



SCOPE & TERMS OF REFERENCE

WORKING GROUP: SAFETY ADVISORY GROUP (SAG)

Sponsor & Chairman: Alberic Demareschal (Air Liquide)

1. Purpose and Objectives

To strive for improving the safety performance of the Asian industrial gas industry and each member company.

To improve the safe handling and use of industrial gases at customers' sites.

To monitor proposed Asia legislation in the field of occupational safety and health and consider the consequences for the industry.

To determine the need for member information in the field of occupational safety and health and promote the issue of relevant publications.

2. Scope of Activity

To determine the need for member information in the field of occupational safety and health.

Issuing information concerning the safe operation of plants, machinery and equipment including management system procedures.

Issuing material to be used to train or inform employees, contractors or customers to ensure a safe operation and safe use of gases respectively.

Share information concerning incidents (accidents causing injuries, property or environmental damage and near-misses) related to the gas industry world wide, analyse the causes and ways to avoid recurrence as well as propose the establishment of specific working groups.

To develop system for monitoring the safety performance and analyse the corresponding statistics.

Recognise excellent safety performance by league ranking, safety awards, fleet safety awards, etc.

Monitor the activities of Compressed Gas Association, CGA, USA, European Industrial Gases Association, EIGA, Europe, and Japanese Industrial Gases Association, JIGA, Japan, in the field of SAG and co-operate with them on specific topics ensuring uniform publications and standards.

Review proposed Asia legislation in the field of occupational safety and health.

Monitor the activities and co-operate with the national gas associations.

To provide member companies with support to improve the safety performance

3. Composition

SAG consists of safety experts, preferably with managerial responsibilities in the member companies.

Category 1 & 2 members delegate one each for an undetermined period of time.

The SAG chairman is appointed by the TC for a period of two years.

4. Expected Achievements

A detailed list of the on-going work items is attached to the minutes of each SAG meeting.

5. Meetings

SAG meets a minimum of 3 times a year. Minutes will be kept and circulated to the members. Copies will be sent for information to the TC members and the chairmen of the other working groups of TC.

6 Information Flow & Publications

Members are expected to be in touch with developments in Asia with respect to new regulations and initiatives and to update the Work Group.

SAG communicates the results of its work to the members by suitable means. Documents, Safety Bulletins and Training Packages are drafted by SAG to be approved by the TC before published by the AIGA office.

All SAG members should be alerted of major accidents with public attention in a member company anywhere in the world as soon as possible.

7. Confidentiality of SAG Information

- Accidents/incidents reported (in writing and verbally) or discussed in the SAG and the TC shall remain confidential information and must not be revealed to persons and organisations outside the SAG and the TC. This also applies to persons having access to minutes of meetings in the SAG and the TC, like SAG and TC members, AIGA WG chairmen,
- Summaries of written reports are filed in the AIGA for internal as well as external use. The information in the AIGA Accident Data Base is open to all AIGA members upon request to the SAG member representing their group or category of, if the SAG member is unknown, to the AIGA Office for advise. Members of the SAG may access the Data Base
- The members of SAG may use the accident/incident reports for further information within their companies to prevent re-occurrence of similar accidents/incidents provided that details like date, location, companies involved and other information that could identify the gas company in question are not mentioned.
- Request from AIGA members for more information (e.g. full reports for further details) shall be passed on by the AIGA Office upon being approved by the SAG
- Information on selected accidents/incidents (in neutralised form) may be published in the AIGA as Safety Bulletins or Training Packages.
- Requests for information on accident/incident from persons, companies and organisations outside AIGA shall be passed on by the AIGA Office to the AIGA member company which reported the accident/incident. The reporting company decides on eventual publication. The AIGA Office shall inform the TC about such requests from non-AIGA members. Requests for general accident/incident data, or data on specific topic require approval from the TC.
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- The AIGA Annual Report on Work Injury Statistics may be passed on by AIGA or the AIGA members in full or in selected parts to authorities and other associations. This option should be used with careful consideration and only in matters relating to the industrial gases industry.

8. Links with other Working Groups

SAG will pass for review by other working groups the incident reports which can be of interest for their scope.

SAG will seek advice from other working groups whenever SAG recommendations refer to their field of expertise.

SAG will, when appropriate, propose to the TC new work items for other Working Groups.

9. Relations with External Organisation

SAG will monitor the activities in the corresponding committee of EIGA, JIMGA, and CGA, and propose joint projects when appropriate.

SAG will review accidents reported by EIGA, JIMGA and CGA, and consider if it is relevant for member companies.

January 2013