

PROCESS SAFETY FORUM

Minutes

11 March 2015 – UK LPG, Camden House, Kenilworth

Role / Trade Association	Present	Apologies
Chair	Paul Thomas	-
British Aerosol Manufacturers Association	Paul Jackson	
Chemical Business Association	-	-
Chemical Industries Association	Phil Scott	-
CBI Explosives Industry Group	Tom Smith	-
Engineering Construction Industry Association	-	-
Energy Networks Association	-	-
Institution of Occupational Safety and Health	Shelley Frost	-
Nuclear Industries Association Safety Director's Forum	-	-
Oil & Gas UK	Tom Milne	Robert Paterson
RSSB	Ben Gilmartin	George Bearfield,
Tank Storage Association	Hugh Bray	Kevin Shepherd
UK Onshore Pipeline Operators' Association	Tony Stonehewer	-
UK Petroleum Industries Association	Peter Davidson	-
UK Liquid Petroleum Gas	Richard Hakeem Ian McCluskey	-
Scotch Whisky Association	-	Alison Galbraith
Mineral Products Association	-	Ian Gibson
Secretary for meeting 11 March	Phil Scott	-

The Key Notes and Actions of this meeting of the Process Safety Forum were prepared by Mr. Phil Scott (CIA).

Key Notes and Actions approved by:

Paul Thomas
Chairman of the Process Safety Forum

Date approved:

Draft

Ser	Item	Action
1	Introductions, Minutes and Actions	
1.1	<p>Introductions</p> <p>Paul Thomas welcomed everyone to the meeting, and in particular Shelley Frost (IOSH) to her first meeting; Richard Hakeem outlined the domestics for the day, and emergency arrangements.</p> <p>There was a round-table introduction for all.</p>	
1.2	<p>Minutes and actions from last meeting</p> <p>The minutes from the 28th September 2014 meeting were approved without amendment.</p> <p>Action Feb/14/006, re Learning Brief to promote process safety management in smaller businesses – draft completed, though still to be discussed with Doug Leech of CBA. To be completed in coming weeks by correspondence.</p> <p>Action Feb/14/007, Outstanding - Peter Davidson will arrange a meeting between Paul Thomas and Ken Rivers (Chair of the COMAH Strategic Forum) at the first suitable opportunity.</p> <p>Action Sept/14/002, Outstanding – Ben Gilmartin to check re circulation of the Santiago de Compostella rail crash (hard copy seen at the meeting) and whether lessons appropriate for a safety alert or learning brief.</p> <p>All other Actions closed – see details in Action List</p>	
2	Safety Messages	
2.1	<p>Dangers in working with/near large vehicles</p> <p>Peter Davidson referred to an increase in road traffic incidents at petrol forecourts, and PSF was reminded of the need for awareness of dangers from large commercial vehicles. In particular Peter reported a fatal accident at a petrol forecourt in Egypt. Safety Alert to be circulated to PSF (<i>completed 13th March</i>)</p>	Mar/15/001
2.2	<p>Tyre repair incident</p> <p>Another large vehicle incident – Hugh Bray outlined an incident with a HGV during wheel replacement. A jack to lift the vehicle was put on unstable ground, causing the vehicle to move when it was raised, and leading to injury.</p>	
2.3	<p>Valve orientation / Human Factors</p> <p>Tony Stonehewer reminded PSF about a pipeline incident, which followed a leaking valve – the valve actuator orientation was unusual and when moved it resulted in a 70-bar release. Human factors issue about valve actuator positioning and orientation.</p>	

3	Sector Level PSPIs	
3.1	<p>Reviewing and collating how sectors report process safety performance</p> <p>PSF discussed this issue, which was first raised about 3 years ago. Some information on sector approaches to PSPIs was collected then, but it appears it was never collated into a concise report and with no resolution of performance reporting issues.</p> <p>The topic has taken on a renewed importance recently, with further challenges from senior management from regulators about how sectors manage this important aspect of communicating performance. Tom Milne, Phil Scott and Peter Davidson referred to recent and upcoming contact with HSE's Director of HID Susan Mackenzie on this. PSF discussions also highlighted the differences between recording lagging data, and developing leading indicators in some diverse sectors. Paul Thomas said there would be value to PSF in cataloguing the various sector approaches to setting performance indicators and reporting on performance, and in sharing the regulatory pressure being applied in different sectors.</p>	
3.2	<p>The following actions were agreed:</p> <ul style="list-style-type: none"> (i) All (<u>including PSF members not present at today's meeting</u>) should report what is already in place, what sectors may be considering doing in terms of setting indicators and gathering performance data, and what regulatory pressure sectors are seeing from regulators (ii) To facilitate this, Peter Davidson offered to develop a Survey Monkey format for consistency, which he will send to PSF members for completion (iii) Members will supplement this with further detail of what indicators and reporting formats they use – this detail being added so that sectors can share/learn from one another. A uniform approach is unlikely due to sector differences, but we should aim for a broadly consistent approach. 	<p>Mar/15/002</p> <p>Mar/15/003</p>
3.3	<p>PSF was reminded of various existing documents that illustrate how sectors have derived performance indicators and performance measurement – including for example RSSB's comprehensive guidance document 'Measuring Safety Performance'</p> <p>http://www.rssb.co.uk/risk-analysis-and-safety-reporting/safety-intelligence/measuring-safety-performance</p>	
3.4	<p>Phil Scott reminded PSF of the work that has been ongoing since 2013 to achieve an agreed 'global' process safety performance metric. This work is being carried out by a Taskforce (which Phil is a member of) under the International Council of Chemical Associations, ICCA. The aim is to achieve alignment between the API754 Recommended Practice used in the oil and petrochemicals sector; the GHS-based framework used by CIA and others in the European chemicals sector and developed with CEFIC; and via engagement on the Taskforce with Associations from developing economies including parts of Asia that currently use nothing. The work of the Taskforce is near completion and will be published in the summer.</p>	

