

Terms of Reference Major Hazards Committee

Delegated Authority

Strategy 2024	
Aim 1	We are respected for our professionalism and technical competence
Aim 2	We are recognised as a vibrant learned society that materially impacts on the Global Grand Challenges
Aim 3	We are acknowledged as a peer-group leader in which an engaged membership receives and adds value
Aim 4	We are known as a high performing organisation delivering significant value

Purpose

The Major Hazards Committee (MHC) is the volunteer body that leads major hazards strategy within IChemE.

The MHC provides an environment where the agendas of the different IChemE major hazards groups involved can be communicated, coordinated and aligned to an overarching IChemE major hazards strategy. The MHC will develop and set the strategies that will result in promotion of good practice and continual improvement in major hazards management across industry.

Major Hazards includes the elements of process safety.

RASCI Matrix

The MHC is responsible for determining and reviewing the strategic direction of major hazards within IChemE.

The MHC is accountable for strategic decisions relating to how major hazards are managed and addressed within IChemE. The committee is managed by the IChemE Safety Centre and sits within the Learned Society structure. The MHC is accountable for its own work and technical program.

The MHC support the Learned Society Committee and the Board of Trustees by developing IChemE's major hazards agenda. The MHC is supported by the ISC and the Learned Society Committee.

The MHC is consulted by and consults with the Learned Society Committee (LSC) on major hazards related matters within IChemE. MHC representatives are responsible for consulting within their own constituent groups.

The MHC is informed of the activities and decisions of the LSC and informs the LSC of MHC activities and decisions, including feedback from the MHC constituent groups. It is also informed of relevant activities and decisions of IChemE. MHC representatives are responsible for informing their own constituent groups.

Duties

A key role of the MHC is to develop the overall Major Hazards Agenda for IChemE. Having determined the strategic direction, the MHC, will determine a technical program. The MHC shall agree the outcomes required and recommend people 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 on status to the MHC.

Membership

The committee is made of representatives from the various major hazards groups within IChemE, effectively making all committee members ex officio. It is up to each major hazards 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
- Deputy Chair of the MHC, this is fulfilled by a nominated representative from the Learned Society Committee
- 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)

The Vice President Learned Society is invited to attend the MHC meetings as an informed observer, meaning they have access to papers, minutes and are able to contribute to discussion where appropriate.

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.

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

While not members of the committee, IChemE provide Secretariat support to the committee through the following roles:

- 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 major hazards 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 and distribution 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 or the IChemE Editor, Publications shall also attend as a minimum to support the meetings.

The draft meeting agenda shall be issued 3 weeks prior to each meeting for consultation and the final agenda and papers 1 week prior to each meeting. Meeting times and arrangements shall be scheduled at least 2 months in advance.

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.