**PSM Committee Terms of Reference**

**Objective**

The primary purpose of the PSM Committee is to ensure that site operations follow [OSHA Standard 1910.119](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.119) - Process safety management of highly hazardous chemicals. By achieving compliance with this standard, the committee aims to reduce and eliminate safety risks within the operation.

The secondary purpose of the committee is to facilitate the implementation of PSM-related policies and procedures across the company. It will guide the company’s compliance and continuous improvement efforts as they relate to process safety management.

**Scope**

The PSM Committee is solely responsible for activities pertaining to OSHA Standard 1910.119. It does not perform duties relating to other non-PSM areas of EHS performance, which would be under the direction of the EHS program and its leaders.

**Responsibilities**

The PSM Committee will be responsible for the following duties:

* Assess compliance with OSHA PSM Standard 1910.119
* Review PSM-related safety incidents and oversee completion of action items
* Identify PSM improvement opportunities within the site/company
* Serve as a point of contact for all facilities under PSM requirements
* Make recommendations for changes to existing procedures or introduction of new ones
* Assign action items to stakeholders within the site(s) that require attention

**Standard Operating Procedures**

This section outlines the standard operating procedures that the PSM Committee will follow.

**Meeting Cadence:** Once per month

**Quorum Requirements:** [INSERT NUMBER OF MEMBERS NEEDED FOR QUORUM]

**Meeting Agenda:** Topics for meeting agenda must be submitted at least 24 hours in advance.

**Meeting Documents:** Supplementary meeting documents must be distributed 24 hours in advance.

**Action Items:** Each action item will be documented in the meeting notes and assigned a committee member who will oversee its completion. Additionally, the committee will keep a detailed action item log which will include:

* Action item title
* Creation date
* Owner (committee member)
* Completion date
* Notes and attachments

**Committee Members**

Below is the contact information for all the committee members:

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| --- | --- | --- | --- |
| **Name** | **Job Title** | **Phone Number** | **Email** |
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\*Denotes the Committee Leader

**Committee Review**

Once per year, the PSM Committee will conduct an internal review to determine the following:

* Do any current members plan to leave their roles on the committee?
* Do any new members need to be added?
* Do any changes need to be made to the committee’s operating procedures?
* Did the committee successfully hold its monthly meetings? If not, why?
* Were there any major PSM-related initiatives in the past year?
* What were the results of the committee’s actions (KPIs)?
* What were the major accomplishments of the committee in the past year?
* What are the primary objectives for the upcoming calendar year?