4	Events	
4.1	<p>PSM Conference and PSF</p> <p>PSF members who had attended and/or presented at the PSM Conference in January ('PSM Summit II') in London shared feedback on the event. 170 delegates attended, with presentations from Paul Thomas and Tony Stonehewer from PSF. It was generally agreed to be a well-managed event with useful sharing of approaches to process safety by a number of organisations. The afternoon 'breakout' workshop sessions however did not add as much value as had been hoped, and the closing Keynote address by HSE's Judith Hackitt was felt to be challenging and somewhat critical, rather than motivational, of industry. While industry is certainly not complacent the positive approach, significant effort, and progress being made in performance improvement did not seem to be recognised by the regulators.</p>	
5	Sharing of Best Practice	
5.1	<p>Learning Briefs and Safety Alerts</p> <p>UKLPG (Richard Hakeem) is looking to get further details of a Mexico LPG road tanker incident during transfer operations; multi-factoral aspects. Richard will consider a future Safety Alert when full details established</p> <p>Peter Davidson will consider if/when a Safety Alert is appropriate in respect of a UK release of hydrofluoric acid (HF) recently</p> <p>Santiago de Compostella rail disaster – potential Safety Alert, already covered by Action Sept/14/002</p> <p>Paul Thomas asked that other PSM members consider and propose further Safety Alerts</p>	Sept/14/002
6	Regulation	
6.1	<p>COMAH Better Regulation Review – Evaluation Question Set</p> <p>Peter Davidson explained that all 'products' developed in the joint industry/regulator follow-up to the BRE Review have been delivered, and work is ongoing to build the changes into the Intervention Plans that companies subject to COMAH will see in their 2015 Plans to be received from the Competent Authority at the end of March.</p> <p>Peter outlined the draft Evaluation Question Set which had been circulated with PSF papers. The Evaluation programme will be important to test the delivery of the aims of the BRE Review and the extent to which companies have seen the perceived benefits to industry. The planned schedule is for the draft Evaluation to be completed by April so that it can be sent out by industry associations to their members subject to COMAH – HSE is looking at how it can do this for sites not represented by an industry association.</p> <p>An action was taken (Phil Scott) to circulate the Evaluation Question Set when it is finalized to PSF, so that members can circulate it within their sectors to maximize feedback.</p>	Mar/15/004

7	IOSH Operational Performance	
7.1	<p>Examining whether health & safety can be linked to improved operational/commercial performance</p> <p>Paul Thomas and Shelley Frost (IOSH) led on outlining this initiative to PSF. IOSH has commissioned some research to examine whether there is evidence that improved health and safety performance has a measurable effect on improved operational and commercial performance of organisations. Paul Thomas has been contacted by the facilitating company, and asked about finding quantitative examples that could illustrate the benefits. It was agreed in discussion that such examples would be difficult to identify, and there is unlikely to be a direct quantifiable correlation between amount of safety effort and improved business performance; however there may be value in a case-study approach to promote positive messages ('Good safety is good business').</p> <p>Shelley Frost took an action to review the work and report back on this to next PSF.</p>	Mar/15/005
8	Review and Comment – Andrew Hopkins Article November 2014	
8.1	<p>'How much should be spent to prevent a disaster?'</p> <p>Hugh Bray introduced this item; the Andrew Hopkins 'Working Paper 89' had been circulated with PSF papers.</p> <p>The paper presented an interesting and thought-provoking approach to and challenge of the traditional cost benefit approach, and whether this is a justifiable approach to major accident scenarios. The discussion that followed led to a range of views expressed across PSF. It was agreed that the paper should be put on the PSF website, provided it was a publicly-available document (if it was not, the view was that permission would need to be sought) – hence clarification of the status of the document will need to be established.</p>	Mar/15/006
9	Closing statements	
9.1	<p>Any other business:</p> <p>Peter Davidson raised the issue of a CDOIF Working Group on Human Factors Improvement Techniques, and requested input from other sectors please.</p> <p>Phil Scott outlined a document in final draft from a CDOIF Working Group, on managing relationships with Third Party Inspection bodies – common across many businesses. Phil will circulate the document to PSF when it is published in the coming weeks.</p> <p>Ian Milne advised PSF of significant changes to the UK Search & Rescue helicopter arrangements – and in particular changes to the provision and location of helicopters. As a consequence of this, some areas of the North Sea would no longer have access and recovery capability under the revised proposals. An industry-funded alternative arrangement and solution for these areas is being sought – Ian can update at a future PSF meeting.</p>	

