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# Elected Safety Representative Guide



**Allan Smillie**

Issue 1.6  
28/11/16

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**intelligent  
safety**

At the heart of everything we do



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## Introduction

Congratulations on being elected as a Safety Rep.

You now represent your constituents who voted you in. This document outlines the role and the basic functions that you undertake as a rep on our assets. The role can be very rewarding, and you can choose how much effort you want to put into it. There is a team of people working beside you to help you in your role, and you should not feel alone in your role. Always remember that you are elected to represent your constituents in matters of safety.

This document serves as a guide or a “How To” and may not contain all the answers. However it is a good start to get you along the way.

Our goal is for you to put in 4 hours of work as a safety rep per trip and make that 4 hours full of quality safety activities.

As you read on, do not be overwhelmed and just do what you can. As you grow more confident and experienced, you can take on more as your time allows.

You are now a safety leader and we all welcome you to embrace your role and help keep your constituents and assets safe.



## Attend Si971 Safety Committee Meetings

As per the SI971 regulation, your platform should hold an SI971 Meeting at least every 90 days. Most platforms will hold more regular meetings than that.

These meetings are important as they serve as the most powerful tool that you have as a rep. They do the following:

- Allow you to bring items to platform management directly from your constituents, with, when required by anonymity.
- Allow for platform management to bring items to you to share with your constituents.
- Allow for resolution of safety issues
- Allow for recording of safety issues where you and management may disagree
- Allows you to have a greater awareness of the platform safety issues

Your OIM will tell you when your SI971 meetings are, so please make sure you attend.

You can prepare for these meetings by talking to your constituents in a group or one by one. You can read the minutes of the previous meetings on your shift and the others. Finally, to prepare for the meetings, talk to the other safety reps and get their advice on issues that you may have.

It is very easy to have the meetings stray into other discussion areas, so please use the agenda to keep you on track. There is one suggested and available in the safety rep area of the Y drive. You should not discuss welfare issues at this meeting however you can discuss them after the official meeting.

Please keep minute actions properly, and that actions are agreed, assigned and completed by everyone there as this will keep your constituents safer.

These minutes are made available for the HSEx Inspectors to see, so please ensure all the issues are correctly collated and the minutes reflect how each party feel.

Finally, please speak up and the meeting as your opinion is valid and your constituents have asked you to do so. Make it easy on yourself by talking to your constituents to bring items to the meeting and not rely on your opinion solely.



## Meet a Helicopter

There will be times when you can meet the incoming helicopter flight along with the OIM or HSE Advisor. Some assets may have you on a schedule; others rely on you volunteering.

Meeting a helicopter as a rep helps to build a good safety culture for the asset. You reinforce the messages of the company, the OIM and the reps and set the standards that you want for any work taking place.

You can mention the following.

- The safety reps and encourage all to seek them out and meet them.
- Any safety promotions that you wish to bring up.
- Your expectations of safety behaviours as a safety rep.



## Meet New Constituents

All new visitors to the platform are encouraged to meet with their safety rep as part of their induction. Sometimes the value of the new visitor induction is not reinforced or done properly. Therefore, you may have also to seek out new constituents under your fold, rather than they get brought to you.

Your new constituent should have the following explained to them.

- The standard of safety that is expected of them in your constituency.
- The times of any safety meetings
- Lofeo and any other safety programs pertinent to your constituency.
- Where to find safety coaches and explain that they will help them with any behavioural skills to make them act more safely aboard the asset.
- Where to find Environmental reps and explain the importance of not dropping anything to sea etc.



## Meet HSE Inspectors

Members of the Health and Safety Executive will visit the asset and expect to meet with you. Notification of their visit should have reached you before their visit. The Inspector will have assumed that you have read the minutes of your SI971 meetings and be ready to discuss any issues from the meetings.

You are free to discuss all matters of safety with the Inspectors. It is strongly advised that you consult with the other reps to ensure you send a clear message when required.

HSE Inspectors will want to go out on the plant and will normally be accompanied by the platform HSE Advisors. You can go out on these visits too. Please take the time to engage with the Inspector on these visits. You should take the time to understand the schedule for the trip and have spoken to your constituents to understand and collect any concerns that they might have.

