



## The Global Community Committee to Process Safety

### **Instructions for Presenters of the Process Safety Moments**

**Purpose:** The purpose of these presentations is to use past incidents to raise the hazard awareness of the broader chemical industry, to bring more detail than the Process Safety Beacon alone can provide and to allow discussion of the potential hazards, controls and safeguards at your facility.

**Use:** The Process Safety Moments presentations can be used at safety meetings, crew meetings, technical meetings or Leadership team meetings. CCPS does not limit how or where you choose to use them and encourage sharing them with all levels of your operations.

The format of the PS Moment is a PowerPoint slide show (and though not yet available, we eventually intend to provide them with “voice over” narration). The time allotted for this presentation and discussion should be about 30 minutes to allow viewing of the slides and discussion of the topics at the end. These questions/discussions make the presentation a review of your safeguards to prevent a similar incident.

**Equipment:** a PC capable of running Microsoft PowerPoint.

Projector to display the overheads for the group

Sound capability on the PC if you intend to use the voice over feature when eventually available. (There are written speakers note that parallel the voiceover that can be used by the presenter.)

**Preparation:** Before including the Moment in your meeting agenda, review the topic to ensure it is pertinent to the group. Familiarize yourself with the details of the incident and where similar processes or hazards exist. The more you can relate the Moment to your operations the greater its impact.

Introduce the topic to the group and ask them to think about operations in the facility with similar hazards. Let the group know that there will be a discussion at the end. Encourage them to add questions or concerns during the discussion. While only a few of the slides may dwell on these questions, that is where the bulk of the presentation time should be spent. Plan sufficient time to thoroughly cover the discussion, record the concerns raised by the group, and pass them onto the people who can act on these concerns or respond to them.