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| **Process Safety Management Steering Committee Charter** |

Established: November 25, 2015

Scope: The Pennsylvania State University

Membership: High Level Stakeholders and/or Subject Matter Experts associated with highly hazardous

unit operations within the University. Membership structure can vary dependent on the University Covered Process Areas and as additional on-going expertise is required for Process Safety Management consultation

Term: Three (3) Years (*Limit of two Terms with a maximum of 1/3 of membership rotating*

*off Committee during any given year)*

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| **Mission** |

The Process Safety Management (PSM) Steering Committee assists in reducing operational risks within The Pennsylvania State University through input relating to processes involving highly hazardous chemical / biological agent(s) or a critical process operation identified by the University and provides PSM advisory guidance to the University through the EHS Department.

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| **Responsibilities** |

The University’s PSM Program defines the requirements associated with covered process areas, including academic or administrative unit responsibilities. The Steering Committee will consult on key PSM issues, review program objectives and review overall program effectiveness. Member responsibilities include:

1) Serve as a conduit to identify potential new/existing discrete unit operations within the University for evaluation within the PSM Program.

2) Conduct assessments utilizing the PSM Risk Ranking Matrix methodology to determine if newly identified processes should be included within the PSM Program.

3) Monitor progress with program implementation and senior leadership engagement associated with newly identified University covered process areas.

4) Provide input to assist in developing modifications to the PSM management system framework to correct deficiencies identified through internal/external audits, significant PSM events, and systematic failures within the program or adherence to program elements.

5) Provide input on University Process Safety Management activities including communications, outreach and education.

6) Monitor progress against established PSM metrics and assist in enhancing and/or developing new metrics.

7) Serve as one of the key groups to periodically review the continuing suitability, adequacy and effectiveness of the PSM Program.

**Role of PSM Steering Committee Member**

Members of the PSM Steering Committee are expected to leverage their experiences, expertise, and insight to assist in steering process safety issues within the University. Steering Committee members are not responsible for managing the PSM Program but to provide support and guidance to the EHS Department. Steering Committee Members shall:

* Demonstrate leadership commitment to Process Safety.
* Be familiar with the University’s PSM Program Elements.
* Address specific action items assigned within the defined parameters established by the Committee.
* Communicate PSM Program issues identified through routine activities to the Committee.
* Be actively engaged within the Committee including input on direction and strategic decisions brought to the group.

PSM Steering Committee members will serve a 3-year term for a maximum of two terms. Note: an exception to the two term limit can be applied based on extenuating circumstances (e.g. involvement in an on-going PSM initiative/project, unique member qualifications, etc.). This exception will be agreed upon by the Committee members following established procedures.

**PSM Steering Committee Meetings**

Specific Committee meeting frequency is not required at this time and the group will be convened on an as needed basis depending on evolving PSM issues (e.g. evaluation of new unit operations, program deficiencies, etc.). The Committee will at least meet during the 4th Quarter of each calendar year to revisit PSM Steering Committee responsibilities and metric review/development for the subsequent year.

Decisions reached through the membership of the PSM Steering Committee are advanced on a consensus basis. To facilitate the group, the Process Safety Program Manager (PSPM) will function as the Committee Secretary, coordinating Committee activities including scheduling meetings, developing and issuing Agenda’s and preparing meeting Minutes. The PSPM will also manage and track progress of Actions/Recommendations identified by the Committee.

Prior to each meeting an Agenda will be issued outlining the topics to be covered during the upcoming meeting. In addition, the meeting Minutes will be issued within two (2) weeks as a DRAFT document for member review and comment. The finalized meeting Minutes will be issued and posted on a shared folder on Box.