

Responsible Care® Process Safety Forum Meeting Minutes

Venue: MS Teams Virtual Meeting

Date: Wednesday, 6 April 2022

Time: 10:00 – 12:34

1.	WELCOME AND APOLOGIES
	<ul style="list-style-type: none"> – NF welcomed members to the meeting. – Appendix A provides the attendance register, apologies, and absentees.
2.	INTRODUCTIONS
	<ul style="list-style-type: none"> – New members introduced themselves.
3.	COMPLIANCE DOCUMENT
	<ul style="list-style-type: none"> – NF outlined the CAIA Compliance Document that was distributed with the meeting invitation and shared during the meeting.
4.	REQUEST FOR FURTHER AGENDA ITEMS
	<ul style="list-style-type: none"> – GM to provide an update on KPIs. The request was accepted and tabled as agenda item (10.2 KPI Update). – NF proposed that CAIA consider face to face meetings and allow forum members to vote on the proposal. The voting will be done under agenda item (12 Summation and Way Forward). – After the additions, the agenda was approved by the meeting.
5.	APPROVAL OF MINUTES OF THE MEETING HELD ON 20 JANUARY 2022
	<ul style="list-style-type: none"> – The minutes of the meeting held on 20 January 2022 were approved as distributed.
6.	MATTERS ARISING
6.1	Action Items
	<ul style="list-style-type: none"> – The Action Item tables were updated as per discussions.
7.	FEEDBACK FROM WORK GROUPS
7.1	Reduction of Process Safety Incidents Work Group
	<ul style="list-style-type: none"> – Joseph Sindane has been elected as the new chairperson of the work group. – The work group developed a Guideline for the Development, Implementation and Maintenance of Standard Operating Procedures. – The SOP Guideline will be shared with PSF members for input/comments by 27 April 2022. – Comments will be considered by JS and AN by the next PSF meeting. – The approval process will commence thereafter.
7.2	Leadership and Culture Work Group
	<ul style="list-style-type: none"> – The meeting was held on 6 April 2022. – The team reflected on the goals of the work group and its achievements. <ul style="list-style-type: none"> • Assist in the improvement of process safety culture within the chemical and related industries in South Africa by providing guidelines. • Assist in obtaining leadership commitment to process safety implementation. – Team achievements

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	<ul style="list-style-type: none"> • A self-assessment tool for senior executives was developed, which will follow the CAIA approval process. • Key words were identified that should be used in process safety or general SHEQ policies. <p>– The work group still needs to work on a toolbox talk.</p> <p>– Way forward</p> <ul style="list-style-type: none"> • Share short articles on leadership and culture in process safety, quarterly. • Design a commercial maturity tool.
8.	SHARING OF LEARNINGS AND PRACTICE
8.1	Presentation on Learnings and Best Practice
	<p>– WR presented on a process safety event that happened in 2007 at Ferro Dispersions.</p> <p>– Learnings:</p> <ul style="list-style-type: none"> • What will stop this from happening today? <ul style="list-style-type: none"> ○ Independent SIL and DCS Interlock systems that control temperature and feeds to the vessels. ○ Catch tank and surge tank upgraded. ○ Detailed pre-startup checklists. ○ More detailed and informative SOPs. ○ Conduct PHAs using bow ties. ○ Management of Change (MoC). ○ Independent process safety audits. <p>– LN to present on Learnings and Best Practice at the next meeting.</p>
8.2	Process Safety New Practices
	– The presentation has been carried over to the next meeting.
9.	OPEN DISCUSSION – PROCESS SAFETY-RELATED TOPICS
9.1	The UPL Cornubia Warehouse Fire Incident
	<p>– A discussion was held on the UPL Cornubia warehouse fire incident.</p> <p>– Learnings</p> <ul style="list-style-type: none"> • Scenario planning. • Fire management and emergency response. • Chemical storage/compatibility. <p>– CAIA attended a portfolio committee meeting after the incident. The key points from the meeting were:</p> <ul style="list-style-type: none"> • The Department of Health and Department of Forestry, Fisheries and the Environment are likely to be focusing on chemical related legislation going forward because of this incident and there will be more enforcement on compliance monitoring. • More visits in chemical related facilities will be noted. • A need for a more responsiveness and coordinated Government action will be seen going forward. <p>– NF suggested that CAIA should consider training on good practices around chemical storage in general, segregation and chemical compatibility.</p>

