



From: Skelton, Jake

Sent: Tue Sep 08 12:50:30 2009

To: 'Ballard, Scott'; Black, Wes; 'Blue, Mike'; Daigle, Keith G; Emmerson, Tony C; Frazelle, Andrew E; Galtier, Jeremy M.; Gray, George E; Guide, John; Harland, Richard; 'Hoke, Gabe'; Holt, Charles A; Honeycutt, Clint; Jackson, Curtis W (HSSE); 'Johnson, Paul'; Kidd, Gavin N; 'King, Paul'; 'Kline, Dan'; Lacy, Kevin; Little, Ian; Neumeyer, Joe; Nohavitzka, Glenn R; 'Richards, Ramsey'; Sanders, Robert O; Schonacher, Doug; 'Shackelford, Tom'; Smart, John C; Stoltz, Dan; Thibodeaux, James R; Thierens, Harry H; Tink, Steve; 'Tulio, Marco'; 'Ward, Robert'; Wellings, James S; 'Winslow, Daun'

Subject: August 26th meeting minutes

Importance: Normal

Attachments: MtgMinutes082609.doc

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Gentlemen,

Here are the minutes of the D&C HSSE Performance meeting held on August 26th in the BP office.

These minutes have been reviewed and approved by Scott Ballard and George Gray.

Please review and send any comments back to Scott or George.

The distribution list for this e-mail does not include any field personnel; OIM, Senior Tool pushers, Field HSSE advisors or Well Site Leaders.

It is the responsibility of each Team Leader and Rig Manager to distribute these minutes to the appropriate field personnel.

There are a number of action items and I am sure Scott and George will be sending out some communications soon to get the ball rolling for the next meeting.

Thanks for your support in restructuring the D&C HSSE Performance meeting.

Jake Skelton

D&C HSSE Performance Meeting
Meeting Minutes

Meeting Date; August 26, 2009
Meeting Time; 2:00 to 05:00 PM
Meeting Location; BP's Houston office, West Lake 4, conference room 307C

Attendees; See attached list

Absent; Chester, Doug K Harland, Richard Lacy, Kevin
 Nohavitzka, Glenn R Richards, Ramsey Thierens, Harry H
 Wellings, James S

Meeting Agenda;

- A) Meeting Site Safety / Introductions
- B) Steering Committee Context
- C) Meeting 'Purpose' and new agenda review
- D) Topic of Discussion
- E) HSSE Performance Trends
- F) Major Incident Review
- G) Meeting Summary / Action Item Review

Outcomes from the meeting;

A. Meeting Site Safety / Introductions

- a. Joe Neumeyer explained the floor lay out; restroom location, coffee bar location and the procedure for evacuating the floor in the case of an alarm.

B. Steering Committee Context

- a. Andy Frczelle shared the following data with the group
 - i. Three legged approach to the HSSE safety.
 - 1. The HSSE Performance Review meeting: decision made that the Steering Committee would not lead the meeting.
 - 2. The Well Site Leader Teleconference: Keith Daigle has been requested to review and make recommendations on how to improve.
 - ii. Hand Safety Campaign;
 - 1. Had been postponed to allow the completion of a legal review.
 - 2. Legal review finished.
 - 3. Will be distributed out the week of August 31st
 - iii. Lifting and Dropped Objects Audits
 - 1. Program implementation delayed due to legal issues.
 - 2. Contractor for carrying out audits has been selected and legal aspects have been satisfied.

C. Meeting 'Purpose' and new agenda review

- a. Jake Skelton explained the recommendation to the Steering Committee for the restructuring of the D& C HSSE Performance Review Meeting. The presentation was a briefing from the document 'D&C HSSE Performance Review Meeting Guidelines'. The presentation covered the following areas;
 - i. Meeting Frequency
 - ii. Reporting / Communication
 - iii. Generic Meeting Agenda
 - iv. Philosophy of the meeting

D. Topic of Discussion

- a. Topic: Capturing Lessons Learned.
 - i. How is a Safety Bulletin/Alert from outside the operation site received and reviewed?
 - ii. How are the lessons from the Bulletin/Alert incorporated into the SMS on site?
- b. Verbal explanations (captured on flip charts) were given by teams consisting of the rig contractor Rig Manager and BP Wells Team Leader for the following rigs / operations;
 - i. Deepwater Horizon - Paul Johnson / John Guide
 - ii. Marianas - Tom Shackelford / George Gray
 - iii. Intervention Group - John Smart / Rusty Thibodeaux
 - iv. Holstein - Scott Ballard / Wes Black
 - v. PDQ - Robert Ward / Tony Emmerson
 - vi. Enterprise - Paul King / Dan Stoltz
 - vii. DDII - Mike Blue / Gavin Kidd
 - viii. DDIII - Robert Sanders
- c. Summary of the data gathered from the explanations are as follows;
 - i. Each operations site has a rigorous method of capturing/filing the bulletin/alert received.
 - 1. Rig Contractor has a rigorous process of capturing findings/learning/actions and tracking the close out.
 - 2. Gap identified with the latest removal of BP HSSE Advisors from each operational site;
 - a. Actions from BP generated bulletin/alerts, being inputted into the rig contractor system was strongly facilitated by BP HSSE advisor.
 - b. Who has that task now? OR How does BP issues get into Contractor tracking system?
 - ii. Each operations site has a defined methodology of how to share the documents received with the multiple crews / departments.
 - 1. Bulletin Board posting of documents
 - 2. Discussed in Pre-tour meetings and Safety meetings when appropriate
 - 3. Electronic filing systems with folders for different departments.
 - iii. Some operation sites have enhanced the sharing methodology by incorporating lessons learned into the documentations used prior to appropriate tasks. This was done by different methods;

