

1. Introduction

This document provides the Terms of Reference for the PSS “Port Safety Group”

2. Definitions / Abbreviations

PSG – Port Safety Group

PSS – Port Skills and Safety Ltd.

Secretariat – The PSS Health, Safety and Cultural Lead supported by the PSS Office and Events Manager

Executive – The PSS CEO and Board Chair

3. The PSG Mission and Purpose

3.1 Mission and Purpose

The Safety Group is established to:

- share best practice and resources
- collaborate on projects, training, and technologies
- develop consistent standards and language
- engage experts on specialisms that impact health and safety
- benchmark and measure progress

All with the collective aim **to reduce accidents / incidents.**

The group will meet quarterly per annum, with an even mix of ‘in-person’ and ‘virtual’ events to minimise the fiscal impact of attendance upon the membership community.

Meetings following a fixed core agenda (refer 5.2) with additional items to include topical areas of mutual interest across the membership. Participants in the group will include representatives of the member organisations who are:

- best placed to report on the agenda items
- able to present requested information
- able to drive related change in their host organisations and other industry related groups
- able to provide learned guidance to the group and membership

The outcomes will be shared with all member organisations with encouragement that identified improvements be of measurable benefit for the industry.

Key to the outcomes is that they should not necessarily be limited to of ‘management system’ style documents but should also be suitable for cascade to the ‘shop floor’.

3.2 Anti-competition

PSG activities must not involve discussions or agreements between members on confidential and / or commercially sensitive issues.

Competition law recognises that trade associations exist for the benefit of their members. The PSG Mission and Purpose above is purely for the benefit of health and safety improvement with accident / incident reduction as its core remit, as such no commercial or confidential related can be accommodated.

4. PSG Implementation

PSG service delivery will take two key complementary approaches, the overarching PSG itself and Working Groups to see through specific PSG determined projects.

4.1 Core PSG

The primary meetings of the Safety Group will consist of suitable representatives of the full PSS membership organisations (see 3. above).

4.1.1 Chairperson selection

A Chairperson will be determined by suggestion from the membership organisations invited by the PSS Secretariat (or nomination by the PSS Board). The Chair is expected to remain in position for a 2-year period, this period is to ensure proper drive to identified improvements that may require longer term implementation. A Vice Chair should be elected in a comparable manner at the commencement of the Chairs second year effectively providing continuity of the Chair for a 3-year term.

During the tenure of the Chair / Vice-Chair, they will hold occasional meetings with the PSS Executive / Secretariat, as necessary.

The PSS Secretariat will support The PSG by facilitation of Agenda implementation and recording meeting outcomes.

4.2 PSG Working Groups

To support pan-industry representation it may be necessary to establish Working Groups under the direction of the main Group to consider specific issues relevant to the nature and operations of certain Ports or Port sectors. Such Working Groups may also be required to see through action plans determined by the main Group.

Principally these Working Groups will be established to work on specific PSS "Safety in Ports" (SiP) guidance documents.

5. Safety Group Administration

5.1 Planning

A programme of meetings will be determined each January for the ensuing year. The basis is 4 quarterly meetings, two in person events and two virtual based.

The planning programme will include for key issues, to include as a minimum

- internal planning meeting(s)
- meeting basis (e.g., virtual or in person)
- agenda development (see 5.2)
- meeting announcement and information calling
- required administration (e.g., location incl. catering)
- specific organisational matters for the meeting (i.e., Chair, minute recording, session facilitators)
- required resources (e.g., support personnel and equipment)

5.1.1 Annual Plan

In preparation for a new calendar year, the PSS Secretariat are to meet with the incoming Chair / Vice Chair to share key issues from the PSS Executive requiring PSG focus for the coming year / years. This together with ongoing issues from the previous year will form the PSG Annual Plan.

5.2 Agenda

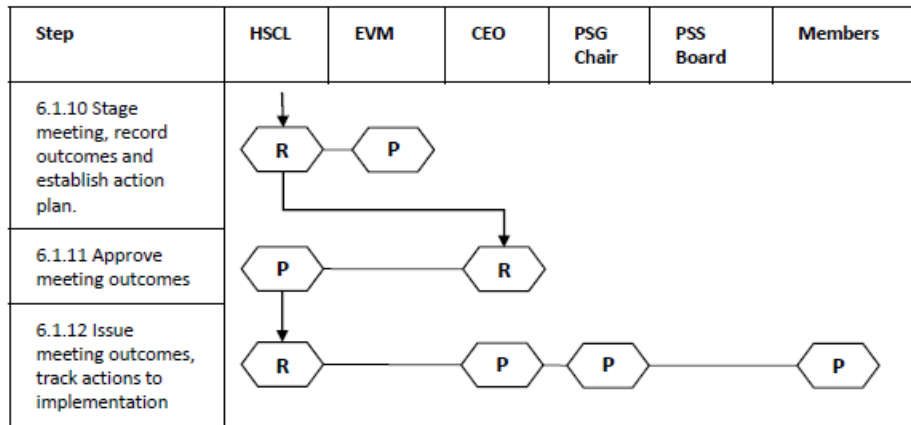
The core agenda and organisation for the meetings is to include

- Chairs opening address covering current / upcoming themes / focus areas and status of implementation
- Past minute agreement
- Chairs overview as to progress versus the Annual Plan
- Action status
- PSS Data Dashboard performance information; highlighting up / down / plateauing and key occurrences
- Member presentations as to key accidents / incidents identifying lessons learned and best practice development
- Horizon scanning; flexible sessions appropriate to the current H&S 'climate', e.g., upcoming legislation changes, industry changes

5.3 Action Tracking

The secretariat will ensure that the outcomes of the meetings are established, this to include

- Minutes, adopting a clarity and brevity approach accurately reflecting the issues presented and raised
- Recording all identified actions within an Action Tracking Register that will be maintained ongoing for all Safety Group / Working Group Meetings



6.2 Working Group assignment and execution

W.I.P.