

### Responsible Care<sup>®</sup> Process Safety Forum Meeting Minutes

**Venue:** Virtual Meeting (MS Teams)

**Date:** Tuesday, 09 July 2024

**Time:** 10:00 – 12:25

<b>1.</b>	<b>Welcome and Apologies</b>
	<ul style="list-style-type: none"> <li>– Appendix A provides the attendance register, apologies, and absentees.</li> <li>– The Vice Chairperson, B. Maleke, chaired the meeting as the Chairperson N. Franklin was not available to attend the meeting.</li> </ul>
<b>2.</b>	<b>Introductions</b>
	<ul style="list-style-type: none"> <li>– B. Maleke welcomed new and returning members to the meeting.</li> </ul>
<b>3.</b>	<b>Compliance Document</b>
	<ul style="list-style-type: none"> <li>– B. Maleke outlined the CAIA Compliance Document that was distributed with the meeting invitation and shared during the meeting.</li> </ul>
<b>4.</b>	<b>Procedure for Joining CAIA Fora</b>
	<ul style="list-style-type: none"> <li>– This is a standard agenda item for all CAIA forums and committee meetings.</li> <li>– CAIA members were encouraged to inform CAIA in writing via e-mail, when they have new employees who need to attend the forums, to avoid non-CAIA members attending same.</li> </ul>
<b>5.</b>	<b>Approval of the Agenda</b>
	<ul style="list-style-type: none"> <li>– The agenda was approved without additions.</li> </ul>
<b>6.</b>	<b>Approval of Minutes of the Meeting held on 10 April 2024</b>
	<ul style="list-style-type: none"> <li>– The minutes of the meeting held on 10 April 2024 were approved as distributed.</li> </ul>
<b>7.</b>	<b>Matters Arising</b>
7.1	Action Items
	<ul style="list-style-type: none"> <li>– The action items were discussed, and the feedback columns updated accordingly.</li> </ul>
<b>8.</b>	<b>PSF Survey Results Summary and Actions to be Taken</b>
	<ul style="list-style-type: none"> <li>– The summary from the Mentimeter survey results and suggestions made for improvement are updated in the Addendum section of the minutes.</li> </ul>
<b>9.</b>	<b>Feedback from Work Groups</b>
9.1	List of Documents to be Implemented by CAIA Members
	<ul style="list-style-type: none"> <li>– CAIA has consolidated the comments received from the RCSC and is finalising the following documents for publication. <ul style="list-style-type: none"> <li>○ Behaviour-Based Safety Code.</li> <li>○ Chemical Handling and Storage Guidelines.</li> <li>○ Guidelines for a Sound SOP.</li> <li>○ Road Transport Safety Guidelines.</li> </ul> </li> </ul>
<b>10.</b>	<b>Open Discussion – Process Safety-Related Topics</b>
10.1	Presentation on Lessons from the Past - Acid Handling