When the inspector is back onshore, you will receive a copy of the visit report. This may come through the onshore focal point or the OIM. It may take up to a month after the visit to receive it.

Prior to an HSEx Inspector coming on board, the following sequence of events should have happened.

1. Schedule of visits sent to Operator and Reps for the year.
2. Agenda of visit sent to the Operator and the Reps
3. Si971 minutes as well as other forms of Workforce Engagement, sent to HSEx prior to visit.
4. Reps to share HSEx Visit agenda with constituency members and get feedback. Feedback collected and recorded in safety meeting to pass discuss with Inspector when he meets with reps on the platform.

As a rep you have actions to complete to ensure the all safety concerns and comments get passed to the Inspector. Please try to make sure that you are involved in the steps above to ensure that all the right people have the right information.



## Attend Management Visits

Taqa Managers will visit the platform from time to time. These managers are required to meet with you, and you should be notified of their visit in advance. Members of the Extended Leadership team and the Senior leadership team should automatically meet with you. You may have to remind them of that commitment.

You can also schedule meetings with any Taqa Manager and any visiting manager from another company too. You may not always be notified of their visits, so you can always ask your OIM of anyone visiting the asset so that the appropriate level of representation can be achieved.

Take the time to tell them of any safety initiatives or concerns ongoing. Please ask them what they are doing to support you and let them know what you are doing to support them.

In addition to Taqa, members of the management teams of other companies will also visit the asset. You are entitled to meet with them and share either safety concerns or find out about best practice initiatives they are involved in.



## Meet Existing Constituents

A constituent is someone who will be on the platform longer than three days. They will be assigned to you as someone who falls under the skill group of your constituency. You will likely be working with them and get to know them over a long period. Most likely they will have voted you and sustained you in your position

Constituents should be free to bring you any safety concerns and discuss them in an open manner. You can make this easier by holding one to one meetings with them at least twice per year and holding safety meetings with all your constituents at least once per trip.

Constituencies are the only people who can vote you out of your position, and they are the reason you are in your role. Your role is to support them and help keep them safe. You are trained and given opportunities to have more knowledge that will help you support them.

Any items discussed at safety meetings and safety rep calls are for you to take to your constituents so take the time to talk to them either in a group, at toolbox talks or organised safety meetings and keep information passing to the right people.



## Be Active in the Inspection Program

At Taqa, there is a safety inspection program that helps promote safety throughout the assets.

The program is voluntary. However all reps are strongly encouraged to take part as it will enhance their role and help them adhere to the legal requirements of SI971.

The program uses a point system, and the points and awards are done on an annual basis. Every Action you do and report as a safety rep makes the platform safer and makes the environment for your constituents safer too.

You did not become a rep to win points or get prizes. However the program is there to provide a structure to your role and gives visibility of the position to your constituents.

To learn more about the program, contact your focal point or onshore support.

The basic premise of the program is that we have inspection sheets which guide you through different aspects of your role. You locate the safety rep folder, take out an inspection sheet of your choice and follow the instructions on there. When complete, scan and email it to [esr.uk@taqaglobal.com](mailto:esr.uk@taqaglobal.com) and play your part 😊

The following inspections are available.

### Module Inspections

- These inspections take you through a module and help you stand back a little and examine the safety of working in that module or area. They are not “Maximo type inspections” as they are designed to take in several elements of a module.
- They are a basic inspection designed for all reps to complete.
- This should take less than an hour to complete.
- These are done to help you engage with areas and items on the platform you would not normally look at and to help you bring different items of safety together and see if they work.

### Work party inspections

- These inspections are for you when you meet a work party. They are on the reverse of module inspections and are there to guide you through a discussion with a group of people working on a job. Once again, these inspections are not permit inspections; they are for engagement with your teams.
- They are basic inspections designed for all reps to complete.
- This should take less than an hour to complete.
- These are done to help you engage with the workforce.



