



Canadian Society for Chemical Engineering | ***For Our Future***

Process Safety Management Division of the CSCHE

Handbook

Process Safety Management Subject Division of the Canadian Society of Chemical Engineering (CSCChE)

Who we are:

The Process Safety Management Subject (PSM) Division of the Canadian Society for Chemical Engineering is a national network of volunteers with a particular interest in the field of Process Safety Management. The purpose of the Subject Divisions of the Chemical Institute of Canada and its Constituent Societies is to bring together individuals with common areas of interest and expertise, in order to create networking opportunities and to encourage productive sharing of ideas.

What we do:

The Division:

- Develops and disseminates important publications and tools related to the practice of PSM in Canada;
- Promotes awareness, understanding and use of PSM tools;
- Influences and encourages a public policy framework that incorporates sound PSM principles;
- Furthers the advancement and development of PSM ideas, theorems, tools, services and techniques;
- Fosters PSM in chemical and related engineering, technical, science and management education and professional development; and
- Monitors PSM metrics to identify gaps in PSM knowledge or applications and facilitates and encourages appropriate corrective action.

How Can You Be Involved?

To become a member of the Process Safety Management Division, simply select the Division on your application for membership in the Chemical Institute of Canada. The Process Safety Management division holds three executive meetings per year across Canada which are open to all stakeholders in industry, academia and the public. Please check the events section for details

Publications

The PSM Division has released several publications and tools with the goal of reducing the likelihood and consequences of process-related incidents and improving performance through the understanding and application of PSM. Please visit www.cheminst.ca/psm to download these publications.

History

With the dissolution of the Major Industrial Accidents Council of Canada (MIACC) in the fall of 1999, a vacuum was created for the furtherance of PSM. Chemistry, chemical engineering and chemical technology are the primary professions that apply PSM tools, services and techniques to manage the risks associated with the use of chemicals. Through their technical programs, workshops, and conferences, MIACC had provided a forum for chemical engineers and other professionals to study and advance PSM in Canada.

In the United States and several European countries, the chemical engineering societies provide the organizational infrastructure and leadership to promote and advance PSM. As an example, the American Institute of Chemical Engineers (AIChE) created a separate and independently funded PSM branch after the Bhopal accident in India in 1984 to focus on this key area. The Center for Chemical Process Safety (CCPS) runs separate conferences, workshops, and courses from the AIChE. It also develops PSM tools such as books and videos.

Mission

Reduce the likelihood and consequences of process-related incidents and improve performance through the understanding and application of process safety management.

Purpose

The purpose of the Division, in supporting its mission shall be to:

- promote awareness, understanding and use of process safety management (PSM) tools, services and techniques within Canadian facilities including manufacturing and distribution operations, universities, research facilities, and laboratories;
- encourage a regulatory climate and practice which represents sound PSM;
- further the advancement of and development of PSM ideas, theorems, tools, services and techniques;
- foster PSM in chemical and related engineering, science and management education and professional development;
- monitor implementation and effectiveness of PSM to identify gaps in knowledge or application and facilitate and encourage appropriate corrective action;
- arrange administration of the division for support of the above.

Operation

Overall governance of the division is by the Executive Committee, shown on the PSM division's home page on the CSChE website. The executive is elected by the division membership at the division's annual general meeting, which is usually held in conjunction with the CSChE conference in the fall.

The executive committee meets about four times a year by conference call. However, the calls are typically for two hours, and are not really suited to handling the actual work of the division. The executive therefore refers most of the work to the Process Safety Management Committee (PSMC), which meets for a full day, usually four times a year in different regions of the country.

The PSMC minutes are the main tool for tracking action plans and progress, while the minutes of the executive are only in brief summary format. The main purpose of the executive conference calls is to allow those executive members who are unable to travel to PSMC meetings to participate in the running of the division. The executive conference calls are therefore scheduled to take place about one to two weeks before PSMC meetings. The schedule for PSMC meetings is set well in advance, with the dates and locations for the year typically being set at the last meeting of the previous year.

