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| Meeting: | Date: Thursday, 5 November 2015 Time: 10.00am – 11.30am Address: Easternwell Boardroom 10 Russell St, Toowoomba |
| Attendees: | Arrow Energy: Beck Weaver Easternwell: Luke Smith, Di Marler, Doug Watson, Dan Smith Global Safety IS: Nigel Logan, Robert Southee Harness Energy: Jay Ramanah, Michael O’Reilly, Rory Duff Lloyd’s Register: John Cairns, Laurie Robertson Horizon Resources International: Justin Nally QGC: Steve Daly Santos: Chris Longwell Savanna: Russell Moon Saxon: Luke Fleming Titan Energy: Karen Halliday, Andrew Gallagher Weatherford: Johnny Bromage, Greg Wethered |
| Apologies: | Arrow: Benjamin Prain Titan: Andrew Lear Ensign Energy: Ian Nash, Gene Gaz, Michael Pandolfi, Adam Watts, Jamie Stewart Grizzly Energy: Craig Vandeborn High Arctic: Mike Maguire, Steve Lambert IADC: Derek Morrow Lloyd’s Register: Paul Wee, Eric Adlard Nabors Drilling: Kranstan Bradley Origin: Brett Gungl QGC: Barton McGrath, Colin Habarow Santos: Mick Brennan, Justin Sullivan Senex: Paul Seamer Weatherford: Andrew McDonald Wild Desert: David Whiley |
| Chairperson: | Luke Smith |
| Note Taker: | Di Marler |

- **Welcome and introductions** – Luke Smith welcomed those present followed by a round table introduction of all attendees.
- **Minutes** – Approve previous minutes **30.09.2015**, previously emailed to Working Group members. No changes were requested and minutes accepted.
- **Meeting Summary:**
Luke summarised the priority items for discussion at the meeting:
 - Creation of Audit Tool – this will be presented to the Safety Leadership Group
 - Training Packages for roll out to Rig Managers – high priority
 - Application of Bow-Tie Methodology – need to be able to capture this in the Audit Tool
 He referenced the visit to the DROPS Forum in Malaysia by Nigel Logan and Robert Southee.

- **Outstanding Actions:**

(Item 9) Dan Smith spoke of the progress achieved to date with the Bow-Tie Analysis. He sought input from those in the room and asked for interested parties to provide a stakeholder review. Dan suggested that a meeting be held in the EWE offices during the last week of November, at which time the stakeholders could define a first pass at the audit questions required. Some sections of the analysis have been completed, but others require further refinement.

New Action Item 11: Interested parties to email dsmith@easternwell.com.au volunteering their services as a stakeholder, copy email to dmarler@easternwell.com.au. Other action items remain open.

- **Presentation – “DROPS Awareness Course”:**

Jay Ramanah from Harness Energy tabled his first pass at defining a Dropped Objects Awareness Course for those involved in the day to day operation of rigs.

He reinforced the approach to be taken in ensuring that Rig Managers are competent in this area – encouraging them to self-regulate and assess and to take ownership.

Discussion then raised the following:

- Consistent approach
- Build a unit of competency within RII??
- Ensure that the information is free and available to all
- Capture non-rig related operational personnel in audits
- Audits on rigs need to be carried out in open-minded way, with reasoning behind questions explained fully
- Communicate that audit is an opportunity for RMs to learn
- Lloyd's send out monthly bulletins sharing “trend” info
- Perhaps approach Skills DMC for buy-in to course
- Jay sees course as a 2 day programme with 1 day of theory, half a day of hands on simulator exercises and half a day of assessment
- Ensure that course covers how to manage 3rd parties on a rig
- Opportunity for an RTO to put something together and run with – don't want to dictate any one training course, or commit companies to dollar spend
- Imperative that we capture dynamic training (secondary retention)

Everyone asked to think about this topic and send their input to dmarler@easternwell.com.au. Di will capture ideas and circulate before the next meeting. **Action Item 12.**

- **Presentation – “Asia's Offshore DROPS Focus”:**

Nigel Logan from Global Safety Is spoke to the slides prepared following his trip to Malaysia.

- Intent of the visit was for personal development and validation of currency for Australian onshore Oil & Gas Industry.
- Australia is still behind in developing a DROPS Climate culture and new industry developments.
- Shared Lessons from Clients Case studies with the No. 1 common cause of DROPS incidents offshore being a lack of hazard identification.
- Robert and Eden from DROPSafe expressed interest in sharing product information to assist this group in developing training packages.
- Potential for dynamic drop on a land rig is much higher than on offshore rig due to Offshore Rigs remaining on platforms for long periods of time.
- Need to integrate DROPS hazard identification into SOPs, JHAs and Risk Assessments.