### Responsible Care<sup>®</sup> Process Safety Forum Meeting Minutes

	<ul style="list-style-type: none"> <li>– S. Suthan presented on incident learnings pertaining to acid handling.</li> <li>– The presentation will be shared with members and loaded onto the CAIA website.</li> <li>– Diphoterine is used to help extend the intervention margin in case of a chemical splash. For more information, members can visit <a href="https://www.prevor.com/en/diphoterine-solution/">https://www.prevor.com/en/diphoterine-solution/</a>.</li> <li>– S. Suthan will provide feedback on the different types of diphoterine at the next meeting.</li> <li>– Safripol volunteered to share a presentation on either a <i>process safety incident</i> or a <i>best practice</i> at the next meeting.</li> <li>– A. Van Wyk volunteered to share a presentation on either a <i>process safety incident</i> or a <i>best practice</i> at the next meeting.</li> </ul>
10.2	Presentation Titled Stakeholder Engagement
	<ul style="list-style-type: none"> <li>– D. Snyders delivered a presentation titled <i>Stakeholder Engagement</i>.</li> <li>– The presentation will be shared with members and loaded onto the CAIA website.</li> <li>– C. Seetulpershad will share a presentation on the PSM implementation, and challenges encountered by their organisation while developing the system.</li> </ul>
<b>11.</b>	<b>Advocacy Policy Matters</b>
11.1	Process Safety-related Legislation
	<ul style="list-style-type: none"> <li>– Members were encouraged to read the weekly CAIA Advocacy Alert and CAIA Trade Bulletin and contact CAIA for enquiries.</li> </ul>
<b>12.</b>	<b>Training/Conferences</b>
12.1	CAIA Process Safety Training
	<ul style="list-style-type: none"> <li>– CAIA will finalise the Cranfield curriculum and provide feedback to members by 31 July 2024 (tentatively).</li> <li>– CAIA will provide feedback regarding the Process Safety Conference that is being planned, in due course.</li> <li>– Members were encouraged to provide CAIA with the names and contact details of any process safety experts who would like to become RCMS process safety auditors, as CAIA would like to build capacity in that regard.</li> <li>– An RCMS Auditor Training Course will be scheduled, should CAIA receive a sufficient number of interested persons that equates to the minimum number of delegates required.</li> <li>– The SQAS-AFRICA Lead Auditor Training Course is scheduled to take place from 17-18 September 2024.</li> <li>– The member projects submission deadline is 29 August 2024.</li> </ul>
12.2	Other Training/Conferences
	<ul style="list-style-type: none"> <li>– B. Maleke attended the Process Safety in Africa Conference and will through CAIA, share the presentations delivered at the conference when they become available.</li> <li>– B. Maleke noted (as mentioned at the conference) that Egypt has a Process Safety Steering Committee, that has put together standards on how the oil and gas industries have to implement process safety. For more information, members can visit <a href="https://psmegypt.com/psm-resources/">https://psmegypt.com/psm-resources/</a>.</li> </ul>
<b>13.</b>	<b>Summation, Way Forward and Volunteers for Sections 10 and 11 at the Next Meeting</b>

### Responsible Care® Process Safety Forum Meeting Minutes

	– B. Maleke thanked members for attending, as well as those who delivered presentations.
<b>14.</b>	Date for the Next Meeting – 02 October 2024.

#### APPENDIX A – Attendance Register

Name	Organisation
<b>In Attendance</b>	
Adriaan Van Wyk	K2018239548 (SA) (Pty)Ltd t/a Proconics
Amon Nyamhingura	CAIA
Amukelani Hlungwani	Safripol (Pty) Ltd
Blessing Jiyane	Safripol (Pty) Ltd
Bonisiwe Maleke	ImproChem (Pty) Ltd t/a AECI Water
Carina Burger	Impala Platinum Limited
Carolyn Seetulpershad	Safcor Freight (Pty) Ltd ta/ Bidvest International Logistics
Deborah Snyders	AECI Specialty Chemicals, a division of AECI Ltd
Joseph Sindane	AECI Mining Explosives, a division of AECI Mining Ltd
Kershnee Naidoo	Enviroserv Waste Management (Pty) Ltd
Lizelle de Vrye	Safripol (Pty) Ltd
Marthel Mhlanga	K2018239548 (SA) (Pty)Ltd t/a Proconics
Mzothule Mazibuko	AECI Limited
Naledi Selepe	NCP Chlorchem (Pty) Ltd
Ngaka Mogale	Sasol South Africa Limited
Nomthie Masuku	CAIA
Shivashkar Suthan	BME, a division of Omnia Group (Pty) Ltd
Stephen Manikam	Archwood Protection (SA) (Pty) Ltd
Terrence Moothusamy	MHI Risk Engineers
Thabo Baloyi	Sasol South Africa Limited
Vanessa Eaton	Safcor Freight (Pty) Ltd ta/ Bidvest International Logistics
Zulegha Ravat	BME, a division of Omnia Group (Pty) Ltd
<b>Apologies</b>	
<b>Name</b>	<b>Organisation</b>
Deidre Penfold	CAIA
Neil Franklin	AECI Limited
Ramesh Dhoorgapersadh	BME, a division of Omnia Group (Pty) Ltd
Ravsha Govender	EThekweni Municipality

