**UKOPA Process Safety Working Group**

Agenda for the Meeting to be held at the virtually via TEAMS

Tuesday 1st June 2021 at 10am

1. Attendance, Apologies and membership NB
2. Safety Moment
3. Minutes of last meeting and actions arising JF
4. PSAT Review (members columns) NB / All
5. Behavioural Safety Scoping All
6. PS Annual KPI Questionnaire All
7. Safety Alert review and incident awareness raising All
   1. Thoughts and ideas for Board Paper
8. Process Safety Forum
   1. 18th Feb 21 (notes sent with agenda)
   2. 10th June 21 – volunteer to attend
9. Budget, workplan, Strategy and TOR
   1. 2021 budget
   2. Strategy and TOR
10. Suggested dates for 2021 Meetings
    1. Tuesday 5th September 2021

**Summary of Actions from this meeting and outstanding actions from previous meetings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Who** | **Summary** | **Update** | **Status** |
| 27.2.1 | NB | Add Behavioural Safety discussion to next meeting agenda | On this agenda | **CLOSED** |
| 27.2.2 | All | Bring your ideas to the next meeting |  |  |
| 27.6. | All | Safety Alert suggestion for Board paper |  |  |
|  |  |  |  |  |
|  |  | **Previous Meetings** |  |  |
|  |  |  |  |  |
| 25.2.1 | JF | Check with Shell if the trapped ethylene incident can be turned into a Safety Alert | Feb 21 – not yet produced  Oct 20 – not yet agreed with Shell | **Ongoing** |
|  |  |  |  |  |
| 17.5.2 | JF | Draft TBN based on the use of PSAT and productions of action plans | Oct 20 – this TNB is to be prepared now that the 2020 PSAT results have been published  2/10/18 – this is to be produced in time for the 2019 PSAT survey being carried out  Ongoing  On hold until PSAT 2019 has been completed | **Ongoing** |