

G+ Toolbox submission protocol

1. About Toolbox

Developed by the Energy Institute (EI), Toolbox is a free to use, web-based app, that allows users to access health and safety information in text and video formats. Its aim is to prevent incidents by allowing companies to work together and share learning and experience. By making this learning freely available to everyone in one place, industry can benefit much more together than in isolation. It has historically shared information from the oil and gas industry.

2. Toolbox and the G+

In an effort to share learnings from incidents and safety alerts with the wider offshore wind industry, the G+ has agreed to utilise the Toolbox platform. This document is intended to inform G+ members, associates and the wider offshore wind community on the process for submitting content to Toolbox.

3. Content to be shared

The idea behind Toolbox is to share learnings from real life incidents, hazards and safety critical tasks so others can learn from them. The content that has been deemed suitable for Toolbox can be summarised as follows:

- High potential incidents (potential for fatality, disability, or major accident hazard such as fire, explosion etc.)
- High risk activities (potential for fatality or disability)
- Safety critical tasks (tasks that, if not done correctly, can lead to major accident hazards)
- Emotionally engaging content

Content related to the offshore wind industry such as safety alerts, safety flashes that involve equipment affecting safety critical tasks, and short videos, are deemed appropriate to be shared.

Submitted content should be relevant for:

- Frontline operators and first line supervisors (primary users)
- HSE professionals (secondary user)

Content/learnings aimed more at 'the organisation' or senior managers are deemed as not appropriate for Toolbox.

4. Content format

Submitted content should be text based (PDF, word, or any other format), images (any format) and videos in (MP4, AVI, MPEG, WMV, M4V).

4.1 Text-based content

Text-based content that is published on Toolbox follows the format of an incident alert/ lesson learnt (see [link](#)).

Content will be reviewed on its own merits, but typically content should contain information on:

- What happened? (Description of the incident [i.e. the sequence of events], the outcome, and the potential outcome)
- Why did it happen? (The immediate and underlying causes)

- What did they learn? (The 'lessons learned' that the company recommended – we are predominantly interested in those of relevance to frontline operators)
- Reflective learning questions (usually added by EI)

It is encouraged that text based content is accompanied with one or two images -please provide a short description of what the image is showing, as images aid the end user to better comprehend the incident characteristics.

Table 1. Toolbox format for text-based content

What happened? <ul style="list-style-type: none"> • Short description of the event • Typically 4-6 succinct bullet points, ~100 words. • Be clear on the outcomes/potential outcomes 	Why did it happen? <ul style="list-style-type: none"> • Immediate and underlying causes • Often a mixture of technical and human factors issues • 4-6 succinct bullet points, ~100 words
What did they learn? <ul style="list-style-type: none"> • The recommendations/lessons to help prevent similar incidents happening • DOES NOT need to contain a complete 'how to' or good practice guidance on how to undertake this task safely. • 4-6 bullet points, ~100 words. 	Ask yourself or your crew: 4-5 'reflective' questions (usually open questions) to help users engage with the content, e.g. <ul style="list-style-type: none"> • How can something like this happen here? • What would we do in this situation? • How can we improve the way we do this task?

4.2 Video content

Video content varies much more than text-based content, but typically this falls into two types:

- Discussion/demonstration of an incident and its learnings.
- Discussion/demonstration of the causes of incidents, and how to manage them.

Videos should be submitted in as high-quality format as possible (e.g. 720p, uncompressed). Particularly low-resolution video (blocky, pixelated, grainy, etc.) may be rejected.

5. Content submission process

Any party interested in sharing relevant content, to be uploaded into Toolbox, should follow the following steps.

- 1) Ensure that selected material to be shared with the G+ is deemed suitable based on section 3 of this protocol.
- 2) Confirm that submitted content has been approved by the copyright holder's legal team to be shared.
- 3) Can you grant EI a worldwide, non-exclusive, permission to publish the content?
- 4) Where possible, convert content into Toolbox template.
- 5) Submit the content via email to the gplus@energyinst.org, or for large files through a mechanism that suits the sender i.e. WeTransfer or an internal file transfer mechanism.

6. Editing/Reviewing process

Content submitted to the G+ secretariat will be reviewed by G+ representatives, G+ secretariat and the EI/Toolbox secretariat.

The review process will follow these steps:

- The G+ secretariat will review that the content is appropriate for Toolbox.
- The content will be anonymised.
 - If it cannot be fully anonymised, the G+ secretariat would seek the content owner's permission.
- G+ secretariat or representatives will extract the learnings from the provided material.
- If submitted content does not follow the Toolbox template, the EI will convert shared content into the Toolbox template where possible.
- Reflective learning questions will be included by the EI.
- Review of the final content by G+ representatives prior to upload.
- Upload

Any content shared with the G+ secretariat will be anonymised by default prior to upload. However, videos with intense branding might not be fully de-branded. In cases in which identifying information is required (i.e.: specific equipment has to be used following a proposed approach), approval from the OEM will be sought unless explicit content sharing rights have been granted. Similarly, in the case of content obtained from credible third parties which is in the public domain, the level of anonymity will equal that offered by the original source.

In the case that content owners have asked to review the final output before uploading, they will be contacted to obtain final approval prior to uploading content into Toolbox.

Text content that cannot be formatted into the Toolbox format, but it is deemed relevant by G+ will be uploaded into Toolbox as a PDF.

7. Next steps

In an effort to promote Toolbox, as the go to platform to obtain offshore wind safety alerts and learnings from incidents, relevant material that has been previously shared by other organisations and is deemed relevant for the offshore wind industry, will be uploaded into Toolbox after obtaining consent from the organisations. In these cases, the original source will be recognised in the uploaded material so that readers are aware it is duplicated information.

During the initial stages of Toolbox, safety alerts which need to be circulated rapidly will be shared internally via the G+ microsites, and later uploaded onto Toolbox. As Toolbox matures, uploading times are expected to decrease so the process may be amended..

Over time, G+ material within Toolbox will be translated into French, German and Traditional Mandarin. When G+ content is translated into these languages, the content will be reviewed by a native G+ member to ensure accurate learnings are preserved.

To obtain information on how to access and use Toolbox, as well as its features, please refer to <https://toolbox.energyinst.org/faqs>, where short videos will guide you on how to use Toolbox.