

# COGOESR4

Contribute to safety meetings and communicate outcomes in the offshore oil and gas industry



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## Overview

This unit is about attending and contributing to meetings to oversee health and safety issues offshore.

### **Previous Version:**

This is a newly created NOS suite June 2008

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### Performance criteria

*You must be able to:*

- P1 encourage workforce involvement in safety issues
- P2 produce an agenda for an upcoming safety meeting
- P3 send out invitations and organise a meeting
- P4 chair a safety meeting
- P5 maintain the pace of the meeting; encouraging people to participate and avoiding off-topic discussions
- P6 contribute to safety related discussions providing corrective actions and constructive feedback
- P7 effectively represent the views of constituents at the appropriate time
- P8 discuss safety activities; agreeing actions and meeting commitments from previous meetings
- P9 support a clear case for changes in working practices or action following health and safety reports
- P10 give a presentation backed by visual aids
- P11 review decisions made in health and safety meetings

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### Knowledge and understanding

*You need to know and understand:*

- K1 the role of safety meetings in the Safety Management System
- K2 how to organise meetings
- K3 who should be invited to safety meetings
- K4 how often a safety meeting should be called
- K5 who the safety representative can nominate to attend meetings in his/her stead
- K6 recording methods for information/minutes
- K7 how to give a presentation
- K8 the principles of group decision making

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**Developed by** Cogent

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**Status** Original

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**Originating organisation** Cogent

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**Original URN** OESR4

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**Relevant occupations** Engineering Professionals; Engineering and manufacturing technology; Manufacturing technologies

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**Suite** Offshore S1971 Elected Safety Representatives

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**Key words** attending meetings, contributing to meetings, oversee health & safety issues