



WA/NT Oil and Gas E&P Industry Safety Forum

Working Group – Process Safety Working Group Charter

Co-Champions

David Boyle – VP Operations, Drilling & Supply Chain - ABU West, ConocoPhillips
Allan Hart – Regional Director – Australia, Enermech

Secretariat

Alan Sim – Principal Consultant, Safer Together

Under the direction of the WA/NT Oil and Gas E&P Industry Safety Leaders Group (SLG), Process Safety has been identified as a key theme of the WA/NT Oil and Gas E&P Industry Strategic Safety Plan.

The Process Safety Working Group has been established by the SLG to help finalise the WA/NT Oil and Gas E&P Industry Strategic Safety Plan, and then develop common solutions to deliver against their assigned theme of the Plan.

Members

Members of the Working Group are either subject matter experts or user representatives, from both Operating Companies and Contract Partner Companies

Terms of Reference

1. OBJECTIVES AND SCOPE

1.1 The Process Safety Working Group's Vision is:

"Enhance process safety knowledge and establish consistent practices in the industry to eliminate process releases - protecting people, the environment and property."

1.2 The overarching primary objective of the Working Group is to assist the Industry Safety Forum (ISF) improve safety performance in the Oil and Gas E&P industry sector, specifically in the area of Process Safety.

The key objectives of the Working Group are:

- Align the way process safety is understood/ perceived and managed across the industry;
- Accelerate process safety awareness in the industry;
- Develop good practice standards and common language for managing process safety risks;
- Develop industry positions and provide proactive input on process safety legislative matters.

Version	1.0	Document Owner	WGroup Secretariat
Released	10 July 2018	Review Date	-



Principles:

- a) The scope of the Working Group is not about gaining a commercial advantage. Rather it is to progress the overall safety performance of the Oil and Gas E&P Industry sector by sharing and collaboration.
- b) The safety performance of the industry will be made stronger by a collaborative approach amongst the Working Group participants, the Operating Companies and Contract Partner community represented by the Working Group.

2. MEMBERSHIP AND GOVERNANCE

- 2.1 One Operator Co-Champion and one Contractor Co-Champion is drawn from the SLG members.
- 2.2 Co-Champions ensure that their Working Group develops clear and agreed work plans with goals, actions, responsibilities and milestones for review and formal approval by the SLG, and steer implementation of the approved work plan.
- 2.3 Co-Champions have delegated authority from the SLG to authorise spend against an approved budget to deliver the work plan.
- 2.4 Membership of the Working Group is open to all Operating Companies and Contract Partner Companies who participate in the WA/NT Oil and Gas E&P Industry Safety Forum. Engagement of other stakeholders may be considered at the discretion of the Co-Champions.
- 2.5 The Project Delivery Process and Standardisation Process define SLG approval gateways. The Working Group shall prepare recommendations for the SLG at these approval gateways.
- 2.6 Members of the Group must have authority to make decisions on behalf of the organisations that they represent.
- 2.7 Invited members commit to attending scheduled meetings preferably in person however may attend by videoconference or by telephone. Members may nominate a designated Alternate who attends in their absence .
- 2.8 The Working Group may hold valid deliberations and make recommendations to the SLG only if a quorum is met, with at least half of the Working Group members present including at least 1 representative from the Operating Companies.
- 2.9 Recommendations of the Working Group will generally be by consensus and, where required, by a simple majority of members present.
- 2.10 Members are responsible for meeting their own costs for attending and participating in meetings and forums.
- 2.11 Any member of the Group who fails to attend 3 consecutive meetings or less than 50% of meetings within a 12 month period will have their position on the Group reviewed by the Group Co-Champions and may result in the member's removal from the Group.

3. MEETING MANAGEMENT AND REPORTING

- 3.1 The Working Group meets monthly. Notification of meeting dates for the calendar year will be set at the start of that year.

Version	1.0	Document Owner	WGroup Secretariat
Released	10 July 2018	Review Date	-



- 3.2 The agenda and any pre-reading will be circulated prior to the meeting. Minutes of each meeting will be circulated within 1 week after the meeting.
- 3.3 The Working Group's effectiveness and terms of reference are reviewed annually by the SLG against the agreed industry strategic safety plan, including a review of membership.

4. KEY AREAS OF COLLABORATION AND IMPROVEMENT OPPORTUNITIES

The Working Group will decide on areas which the Group can most productively work on together in order to meet the objectives of the Working Group, and actively contribute towards improving safety performance of the industry. These will include:

- Understanding and improving the process safety knowledge of personnel in the WA Oil and Gas E&P industry to reduce the likelihood and severity of process safety events.
- Holding Process Safety Incident Review Workshops to share learning from process safety events to reduce the likelihood and consequences associated with their recurrence.

5. DELIVERABLES

- 5.1 The Working Group is tasked with producing the following deliverables:

01	The WA/NT Oil and Gas E&P Industry Strategic Safety Plan for the Working Group's assigned strategic theme	As required
02	Working Group annual work plan and budget	Annually
03	Working Group progress reports against work plans	Quarterly

- 5.2 Specific measures of success for the Working Group will be developed by the Group and defined in the WA/NT Oil and Gas E&P Industry Strategic Safety Plan.

These terms of reference were adopted by the members present at the Working Group meeting held on:

Signed: Co-Chair

Signed: Co-Chair

Version	1.0	Document Owner	WGroup Secretariat
Released	10 July 2018	Review Date	-