## Responsible Care® Process Safety Forum Meeting Minutes

### APPENDIX B – Action Items

Action Items Identified at the 09 July 2024 Meeting				
#	Action Item	Feedback	Responsibility	Due Date
1	Finalise the Cranfield curriculum and provide feedback to members (7.1).	The action item due date to be confirmed after CAIA internal discussions.	CAIA	31 July 2024 (tentative)
2	Distribute the CAIA training survey (7.1).		CAIA	31 July 2024
3	Share a presentation on either process safety incidents or a best practice (10).		Safripol	02 October 2024
4	Share a presentation on either process safety incidents or a best practice (10).		A. van Wyk	02 October 2024
5	Share a presentation on PSM implementation and challenges encountered (10).		C. Seetulpershad	02 October 2024
6	Share the presentation delivered by D. Snyders titled <i>Stakeholder Engagement (10.1)</i> .		CAIA	19 July 2024
7	Share the presentation delivered by S. Suthan titled <i>Lessons from the Past (10.2)</i> .		CAIA	19 July 2024
8	Provide feedback on the different types of diphoterine at the next meeting (10.2).		S. Suthan	02 October 2024
9	Identify and invite (an) external speaker(s) to present on:  (a) Natural Hazards Triggering Technological Accidents (Natech); (b) Leadership development in process safety;		CAIA	13 September 2024

**Responsible Care<sup>®</sup> Process Safety Forum Meeting Minutes**

	(c) Domino effects of a hazard installation within an establishment; and (d) Incorporating climate change considerations into management systems; at the next meeting (10).			
10	Provide the presentations delivered at the Process Safety in Africa Conference (12.2).		B. Maleke	02 October 2024
11	Share the presentations delivered at the Process Safety in Africa Conference (12.2).		CAIA	02 October 2024

**Action Items Identified at the 10 April 2024 Meeting**

#	Action Item	Feedback	Responsibility	Due Date
1	Provide feedback from the RCSC members regarding the list of documents from the work groups that will be circulated for implementation (10.1).	Completed.	CAIA	09 July 2024
2	Provide suggestions on additional training themes which can be offered by CAIA (14.2).	Completed.	Members	09 July 2024
3	Provide a list of key industry bodies with whom collaboration does or could take place in relation to Process Safety (14.2).	Completed. Members were requested to email CAIA should they have further input.	Members	09 July 2024
4	Provide additional topics for the PS conference (14.2).	Completed. Members were requested to email CAIA should	Members	09 July 2024

**Responsible Care® Process Safety Forum Meeting Minutes**

		they have further input.		
--	--	--------------------------	--	--

**ADDENDUM**

Summary from the Mentimeter survey results and suggested actions to be taken		
	Theme	Suggested actions
1	PSF Forum agenda, structure, and content (split meetings).	<p>No interest shown to split the meetings.</p> <p><i>Suggestions:</i></p> <p><i>A Hlungwani:</i></p> <ol style="list-style-type: none"> <li>1. Identify and invite (an) external speaker(s) to present on process safety topics.</li> </ol> <p><i>N Mogale:</i></p> <ol style="list-style-type: none"> <li>1. Suggestions should be guided by the PSF ToR.</li> <li>2. Discuss topical issues in the industry.</li> <li>3. Codes of Management Practice (CMP): There is currently no coherent approach to focus on specific topics that have prevalent issues.</li> </ol> <p><i>A Nyamhingura</i></p> <ol style="list-style-type: none"> <li>1. Members to research on how relevant processes are undertaken currently, to improve the agenda and set in motion relevant discussions. (direct reference to where that information was obtained should be included).</li> <li>2. CAIA will identify the CMP that are proving difficult for members to implement and host webinars on how to implement the CMP.</li> </ol>
2	Improved training catalogue based on needs assessment.	CAIA is drafting a training catalogue and will carry out a training needs survey with members.
3	Platform to share best practices or obtain opinions (on-line forum).	<p>Currently, this is done through the PSF meetings and other events hosted by CAIA (e.g., the Process Safety Conference and webinars).</p> <p><i>B Maleke</i></p>

### Responsible Care<sup>®</sup> Process Safety Forum Meeting Minutes

		1. Consider the CCPS structure to share best practises.
4	PSM Implementation and maturity self-assessment tools.	<p><i>A Nyamhingura</i></p> <p>1. CAIA is in the process of implementing the ICCA self - assessment tool. Progress will be monitored to see whether the draft “Process Safety Leadership and Culture Assessment Tool” and the “Self-Assessment Tool for Senior Executives”, developed at the PSF Work-Group level, can still implemented by members without duplicating the checklists.</p>
5	Influence tertiary institutions and curriculums	On going and in progress.
6	Collaboration with Industry Bodies e.g. ECSA, SABS etc.)	Members were requested to email CAIA should they have further input. The current RBPSM training course material was accredited by ECSA and CPD credits allocated.
7	Arrange more seminars, conferences, and networking.	Members to provide the type of courses/events and topics to be covered.