Executive Committee (2013-2014)

Marcello Oliverio, Chair, *Enbridge Inc.*

Adrian Pierorazio, Vice-chair, *BakerRisk*

Richard Piette, Past Chair, *Suncor Energy Inc.*

Graeme Norval, Treasurer, *University of Toronto*

Graham Creedy, Program Coordinator, *Creedy Associates*

David Guss, CSChE Executive (President), *Nexen Energy ULC*

Michelle Payne, Secretary, *CSChE/CIC National Office*

Jan Windhorst, International Relations, *WEC Inc.*

Patrick Fisher, Webmaster, *ACM Facility Safety*

Danielle Gillanders, Marketing, *Fortis BC*

Graeme Norval, Academic Liaison, *University of Toronto*

Gilles Laurin, Liaison, *Chemical Industry Association of Canada*

Morley Brownstein, Liaison, *Canadian Society for Chemistry*

John Shrives, Environment Liaison

Brian Kohler, Labour Liaison, *IndustiAll Global Union*

Bertin Ouellet, Québec Liaison; Professional Development.

Rob Cairns, Member at Large, *Eastern Canada, R. M. Cairns Inc.*

Gerry Phillips, Member at Large, Western Canada, *GC Phillips Consulting*

David Guss, Liaison, *Canadian Association of Petroleum Producers*

Roland Andersson, CSChE/CIC Executive Director, *Canadian Society for Chemical Engineering*

Contact the PSM division

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PSM Division Secretary

psmsecretary@cheminst.ca

By-Laws and Constitutions

Article I - Name

The name of this division of The Canadian Society for Chemical Engineering (hereinafter called the “Society”) shall be the Process Safety Management Subject Division (hereinafter called the “Division”).

Article II - Purpose

The purpose of the Division shall be:

- To support and promote the goals and values of the Society.
- To promote awareness, understanding and use of process safety management (PSM) tools, services and techniques within Canadian facilities including manufacturing and distribution operations, universities, research facilities, and laboratories.
- To further the advancement of and development of new PSM ideas, theorems, tools, services and techniques.
- To foster PSM in chemical and related engineering and science education.
- To monitor the degree of implementation of PSM to identify gaps in knowledge or application and to facilitate and encourage appropriate corrective action.,

Article III - Terms of Reference

It shall be a function inter alia of the Division to arrange through its Executive Committee for the meetings of the Division including an Annual Business Meeting, at the Annual Conference of the Society and/or at other times as shall be decided by the Executive Committee. The Division shall also undertake any other activities that the Executive Committee considers to be consistent with the purpose of the Division (Article II).

Article IV - Membership

The membership of the Division shall consist of all members of the Chemical Institute of Canada who have signified their interest in the Division. Membership in another Division of the Institute shall be no bar to membership in the Division.

BY-LAWS

Article I - Restrictions

The Division is constituted under the By-Laws of the Society and no portion of the Constitution or By-Laws of the Division may be interpreted or applied in any way contrary to the Charter or By-Laws of the Society.

Article II - Officers and Executive Committee

Section I - Officers

The officers of the Division shall be elected from the members of the Division and shall consist of Chair, Vice-Chair, Treasurer, Secretary and Program Coordinator. The Immediate Past Chair shall also serve as an officer of the Division.

Section II - Executive Committee

The Officers and the Director of the Society who represents the Division, and up to six additional elected members shall constitute the Executive Committee of the Division.

Section III - Election and Term of Office

- The term of office of the members of the Executive Committee shall be approximately two years in duration, commencing from their election at the Annual Business Meeting and proceeding to the Annual Business Meeting two years later, with the exception of the Director of the Society representing the Division whose election and term of office shall be as specified by the By-Laws of the Society.
- In order to provide continuity in the operation of the Division:
- The Chair is expected to serve one term on the Executive committee as Immediate Past Chair following the conclusion of term of office as Chair;
- The Vice-Chair is expected to stand for election as Chair at the Annual Business Meeting following that at which he or she was elected Vice-Chair;
- Other officers and members of the Executive Committee are encouraged to stand for election to the Executive Committee for three consecutive terms of office;

Article III - Duties

Section I - The Executive Committee

Subject to the Constitution and By-Laws of the Division, the Executive Committee shall have the power to manage, operate and direct the affairs of the Division between Annual Business Meetings of the Division.

Section II - Chair

The Chair shall preside at meetings of the Division, and shall act as Chair of the Executive Committee. The Chair shall be a member ex-officio of all committees of the Division.