9.2	Date and venue for the next meeting: The Date of the next meeting will be agreed through a doodle poll. Shelley Frost offered to host, at IOSH at Leicester	
-----	--	--

ACTION LIST			
No.	Description	Owner	Target
Apr/13/001	Send letter to Chair of HSE summarising the work of the committee.	Chair	Closed
Apr/13/002	Include a review of the terms of reference and a discussion on measuring the committee's performance as an item on the next agenda.	Secretary	Closed
Apr/13/003	Revised to: Each PSF member to provide the secretary with a brief description of how they share information received from the PSF with their members.	All	01 Nov 2013
Apr/13/004	Update Learning Brief #004 to include an 'attention grabber' up-front to identify the key learning themes.	G Bearfield	Closed
Aug/13/001	Send letter to Chair of HSE summarising the work of the committee in early September	Chair	Closed
Aug/13/002	Secretary to revise and distribute the Terms of Reference as described above	Secretary	Closed
Aug/13/003	Robert Paterson to develop Safety Alert(s) based on the key messages from Learning Brief 005	R Paterson	Closed
Aug/13/004	Tony Stonehewer to convert Learning Brief #005 to a Process Safety Alert	T Stonehewer	Closed
Nov/13/001	The Secretary was asked to re-send the request for each member association to provide a summary of how they share information with their member companies.	Secretary	Closed
Nov/13/002	Establish a mechanism for evaluating the effectiveness of learning briefs and safety alerts.	Secretary	Closed
Nov/13/003	Send out a questionnaire to a representative of each member association to rate in order of priority the proposed focus areas for 2014 and beyond.	Secretary	Closed
Feb/14/001	Publish CIA safety alert: "Managing extreme weather events at chemical businesses" on PSF website	Phil Scott	Closed
Feb/14/002	Publish learning briefs to announce the availability of recently published CDOIF guides	Peter Davidson	Closed
Feb/14/003	Amend and re-distribute a draft of the letter to HSE Chair based upon the feedback received	Phil Scott	Closed
Feb/14/004	Write a letter to the Chair of the SDF regarding representation at PSF	Chair	Closed
Feb/14/005	Publish a learning brief giving an overview of eMARS	P Davidson	Closed
Feb/14/006	Produce a learning brief that provides a simple definition and background as to 'what is Process Safety'.	P.Scott	30 th March 2015
Feb/14/007	Arrange a meeting with the Chair of the COMAH Strategic Forum	P. Davidson	July 2015
Jun/14/001	Learning Brief – 2004: Ghislenghien Explosion	D. Willett	Closed
Jun/14/002	Learning Brief – 1974: Flixborough	P. Scott	30 Jun 2014
Jun/14/003	Learning Brief – 2005: Buncefield	P. Davidson	30 Jun 2014
Jun/14/004	Learning Brief – 1976: HMS Glasgow	B. Salmon	30 Jun 2014
Jun/14/005	Develop a simple newsletter based on the minutes of meeting to test effectiveness with PSF members	P. Davidson	30 Jun 2014
Jun/14/006	RSSB will give a presentation to PSF on one of these elements to give an update on progress and what the outcomes look like	G. Bearfield	September 2014
Jun/14/007	CEO's to consider Paul Thomas' continues chairmanship of the PSF, and if they are happy for him to remain in this role	CEOs	September 2014
Sept/14/001	Peter will create a Learning Brief based on UKPIA's work on auditing of MoC procedures	P. Davidson	Closed
Sept/14/002	RSSB to consider any relevant lessons and subsequent safety alert or learning brief from the Santiago de Compostela rail crash	RSSB	31 Dec 2014
Mar/15/001	UKPIA Safety Alert about fatal accident at petrol forecourt in Egypt to be circulated	P.Davidson	13 Mar 2015
Mar/15/002	PSF members to complete a Survey Monkey survey developed by Peter Davidson, on PSPIs	P.Davidson PSF	30 April 2015

Mar/15/003	PSF members to provide additional detail on performance indicators and performance reporting used, if any	All PSF members	31 May 2015
Mar/15/004	Circulate BRE Evaluation Question Set, when finalised	Phil Scott	April 2015
Mar/15/005	IOSH to report back to PSF on research work on H&S relationship to business performance	Shelley Frost	July 2015
Mar/15/006	Check status of Andrew Hopkins paper 89, and place on PSF website if public document	Phil Scott	31 Mar 2015