

## Terms of Reference Major Hazards Committee

### Delegated Authority

Strategy 2024	We are respected for our professionalism and technical competence
Aim 1	

### Purpose

The Major Hazards Committee (MHC) is the volunteer body that leads process safety strategy within IChemE. It is managed by the IChemE Safety Centre and sits within the Learned Society structure.

### RACI Matrix

<u>R</u> esponsible	The MHC is responsible for determining and reviewing the strategic direction of process safety within IChemE.
<u>A</u> ccountable	The MHC is accountable for strategic decision relating to how process safety is managed and addressed within IChemE.
<u>C</u> onsult	The MHC is consulted by and consults with the Learned Society Committee (LSC) on process safety related matters within IChemE.
<u>I</u> nformed	The MHC is informed of the activities and decisions of the LSC and informed the LSC of MHC activities and decisions. It is also informed where relevant of activities and decisions of IChemE.

### Duties

The MHC, having determined the technical program, requests the establishment of working groups. The MHC shall agree the outcomes required and recommend personnel from within their representative groups or other technical experts to participate in working groups. Each working group shall have a Sponsor from the MHC, who will brief the working group, attend working group meetings from time to time and report of status to the MHC.

### Membership

The committee is made of representatives from the various process safety groups within IChemE, effectively making all committee members ex officio. It is up to each process safety group to determine how they select their MHC representative. The committee consists of the following positions:

- Chair of the MHC, this is fulfilled by the Chair of the ISC Advisory Board, as appointed by the IChemE Board of Trustees
- 4 people representing the Safety and Loss Prevention Special Interest Group (S&LP)

- 4 people representing the IChemE Safety Centre member companies (ISC)
- 2 people representing the Loss Prevention Bulletin Editorial Board (LPB)
- 1 person representing the Process Safety and Environmental Protection Journal (PSEP)
- 1 person representing the IChemE Hazards Committee (HC)

Each group is entitled to have one additional representative as an alternate should their nominated representatives not be able to attend a meeting.

Given the representatives are selected by their constituent groups, it is up to those groups to select and appoint their representatives.

For job descriptors for volunteer roles for this committee can be found [xxxx \(add link\)](#).

## Secretariat

While not members of the committee, IChemE staff support the committee through the following personnel:

- The ISC Director provides support to the committee from a management perspective and will attend the MHC meetings, ensuring that all papers are prepared and relevant. The ISC Director may also provide support for development of project ideas and assist with working groups as required.
- The IChemE Editor, Publications provides liaison and technical input across the spread of the participants due to their current involvement across the breadth of MHC members. This role will support the representatives (S&LP SIG, LPB, HC and PSEP) in communication within their groups. This role is critical to assist with the provision of industry trend data and overall IChemE process safety activities to the committee. This role may also provide support for development of project ideas and assist with working groups as required.
- The ISC International Coordinator provides administrative support in the form of meeting arrangement, paper consolidation and distribution and production of minutes.

## Meetings

There shall be a minimum of 4 meetings per year. In addition to the volunteer members of the MHC, the ISC Director and the IChemE Editor, Publications shall also attend as a minimum to support the meetings.

## Autonomy

The MHC has no financial duties or authority and may not make specific requests of external parties. All necessary requests must be made by the Chair to the LSC.