1. Attachment of bulletin/alert to the pre-task review document (JSEA / Think Plan)
2. Modification of the pre-task review document to cover the defined risk / lesson learned
3. Modification of operating procedures to capture the defined risk / lesson learned.

E. HSSE Performance Trends

- a. Jake Skelton lead a discussion with the objective of defining what HSSE trends this group wants to monitor from meeting to meeting.
 - i. Due to the meeting running over in time the decision as to what data to be trended was not made.
 - ii. Group asked to think about it and feedback to next meeting facilitator.

F. Major Incident Review

- a. Joe Neumeyer lead a review of 11 incidents that had been sent out in the meeting pre-read material.

G. Meeting Summary / Action Item Review

- a. The following actions were captured;
 - i. Each operations team, consisting of a rig contractor Rig Manager and a BP Wells Team Leader agreed to the following actions;
 1. Once the minutes of the meeting are distributed; have a discussion around the data that was presented in the meeting: Safety Alerts / Bulletins / lessons learned incorporated into the operational site's SMS.
 2. Identify any changes / modifications that could strengthen the process at the work site.
 3. If required, clarify 'Expectations' to the rig site in reference to process of incorporating lessons learned into the operational site's SMS.

NOTE: *Remember, we are working within the rig contractor's SMS. Any declaration of expectations in documents, such as "The Way We Work", must not conflict with statements of responsibility within the contractor's SMS documentation.*
 - ii. Curtis Jackson took the action to work with both Transocean and Pride in dealing with the gap that was defined during the meeting of; BP bulletin/alerts/one-pager are not easily transferred into the rig contractors tracking system for close-out of actions around incidents.
 - iii. Distribution of information on casing elevators surrounding the incident on the DDII where 18 joints of 28" casing was dropped. Robert Saunders.
 - iv. Review distribution of incident one-pagers to individuals outside of BP.
 1. Request from rig contractors was to receive the one-pagers with actions / lessons learned. Receiving summaries deemed low value.
 2. Restrictions about sending HIPO information outside the BP distribution must be honored. **NOTE:** *the current monthly distribution from Tim Church includes HIPO material.*
 - v. Next meeting; - Decision made to continue with the next scheduled meeting on October 28, 2009.
 - vi. Next Host site – Transocean office

- vii. Ownership of meeting – for next 6 months (3 meetings) - George Gray and Scott Ballard volunteered.
 - viii. Need a scribe for meetings - action for George and Scott prior to next meeting.
 - ix. HSSE Performance Trending Data decision - feedback from group will be solicited prior to next meeting.
 - x. Create list of 'Topic's of Discussion' - feedback from group will be solicited prior to next meeting.
 - xi. Finalize meeting guidelines – Jake Skelton to complete by September 4, 2009.
 - xii. Review Attendee list for meeting - Jake Skelton and Joe Neumeyer to make recommendation to group.
 - xiii. Create Distribution list for distribution of meeting minutes - feedback from group will be solicited prior to next meeting - Jake Skelton and Joe Neumeyer to make recommendation to group.
- b. Other items that came up that were not actions for the D&C HSSE Performance Review Meeting.
- i. Distribution of the D&C HSSE Steering Committee meeting minutes
 - ii. Charlie Holt asked about assurance / audit of embedding lessons learned. Any action on this matter should be defined by Steering Committee.
- c. Meeting Closed at 4:55 PM.

**D&C HSSE Performance Review Meeting
August 26, 2009
Attendance List**

Ballard, Scott	sballard@prideinternational.com
Black, Wes	Wes.Black@bp.com
Blue, Mike	Mike.Blue@deepwater.com
Daigle, Keith G	<u>keith.daigle@bp.com</u>
Emmerson, Tony C	Tony.Emmerson@bp.com
Frazelle, Andrew E	Andrew.Frazelle@bp.com
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Gray, George E	George.Gray@bp.com
Guide, John	John.Guide@bp.com
Hoke, Gabe	ghoke@prideinternational.com
Holt, Charles A	Charles.Holt@bp.com
Honeycutt, Clint	Clint.Honeycutt@bp.com
Jackson, Curtis W (HSSE)	Curtis.Jackson@bp.com
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Ward, Robert	rward@prideinternational.com
Winslow, Daun	daun.winslow@deepwater.com

30 in attendance