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	<ul style="list-style-type: none"> – GM to share websites with information on the UPL incident with members.
10.	ADVOCACY POLICY MATTERS
10.1	Process Safety-related Legislation
	<ul style="list-style-type: none"> – There is no further update regarding the Major Hazard Installation (MHI) Regulations. – GM to share the new national DoEL Chief Inspector's details.
10.2	KPIs
	<ul style="list-style-type: none"> – The 2022 RC KPI season will open this Friday, 1 April 2022, for two calendar months. – There are no changes to the questions this year. – It must be noted that submissions must be made as soon as possible to facilitate the review and finalisation thereof. Finalisation by the Highest Authority is due on or before 31 May 2022. – The process safety reporting section has changed. Members were requested to take note of the changes. – The upcoming Responsible Care® Initiative of the Year Award deadline is 29 July 2022 and 30 August. – NF suggested that CAIA should introduce a Process Safety Award. – Members were encouraged to write up their process safety initiatives completed in 2021 and submit to CAIA.
11.	TRAINING/CONFERENCES
11.1	CAIA Process Safety Training
	<ul style="list-style-type: none"> – No discussions were held.
11.2	Other Training/Conferences
	<ul style="list-style-type: none"> – Responsible Care® Advanced Risk-Based Process Safety Management Training Course Module 2 will take place from 30 May - 2 June 2022. – The GHS training is scheduled for 24-25 May 2022. – The RCMS Auditors Training will run from 6-7 June 2022. AN appealed to retired process safety experts to join the training so that CAIA can increase auditor capacity in terms of process safety.
12.	SUMMATION, WAY FORWARD AND VOLUNTEERS FOR SECTIONS 8 AND 9
	<ul style="list-style-type: none"> – Members were given an opportunity to vote on whether they would like the forum meetings to be in person or continue as virtual. – There was a 50/50 split, and meetings will continue to be virtual.
13.	DATE OF NEXT MEETING
	<ul style="list-style-type: none"> – 12 July 2022.

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APPENDIX A

In Attendance	
Adriaan Van Wyk (AvK)	K2018239548 (SA) (Pty)Ltd t/a Proconics
Amon Nyamhingura (AN)	CAIA
Bonisiwe Maleke (BoniM)	ImproChem (Pty) Ltd T/A AECI Water
Deborah Snyders (DS)	AECI Specialty Chemicals A division of AECI Ltd
Denvar Marema (DM)	AECI Ltd
Francois Holtzhausen (FH)	Consultant
Geraldine Kisten (GK)	AECI Plant Health
Glen Malherbe (GM)	CAIA
Jane Mohale (JM)	NCP Chlorchem (Pty) Ltd
Jonas Bhuda (JB)	AECI Industrial Chemicals, a division of AECI Ltd
Joseph Sindane (JS)	AECI Mining Explosives
Juandre Vermaak (JV)	Spill Tech (Gauteng) (Pty) Ltd
Kershnee Naidoo (KN)	EnviroServ Waste Management (Pty) Ltd
Lerushan Naiker (LN)	Buckman Laboratories (Pty) Ltd
Lesego Seabi (LS)	Safripol (Pty) Ltd
Mari vander Merwe (MvndM)	Safripol (Pty) Ltd
Marthel Mhlanga (MM)	K2018239548 (SA) (Pty)Ltd t/a Proconics
Mpotseng Raphadu (MR)	AECI Mining Explosives
Msawakhe Dlamini (MD)	AECI Industrial Chemicals, a division of AECI Ltd
Muhammad Ali (MA)	AECI Industrial Chemicals, a division of AECI Ltd
Naledi Selepe (NS)	AECI Industrial Chemicals, a division of AECI Ltd
Natalene Govender (NG)	AECI Industrial Chemicals, a division of AECI Ltd
Neil Franklin (NF)	AECI Ltd
Ngaka Mogale (NM)	Sasol South Africa Limited
Nomthie Masuku (NomM)	CAIA
Peterson Thokozani Ngema (PTN)	Durban University of Technology
Santi Padayachee (SP)	Safripol (Pty) Ltd
Sibonelo Mchunu (SM)	AECI Specialty Chemicals A division of AECI Ltd
Simone Schmid (SS)	Protea Chemicals, a division of Omnia Group (Pty) Ltd
Stephen Manikam (StM)	Arch Wood Protection (SA) (Pty) Ltd
Thuthuka Sokhela (TS)	NCP Chlorchem (Pty) Ltd
Wendy Roux (WR)	Ferro Polymers
Yvonne Singwani (YS)	Orion Engineered Carbons (Pty) Ltd
Apologies	
Bruno Mapasa	BASF Holdings South Africa (Pty) Ltd
Cynthia Radebe	NCP Chlorchem (Pty) Ltd
Deidre Penfold	CAIA
Desigan Chetty	NCP Chlorchem (Pty) Ltd