- Dropped Object Register of Incident Statistics (DORIS) available to access from <http://www.dropsonline.org>. Wonderful tool for provision of statistics, however limited with respect to onshore rig information. Data collated from members incident stats with non-members not being able to add data and only able to review statistics. Membership to DROPS organisation is an initial

contribution (presently £2000) to assist with the management and facilitation of DROPS and the costs of preparing Each year thereafter, an annual subscription fee is payable (presently £499).

Discussion – “Audit Tool”:

Justin Nally from Horizon Energy brought the group up to date with the progress made with this initiative.

- Horizon will roll out document and seek feedback.
- Will be a live document that will be reassessed on a regular basis.
- Intention is to break down into Various – systems, policies and procedures and installation.
- Asking for comment, questions and pushback from attendees.
- Justin undertaking to get document out in next 2-3 weeks for comment.
- “JOAP” style reassessment of document every 2 years.
- Hopefully get all Operators to accept the document.
- Ensure that both groups work together to get this document out.
- Most involvement will be in carrying out the first audit.
- Aim is for everyone to have a list of what the audit will cover.
- Spend time on site and ensure RMs understand what is specific to their rig.
- First pass will be low level and will be further developed from there.
- Engage inspectors to demonstrate rigs are compliant.

Justin and Luke attending the Safety Leadership Group Meeting Friday 6th November and will provide update on Audit Tool.

• **General Discussion:**

Luke confirmed commitment required from the group:

- Stakeholder involvement in Bow-Tie review;
- Training for Rig Managers;
- Audit Tool roll out.

Karen Halliday - Concerned about disconnect between Corporate and Rig Specific – suggested a Risk Champion be nominated to capture learnings across both areas.

Also need to follow up with Rig Managers to ensure that the training is continuous.

Luke Smith – steer away from dictating to operators or any commitment that becomes a cost burden.

Laurie Robertson – Need to run Audit Tool by Regulator – leave to Safer Together Group.

Jay Ramanah – Horizon to engage with auditors to assist with training. Publicize work of this assembly – leave up to “parent” group. Standardise a DROPS audit for rig start-up.

Chris Longwell – keep Bow-Ties user friendly – if documents get too large, they become unworkable. Make sure that Rig Managers understand why the audit questions are being asked. (CL to send an example of a Bow-Tie to dsmith@easternwell.com.au.)

Luke Smith – toughest task will be engaging personnel on rig site.

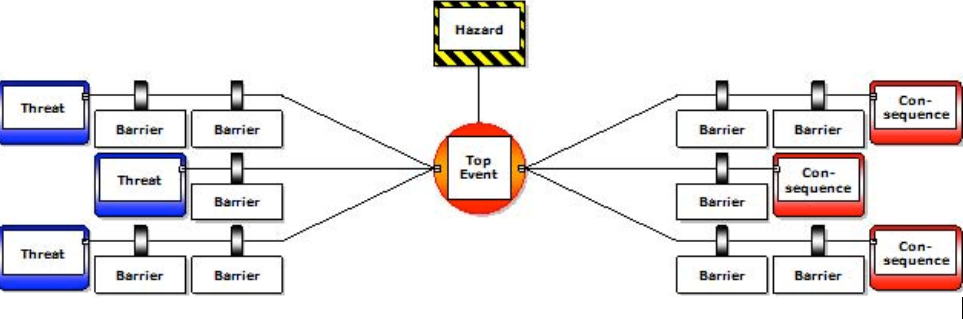
- **Meeting Close:**
Luke Smith thanked everyone for attending.


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| Closing Time: | 11.30 am |
| Next Meeting: | After 1 st Audit conducted (tba) |