### Advanced Module Inspection

- Feeling a bit ballsy? Pick up an advanced module inspection. These are designed to match the safety case Major Accident Hazard with the Module. There are not as many questions, but the answers to the question might take a bit of research.
- They are advanced inspections, which everyone can do, but not everyone will be able to get the full answers. Take a friend!!
- These inspections, being a bit meaty, will take 2 hours to complete. (Pack a lunch)
- These are done to help you match the safety case MAH to the module, so that your review of the safety case has real world impact.

### Verification inspections

- These inspections are updated regularly and take in the current safety critical barriers which are degraded. Sometimes they languish and need help getting pushed along.
- They are advanced inspections which will require some discipline knowledge to complete.
- These inspection will take longer than 2 hours.
- These inspections provide visibility of the bigger ticket platform barrier degradations which you may not be aware off, but are important.

### Discipline inspections

- These inspections are for you to use your trade skills in specific areas. For example, being an electrician looking at specific bigger picture electrical issues for a module or area.
- They are basic inspections done alongside a module inspection. Just photocopy the discipline sheet and bring it along and complete them both. Bring someone of that trade to the area if you are not skilled.
- These inspections should take about an hour
- These are done to use your skills and look further into the preventions of MAH in an area.

### Process Inspections

- These inspections are of documentation like safety cases or POPMs
- These are basic inspections and are good for those desk bound ESRs or those stuck in monitoring positions.
- These inspections are easy and take about an hour only
- These are done to help you review safety critical documentation and is a key part of being a rep



## Plant inspections

- These inspections are of essential pieces of plant equipment
- These are basic inspections and anyone can do them
- These inspections should take an hour
- These are done to help you review SCE Barriers and their condition.



## Conduct One 2 Ones

To aid communication between all the support parties groups, reps can do and take part in a series of one 2 one meetings.

There are two types of one 2 ones, Support to ESR and ESR to constituents.

### Support one 2 ones

These are 15-minute meetings held twice a year, one with the OIM and one with the onshore rep support. The purpose of the meetings are to help provide all the support that the rep needs. They should help the rep with their training needs, set goals and assist with any problems that a rep may have discharging their functions.

OIMs should set up these visits once a year and the onshore rep should coordinate their meeting approximately six months apart.

OIM's should offer guidance on how the ESR is to conduct one 2 ones with their own constituent members.

### Constituent One 2 Ones

These are 15-minute meetings held twice a year with your constituents on your shift. The purpose of the meetings is to communicate with your constituents, promote safety and gather any issues that may not be caught in your constituent meetings. ESR's should use these opportunities to establish a positive safety culture within their constituents.

These meetings form the basis of communication but should not be the only means of communication with your constituents.

ESRs should set a schedule of meeting their constituent twice a year, which is approximately every 5 trips. You may do 2 or 3 meetings a trip.

### OIM and ESR Support Call

Once per trip, the ESR Support shall call the OIM to provide support with their Elected Safety Reps. During these calls, the ESR shall provide guidance on elections and training and help with any queries the OIM may have with their Reps.



## Complete Training

As a safety rep, you are entitled to training that will help you fulfil your role.

At present, we have the following training plan for each ESR.

Five day Onshore Safety Rep Course

Major Accident Hazard course at RAF Spadeadam OR DNV 1 Course (not both)

DNV 2

Top Set 1-day course

Taqal Led Onshore training.

Please note that the 2 day refresher is not paid for by Taqa, because as a group, we had decided it served no purpose.

In addition to this, you have access to the Taqa ESR Induction Course, Taqa Learning and development site, Scoobies and any other course your OIM feels relevant for you and your development.

All courses are applied for through your OIM Only. Payment for time off is given strictly under the SI971 guidelines and will usually be claimed for through your employer after you return from the Course. Please talk to your OIM and your hiring company for more information.



## Attend Onshore Meetings

There are a few meetings that ESRs have been invited to onshore

### Process Safety Meeting

The Process safety meeting is held on the last Wednesday of every month and is attended by the senior leadership team, invited members and a safety rep. The safety rep position is attended on a volunteer basis and payment, and time off is covered under SI971 regulations. It is a great opportunity to meet with the senior leadership team to find out what they are doing to keep our platforms safe in regards to process safety. Your input is welcome, and no training is required to attend this meeting.

