatigue Factor and or Working Hours Regulations
- Specific Site Risks
 - Platform
 - Lone Worker
 - Standard Safety Risks
 - LOTO – Electrical or Stored Energy Source
 - Working at Heights
 - Cranes – Hoists – Manlifts
 - Manual Handling
 - Confined Spaces
 - Environmental – Extreme Temperatures and Noise Levels
 - Night Work – Lighting and other Safety Factors
 - Poisonous or Dangerous Reptiles, Insects, Plants or Animals – with prophylactic medicines
- Hazardous Chemicals
 - H₂S – Benzene – Cl – CO – Acids – NH₃, NH₄
- Asbestos and PCBs
- Toxic or Heavy Metals - Cd, Cr₆, Pb, Hg, etc
- Radiation Risks

- High Pressure Lines or Equipment
- Hot Surface – Steam – Super Heated
- ExP Areas

Note: After Completion and Ratification of Guides – publication to:

ICAAMC Web Site

Brochures

C. Risk Assessment Best Practices Guide

The Team

M2 – Elliott

Priska Memminger, MAN

Greg Duffy, Howden

Guido Roder, Siemens

David McCall, RR

What is it?

Process of evaluating HSE hazards for processes, equipment, work being performed and/or work site to identify potential risk(s) and mitigation measures to minimize risk.

Why do it?

To minimize risk and prevent HSE incidents.

When do it?

Changing work environment – etc....take a look at EU directive here – taking on specific class of employees.

Benefits?

Raise awareness of Hazards and Associated Risk – Higher HSE Ownership and Lower Incident Rate – Higher Productivity and Lower Operations Cost.

How do you do it?

Equipment

Workplace/area

Processes

Work being performed

Minimum Recommendations for Risk Assessment Process

- Keep it Simple!!!
- Basic Policy
- Team approach – Operators and Leadership and HSE

- Regulatory Requirements
 - HSE – for non-professionals
- Scoring System – with definitions of action for each
- Highly Hazardous Processes
- Communication –
- Training
- Audit Effectiveness

The next HSE Committee Meeting will be held in Frankfurt at the Sheraton Airport Hotel.

SAVE THE DATE:

Wednesday 18 April 2012 – 09.00 - 16:00 hrs