

Approved 19 May 2020 by Learned Society Committee

Terms of Reference – Loss Prevention Panel

Delegated Authority

By-Law 91 Regs 5,6,7	The Board may delegate any of its powers (other than the power to borrow money) to standing or special committees of the Board consisting of members (Voting or Non-Voting) provided that the chairman of such a committee is a Voting member.
By-Law 91	Learned Society Committee > Loss Prevention Panel
By-Law105	Publications

Purpose

To assist and advise in the production of the Loss Prevention Bulletin, a bi-monthly journal that seeks to prevent future accidents in the process industries by investigating and disseminating the lessons learned from past incidents, sharing best practice and relevant news.

RASCI Matrix

<u>R</u> esponsible	The Chair and Members of the Loss Prevention Panel are responsible for the delivery of the Panel's duties
<u>A</u> ccountable	The Loss Prevention Panel is accountable to the Learned Society Committee. It will report to the Learned Society Committee annually, via a written report compiled by the Chair, and when requested any other time outside the annual cycle. Such reports will be made available to the Board of Trustees, on request.
<u>S</u> upport	The Loss Prevention Panel is supported by staff drawn from the Learned Society Directorate
<u>C</u> onsult	In the course of carrying out its duties, the Loss Prevention Panel will consult, as appropriate: <ul style="list-style-type: none"> • Learned Society Subject Area Lead – Process Safety • Major Hazards Committee • Director, Learned Society • IChemE supporting staff

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	<ul style="list-style-type: none"> • LPB subscribers (via reader survey) • Authors
Informed	<p>The Loss Prevention Panel will inform, as appropriate:</p> <ul style="list-style-type: none"> • IChemE Commercial team • IChemE marketing and comms team • IChemE graphic design team • IChemE SMT team • Suppliers – printers • Relevant IChemE process safety committees – including Major Hazards Committee, Safety & Loss Prevention SIG, etc.

Duties

The duties of the Loss Prevention Panel are as follows:

1. Identify hot topics in process safety and identify ideas for special issues.
2. Review papers submitted to the journal to ensure all submissions are of sufficient quality for publication.
3. Contribute or solicit article contributions to the Loss Prevention Bulletin.
4. Help with the planning and development of 'Toolbox Talk' safety presentations.
5. Advise and help the publisher with the future development of the Loss Prevention Bulletin as required.

Panel members are expected to participate in the electronic paper review process and to write or procure at least one paper per year.

Membership

The Chair shall be an experienced safety professional who should normally have served as an ordinary member of the Loss Prevention Panel for no less than one year. The Chair will be appointed by the Learned Society Committee ('LSC') following consultation with members of the Loss Prevention Panel.

The Panel shall consist of a minimum of five members. These will be recognised safety professionals representing the full breadth of IChemE's international community and broad range of expertise.

Existing members may propose new people for Panel membership; invitations will be extended by the Publications directorate.

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Membership is not restricted to IChemE members though their acceptance of a position on an IChemE body carries with it an obligation to comply, as far as relevant, with IChemE's Code of Conduct.

Job descriptors for volunteer roles referred to in these ToR can be found here [\[TBC\]](#)

Meetings

The Panel will ordinarily meet four times a year. The purpose of the meetings will be to plan special themed issues and future articles, and where necessary discuss papers and toolbox talks submitted for publication. The Panel will also be kept informed of LPB development plans and marketing efforts and invited to advise on these aspects as required.

Meetings may take place in person or via teleconference or internet conferencing.

Autonomy

The Panel can call staff members or other parties into meetings to obtain information.