### Contractor Safety Forum

The Contractor Safety Forum brings together all the Taqa contractors to discuss safety initiatives and shares learnings. Usually, leaders of each company attend as well as Taqa company directors and a safety rep. The safety rep position is attended on a volunteer basis and payment and time off is covered under SI971 regulations. There is no formal training required for this attendance. It is a great opportunity to share learnings and speak up for your different constituents.

### Quarterly Supervisors meeting

Each quarter, reps are invited to the first part of the quarterly supervisors meetings. This ensures that you are up to speed with all safety issues ongoing and that you have a voice in the direction Taqa is going with safety.

### Friday Night Call

The Friday night call happens every second Friday and is open to all safety reps. The call is facilitated through a Bluejeans VC. The call starts at 19:15 and generally lasts 45 minutes. On the call we discuss recent safety rep initiatives, concerns, queries and anything that we feel supports reps in their role. The meeting is regarded as a support call and therefore we do not take minutes, however there may be time that action is required from the meeting. The meeting is not regarded as secret and it is not intended to set up a “them and us environment” OIMS, Supervisors and HSEAs are actively invited to attend as are onshore support. It is not unusual to see members of Step Change, the onshore senior leadership, TAs or other visitors to the call. Official SI971 items should be discussed at your safety committee meetings, however these calls provide support on how to bring up items or deal with issues.



## Run Presentations

When you hold meetings for your constituencies, you can do presentations to them to help them be safe. You can also do presentations to other constituencies on matters that have arisen from your constituencies. They are not mandatory. However, they do help your mates be safer on the asset. Preparation for those can be done using the resources mentioned later on in this document.

### Some key points for presentations are

- Focussed on a single issue
- Aimed at “selling” an idea or argument
- They should start discussion
- Should be short
- You should record items to action after the presentation



## Move away from Clinics

Clinics are the traditional method meeting with constituents. They are generally held at a certain time and place and are manned by safety reps on a rota or volunteer basis. They rely on the platform workforce coming to you with issues.

On our assets, this is not the method that we employ. As an ESR, we need to be actively approaching our constituents and working closely with them to encourage better representation. Clinics are an inefficient use of your time and skills. One to ones should replace the need for clinics.

Reps should encourage their constituents to approach them at any time and reps should be approachable throughout the course of the day.



## Use Resources

At Taqa, you have various resources available to you make your 4 hours of work per trip productive and meaningful. The goal of the resources to ensure that at all times you have all the information you need should you be asked by your constituents.

You have the following resources:

### Email address group for your asset only

This Taqa email allows you to send confidential material back and forth to each other

### Distribution list for your asset only

The distribution group allows you to send and receive non-confidential material.

### Friday night call

This call is hosted by Allan Smillie and is there to provide coordination and support to activities performed by reps on all assets. The call happens every second Friday at 19:15 using Video conferencing.

### Safety Rep Round-up

This is an email that is sent out every two weeks and provides updates on activities from both Taqa and ESR's. If you want material sent out, then email Allan at [esr.uk@taqaglobal.com](mailto:esr.uk@taqaglobal.com)

### Onshore support

Taqa has an onshore volunteer who is available to coordinate activities and drive the program. Allan can be contacted onshore at [esr.uk@taqaglobal.com](mailto:esr.uk@taqaglobal.com)

### Scoobies

Scoobies are 5-minute videos prepared by various people within Taqa to help you be better in your role. Scoobies are there to provide information on various subjects that affect reps and their ability to do their role.

### Files

There is a directory on each platform Y drive called SI971 resources, and in there you will find all the scoobies, support materials and documents that you may need in your role.

### Step Change in safety

Step Change in Safety is an organisation which amongst other things, provides support for elected safety reps and workforce engagement. Taqa and the ESR's are very much engaged with step change and volunteer in many of their groups. There are opportunities to volunteer in their groups and where possible you should register on their website to gain the latest information in the industry.