Section III - Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform the functions of the Chair. If the Chair shall, for any reason, be unable to complete his or her term of office, the Vice-Chair shall serve as Chair for the unexpired term.

Section IV - Immediate Past Chair

In the absence of both the Chair and Vice-Chair the Immediate Past Chair shall assume their duties and responsibilities. The Immediate Past Chair shall be the Chair of the Nominating Committee.

Section V - Secretary

The Secretary shall keep a record of the proceedings of the Annual Business Meeting of the Division, of the meetings of the Executive Committee, and of all other matters concerning the Division, and shall attend to all correspondence of the Division. The Secretary shall issue minutes of the Annual Business Meeting within one month, sending a copy of these to the National Office of the Society, as required by the By-Laws of the Society. The Secretary shall also report to the Executive Committee at such other times as may be required.

Section VI - Treasurer

The Treasurer shall collect and keep account of all revenue and pay all bills of the Division in the manner described in Article VIII and prepare financial statements, reports and budgets as directed by the National Office of the Society or the Executive Committee of the Division.

Section VII - Program Coordinator

The Program Coordinator shall be responsible for coordinating the program of technical meetings and symposia held by the Division.

Article IV - Nominations and Elections

Section I - Nominating Committee

The Nominating Committee shall consist of an ad hoc committee of the Past Chair plus two other members of the Division. The Nominating Committee shall prepare a slate of officers and Executive Committee members and, having ascertained the nominees' willingness to serve, will present the slate for election at the Annual Business Meeting. Further nominations shall be accepted, with the support of two members and the consent of the nominee, prior to the start of the Annual Business Meeting.

Section II - Election

Election to the Executive Committee shall be by simple majority of the members present at the Annual Business Meeting.

Article V - Vacancies

Any vacancy occurring in the Executive Committee for any reason may be filled by appointment of the Executive Committee, the appointee to serve until the next Annual Business Meeting.

Article VI - Sub-Committees

The Chair may appoint from the Division membership, with the approval of the Executive Committee, any Sub-Committee that is deemed desirable. The Terms of Reference of any such Sub-Committee shall be specified by the Executive Committee.

Article VII - Meetings

Section I - Annual Business Meeting

An Annual Business Meeting shall be held each year in conjunction with either the annual conference of the CSCHE or at a time to be decided by the Executive Committee. The Secretary shall take whatever steps that are deemed appropriate to notify the members of the Division as to the time and place at least one month prior to the meeting. Ten members of the Division (including officers) shall constitute a quorum. The agenda of the meeting shall include provisions for the election of the Officers of the Division. The slate of candidates prepared by the Nominating Committee along with a call for further nominations shall accompany the notice of the meeting.

Section II - Executive Committee Meetings

There shall be at least one meeting per year of the Executive Committee other than at the Annual Business Meeting. The Chair or Vice-Chair or Immediate Past Chair and three other members of the Executive Committee shall constitute a quorum for the transaction of business.

Article VIII - Finances

The Division shall operate its own treasury. The budget of the Division and the most recent financial statement shall be submitted to the Society by December 31st of each year or at other times as requested by the Society. The operation of the Division shall be financed by:

- Revenues from meetings or other activities of the Division.
- Grants from the Society.
- Donations from other sources.

The revenue of the Division shall be deposited in a special current account, in the name of the Division, with the Treasurer and the Chair and/or Vice-Chair as signing officers, at a bank of the Treasurer's choice. Funds in excess of current requirements shall be maintained in savings accounts or investment certificates in a manner directed by the Executive Committee. All Division payments shall be made by the Treasurer after written authorization by at least one other Officer of the Division.

Article IX - Limits of Authority

Notwithstanding anything in the foregoing, the Division shall not enter into any agreement, raise funds or make any commitments on behalf of the Society without the consent of the Board of Directors of the Society.

Article X - Amendment

Upon recommendation by the Executive Committee either the Constitution or the By-Laws of the Division may be amended at the Annual Business Meeting of the Division by a two-thirds affirmative vote of the members present. The Secretary shall take whatever steps deemed appropriate to notify the members of the Division of the intention to amend the Constitution or By-Laws at least one month prior to the meeting. Such amendments shall not become effective until approved by the Board of Directors of the Society.

Article XI - Dissolution

In the event of the dissolution of the Division, any funds and property remaining will revert to the Society.