Action Template

Safer Together DROPS Working Group

| Action(s) | Due Date | Responsible Party | Comments |
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| 1. Drops activities information of Operators | 24.06.2015 <i>(ON HOLD)</i> | All operators to email information to Justin Nally justin.nally@horizonresourcesintl.com | Commonality report completed. On hold for now. Revisit following review of "The Guidelines" for agreed minimum standardisation |
| 2. DROPS Contact | 24.06.2015 <i>(CLOSED)</i> | Justin Nally to send contact information to Luke Smith | To enable obtaining an editable soft copy of the DROPS Guidelines Rev 3. Soft copy available, email dmarler@easternwell.com.au for copy at any time. |
| 3. "Terms of Reference" document | 27.08.2015 <i>(CLOSED)</i> | Megan Scott to co-ordinate collection of responses, following final review request. | 1 st Review completed 24.06.2015 1. Add comments regarding "delegate" (Completed) 2. Each company to nominate one person/delegate.(Completed for contractors) 3. Create Working Group email distribution group (Email Group has been set up) Final copy to be distributed with the minutes. |
| 4. DROPS Australasia Chapter Investigation | 24.06.2015 <i>(CLOSED)</i> | IADC-AC – Luke Smith is to contact DROPS | To determine if beneficial to join as the DROPS Australian Chapter. |
| 5. 'DROPS The Guidelines' Review | 30.09.2015 | All operators to advise if Company is willing to adopt (a-f) to dmarler@easternwell.com.au | <ul style="list-style-type: none"> a) Acceptance of DROPS the Guidelines as the agreed standard; b) Adopt the colour coding and zone breakdown; c) Clearly outlined an equipment fastening method; d) Inventory of equipment for each rig in an agreed format; e) Agreed timeframe for Training program to be developed and implemented and f) Risk matrix: clear structure and process for determining risk scores Replies received from Easternwell, Savanna, Weatherford and Ensign (Full agreement) Saxon (partial agreement a-c). Replies outstanding: Wild Desert & Atlas Drilling/Titan. |

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| 6. Data Collection of Incident Alert Information for Audit Tool Development | 30.09.2015 | All operators to send information regarding Dropped objects incidents and trends via email information to Justin Nally: dropped.objects@h-r-i.com | 1. Incident alerts information regarding incidents that were not due to primary retention, send to Justin Nally ASAP for collation and development of audit questions for audit tool checklist. Remind all to send report to Justin ASAP. Outstanding action item. |
| 7. Training Program | 30.09.2015 | John Cairns (Lloyds Register) is to send to dmarler@easternwell.com.au subject to Lloyds approval the DROPS Training Program documents. | Lloyds Register - DROPS Training Program. Permission to be granted for use by Working Group. |
| 8. Reliable Securing Review | 04.11.2015 | Reliable Securing Guidelines Rev 3 (word version) with tracking to be sent to all working group members by dmarler@easternwell.com.au | All operators to advise what parts of Reliable Securing Guidelines that onshore rigs are willing to agree to for developing the audit requirements. Provide feedback ASAP. Aim is to develop an acceptable minimum standard relevant to Australian onshore rigs, which can be audited against. |
| 9. Bowtie Methodology applied to DROPS | 04.11.2015 | A Sub Group is to be formed from this Working Group led by Dan Smith to conduct Bowtie Analysis of Dropped Objects. A report is to be provided to Working Group at the next meeting. (Nigel Logan and Russell Moon offered to assist) |  <p>The diagram is a bowtie model. At the top is a yellow and black hazard icon labeled 'Hazard'. Below it is a red circle labeled 'Top Event'. To the left of the Top Event are three blue boxes labeled 'Threat', each connected to the Top Event by a line. To the right of the Top Event are three red boxes labeled 'Consequence', each connected to the Top Event by a line. Between each Threat and the Top Event, and between the Top Event and each Consequence, there are two white boxes labeled 'Barrier'. The barriers are connected to the Threats and Consequences by lines, forming a 'bowtie' shape that prevents threats from reaching the top event and the top event from reaching the consequences.</p> |
| 10. Reliable Securing references | 04.11.2015 | John Cairns is to provide the references from Reliable Securing Guidelines relating to use of shackles and securing equipment at height, with the aim to make more applicable to land rig operations. | References – Reliable Securing Guidelines Rev 2 and Rev 3. |
| 11. Bowtie Methodology applied to DROPS | 04.12.2015 | Interested parties to nominate for Stakeholder Review. Dan to set up meeting before end November. | Emails to be sent to dsmith@easternwell.com.au – with name, company and contact details. |

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| <p>12. DROPS Awareness Course</p> | <p>31.12.2015</p> | <p>Working Group attendees asked to review proposal, and send comments/suggestions to dmarler@easternwell.com.au for capture and presentation at the next meeting.</p> |  <p>The image shows the cover of a presentation titled "Dropped Objects Awareness Course". The cover has an orange background with a circular pattern of concentric lines. The text "Dropped Objects" is in a larger font, with "Awareness Course" below it. At the bottom left, it says "Process Training & Engineering Consulting". At the bottom right, there is a logo for "hames" with a stylized question mark icon.</p> |
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