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Isai Moodley	NCP Chlorchem (Pty) Ltd
Jackson Phakwago	NCP Chlorchem (Pty) Ltd
Kyle Dass	Acacia Operations Services
Lourens Coetzer	Protea Chemicals, a division of Omnia Group (Pty) Ltd
Makhosazana Ndlovu	NCP Chlorchem (Pty) Ltd
Prince Ngomane	NCP Chlorchem (Pty) Ltd
Ramesh Dhoorgapersadh	BME a division of Omnia Group (Pty) Ltd
Rod Prior	SHExcellence cc
Sithandiwe Sindane	NCP Chlorchem (Pty) Ltd
Wandile Wella	Buckman Laboratories (Pty) Ltd
Zandile Khuzwayo	NCP Chlorchem (Pty) Ltd

APPENDIX B – Action Items

Action Items Identified at the 6 April 2022 Meeting				
Ref.	Action Item	Feedback	Responsibility	Due Date
7.1	Share the SOP Guideline with PSF members	Completed.	CAIA	12 July 2022
8.0	Present on Learnings and Best Practice at the next meeting.		L Naiker	12 July 2022
8.1	Share presentation on Learnings and Best Practice that was presented by W Roux.	An extract of the presentation has been added to the minutes as agreed by the meeting.	CAIA	14 April 2022
8.1	Consider a separate meeting for the handling and storage of Ammonia Nitrate with Jurie van Staden. N Franklin can assist with contacting Jurie van Staden.	In progress. CAIA will contact someone from the UN.	CAIA	12 July 2022
8.2	Present on Process Safety New Practices.	Carried over to next meeting.	R Prior	12 July 2022

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9.1	Share website link on UPL incident with members.	Completed https://pmg.org.za/committee-meeting/34279/	CAIA/GM	29 April 2022
10.1	Provide the new national DoEL Chief Inspector's details.	Phumudzo Maphaha Acting Chief Director Occupational Health and Safety. Director: Construction, Explosives and MHI Cell: 082 908 1995 Office Tel: 012 309 4316 Fax: 012 320 0923 phumi.maphaha@labour.gov.za Please note that if there are any challenges, Deidre should be contacted directly as the BUSA representative on ACOHS.	CAIA	12 July 2022
11.1	Provide new dates for the Process Safety Conference.		CAIA	12 July 2022
11.2	Consider introducing a Process Safety Award.		CAIA	12 July 2022

Action Items Identified at the 20 January 2022 Meeting

Ref.	Action Item	Feedback	Responsibility	Due Date
7.1	Send out the audit protocol to the PSF members after the work group's first meeting.	Completed	CAIA	6 April 2022
7.1	Feedback from the Reduction of Process Safety Incidents Work Group.	Completed.	New chairperson to be elected at the next meeting	6 April 2022

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Action Items Identified at the 20 January 2022 Meeting				
Ref.	Action Item	Feedback	Responsibility	Due Date
7.2	Feedback from the Leadership and Culture Work Group.	Completed	YS	6 April 2022
9.1	Share the competency framework for South Africa when completed.	Not yet received from SAPIA.	NM	TBC.
9.1	Include the "Discussion on the UPL Cornubia Warehouse Fire Incident" item in the next meeting's agenda	Completed.	CAIA	6 April 2022
12.	Share learnings and best practice at the next meeting.	Completed.	WR	6 April 2022