There is an area of the website dedicated for safety reps. This can be found under the safer conversations Tab.

### **Taqqa HSSEQ**

Taqqa is committed to providing support to the reps and maintaining the framework of SI971. Your platform HSEA should be able to provide you any necessary records that you may need in your role.

### **Focal Points**

On each shift you can volunteer to be a focal point. The focal point helps to coordinate the activities of the other reps and helps with their reporting. They do not represent the other reps. However their role is important to the smooth operation of the reps on the platform.



## Cease Being a Rep

Reps cease being a rep under the following circumstances

### 1. Away from the platform for more than 12 weeks

In this circumstance a normal election is held for the position and the position is filled from the single constituency who lost its rep

### 2. Reorganisation of a constituency

In this circumstance, the safety committee will have decided that the constituency membership has changed, and an election will take place from the pool of new constituents. Previous incumbents should not assume that they will automatically retain their old position

### 3. Replaced by Constituents through a vote

Constituents may decide that the current rep is not up to the task and, therefore, can be voted out by an election. The election will be to put someone else in the position, so the rules of an SI971 ballot apply. This means that the contender and incumbent take place in the ballot.

### 4. Resignation of position

A rep may decide that they do not want to undertake the role anymore. They should inform the safety committee of their decision and the election process can then start.



## Mentor New Reps

There is an assumption that after you go on safety rep training, that you know what to do. This of course is not true, so they need help.

If you decide to be a mentor then you may be asked to support a new rep in their duties.

Once per trip meet with the rep and take one item out of this guide and have them do something within that section. Within a year you should have an ESR who has working knowledge of how to do their functions.



## Identify yourselves

Safety reps should take the opportunity to identify themselves. This makes you more approachable and easily identifiable. You can do this by doing the following.

- Have your photo taken and put up on the Safety rep Board
- Wear a blue helmet indicating that you are a safety rep
- If the platform has clothing indicating that you are a safety rep, then wear it when possible.

If you are not a safety rep anymore, then you should not wear items identifying that you are a safety rep.



## Promote Safety

An essential part of being a safety rep is to promote safety. Normally this comes as presentations that Taqa will send to the HSE Advisors and OIMS. As a rep, you should be aware of the different programs and be prepared to promote safety. All programs should be discussed at your safety committee meeting and the onshore resource will provide guidance and background to each promotion or campaign.

In a practical sense this means, encouraging your constituents to participate in programs and also for you to actively take part. You are a safety leader and you should set that example as much as possible.



## Investigate Incidents

Investigations form a significant part of your safety rep function. Safety reps should take the time to be involved in all investigations.

Investigations happen when something goes wrong offshore. The point of the investigation is to find out the root cause of the issue and to provide findings to prevent it happening again.

The role of the safety rep is to be part of the investigation team when it comes to major investigations or, for minor investigations, be part of the team or review the findings.

On our assets, Investigations are recorded using the Fountain Impact ERM software, more commonly referred to as Impact. The login for the system has been sent to each asset safety rep mailbox.

The safety reps receive an email in the discipline accounts only when an impact has been raised. Reps currently only get notifications of Impacts on their assets only.

Incidents are categorised as either Major or Minor. Major investigations require a team to investigate and may require onshore teams to mobilise. These investigations will follow the Kelvin TOPSET methodology for investigating the Root Cause and to provide findings and safety reps are to be involved in this process.

Minor investigations will tend to use the “5 Whys” technique and the option of the degree of involvement is left to the judgement of the safety reps. It is advised that for minor investigations, a safety rep of the relevant discipline reviews the findings. However best practise would be that the rep is involved in all levels of incident investigation, it is recognised that this may not always be practical for minor investigations.

Due to the nature of some incident investigations, safety reps may not get an immediate notification that an investigation has started. Safety reps should keep regular contact with the Platform OIM or HSEA to ensure that they are informed of investigations. Safety reps are entitled to be involved in any investigation. Safety reps should not sign off that they have been involved in a major investigation if they have not been actively involved from the start.

Time involved in Investigations is not recoded as part of your target 4 hours per trip and is additional to that.

