

<b>Process Safety Management</b>	S.O.P. 3C		Page 1 of 5
	10/01	Rev. 2	
	Review Date:		
	<b>01/05</b>		
Approved by:			
STANDARD OPERATING PROCEDURE			

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### I. SCOPE AND PURPOSE

- A. To define a Standard Operating Procedure for employees exposed to highly hazardous materials and/or processes.
  - 1. The policy of this company is to provide a safe and healthful place of employment.
  - 2. Employees exposed to hazardous materials and/or processes shall be trained and have knowledge of the hazardous materials and/or processes to which they are exposed.
  - 3. The policy shall apply to all employees working in the field, office, yard, shop, or garage.

### II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 3G Personal Protective Equipment
- B. S.O.P. 5E Regulated Chemicals, MMMF, Nuisance Dust and Silica Control
- C. S.O.P. 5F Respiratory Protection
- D. S.O.P. 5G Hazard Communication
- E. Hazard Communication Field Training Module
- F. New Employee Orientation - Employee Rules and Responsibility
- G. Respiratory Protection Field Training Module
- H. Personal Protection Equipment Field Training Module
- I. Appendix Form 2A.1c, Job Hazard Analysis

### III. PERSONAL RESPONSIBILITY

- A. Responsibility
  - 1. **Supervisor**
    - a. It shall be the responsibility of the supervisor to verify and document that all employees working on the project have met the provisions of this policy.
    - b. It shall be the responsibility of the supervisor to ensure that the employees working on the project have received training in the

- work practices necessary to perform their job safely.
- c. It shall be the responsibility of the supervisor to ensure that the employees working on the project have received the site-specific training necessary.
  - d. It shall be the responsibility of the site supervisor to ensure all requirements of the work permit, including but not limited too, Safe Work, Hot Work, and Confined Space are met prior to any work being performed.
  - e. It shall be the responsibility of the site supervisor to ensure employees under his/her control are aware of the hazards and requirements of the work permit prior to any work being performed.
  - f. It shall be the responsibility of the supervisor to notify the owner, manager or responsible party in writing of any unique hazard or effect to the owners, managers, or employers processes or technology that may result from this companies work practices.
  - g. It shall be the responsibility of the site supervisor to ensure that all provisions of this policy and any additional site-specific requirements are strictly followed by all employees under his/her control.
  - h. Shall be the responsibility of the site supervisor to ensure that all employees under his/her control have received the necessary training to comply with this Standard Operating Procedure
  - i. Verify and document that all employees under his/her control have met the provisions of this policy.
  - j. Ensure that the employees under his/her control have received the necessary training as set forth in this policy.
  - k. It shall be the responsibility of the supervisor to ensure the implementation of S.O.P. 5F, Rev. 2, 01/05 Respiratory Protection in areas where Respiratory Protection is required.
  - l. Insure that all employees, under his/her direction are trained in the guidelines of this S.O.P.
  - m. Assess the workplace to determine if hazards are present that require additional P.P.E. above and beyond this S.O.P.
  - n. Insure that all necessary P.P.E. (company owned and employee owned) is correct for the job and in a clean, sanitary working condition.
  - o. Insure that each employee has received training in:
    - i. P.P.E. when it is necessary
    - ii. What P.P.E. is necessary
    - iii. How to properly put on, take off, adjust and wear P.P.E.
    - iv. The limitations of their P.P.E.
    - v. The proper care, maintenance, useful life and disposal of their P.P.E.
  - p. Insure that each employee under his/her direction can demonstrate

an understanding of the training and the ability to correctly use their Personal Protection Equipment.

- q. Re-train any employee under his/her direction who does not comply with paragraph (f) and (m) above.
- r. It shall be the responsibility of the site supervisor to ensure that all employees under his/her control have received the necessary information to comply with this S.O.P.
- s. It shall be the responsibility of the site supervisor, with the assistance of the safety department, to ensure that a thorough investigation is performed and documented after all job related incidents as per S.O.P. 1A, Rev. 1, 10/01.

## 2. **Employee**

- a. It shall be the responsibility of the employee to abide by the conditions of this policy.
- b. It shall be the responsibility of the employee to abide by our customers requirements and not disclose any and all process information received as it may contain confidential trade secret information.
- c. In the event an employee/applicant represents themselves as qualified craftsmen who have received training outside of this company, the employee shall provide documentation and a signed release for training records. Documentation shall include:
  - i. Course name or number
  - ii. Course objective
  - iii. Date and location
  - iv. Instructor
  - v. Method used to verify training was understood
- d. It shall be the responsibility of the employee/applicant to provide references or written verification of previous “on the job training” (OJT) received.
- e. It shall be the responsibility of the employee to follow the guidelines of this policy.
- f. It shall be the responsibility of the employee to clarify any area not fully understood by asking his/her supervisor.
- g. Report all work related accidents, incidents, or near-misses immediately to their site supervisor as per S.O.P. 1A, Rev. 1, 10/01.
- h. Report to supervision any hazards that he/she may become aware of not included in the “Job Hazard Analysis” (JHA) of the workplace.
- i. Report to supervision any changes in the workplace that may affect the P.P.E. assigned.
- j. Report to supervision any P.P.E. not fully operational.

## 3. **Project Manager**

- a. It shall be the responsibility of the Project Manager to establish, in

conjunction with pre-engineering, the potential for exposure of employees to particulates and fibers.

- b. It shall be the responsibility of the Project Manager to coordinate with Project Supervision respiratory protection as needed.
- c. It shall be the responsibility of the Project Manager and Safety to determine the need for monitoring of the jobsite or use of respiratory protection.

#### **IV. PSM-HIGHLY HAZARDOUS MATERIALS EXPOSURE**

- A. All employees in proximity or working with toxic, reactive, flammable, or explosive chemicals handled by this company shall be knowledgeable of the following:
  - 1. Product names
  - 2. Hazardous ingredients
  - 3. Physical data (characteristics)
  - 4. Fire & explosion hazard data
  - 5. Health hazard data
  - 6. Reactivity
  - 7. Spill or leak handling procedures
  - 8. Personal protective equipment
  - 9. Special precautions
- B. Form 2C.1a, Hazardous Material Inventory and the accompanying Material Safety Data Sheet (MSDS) shall be compiled and maintained of all reactive, flammable, combustible, and explosive chemicals for each jobsite
- C. A copy of the Hazardous Material Inventory and/or MSDS shall be provided to the client when requested for all chemicals used, stored, or transported to the client's facility.
- D. All contractors working in proximity to highly hazardous chemicals and/or processes used or stored by this company shall be provided the index and MSDS when requested.
- E. Where, in the course of employment with the company, an employee may come in proximity to a highly hazardous chemical equal to or greater than the quantities listed at 29 CFR 1910.119 Appendix A, flammable quantities of 10,000 pounds or more, a request for information about those chemicals shall be made in writing to the owner, manager, or responsible party for the material. The following information about the chemical/s should be requested:
  - 1. Toxicity Information
  - 2. Permissible Exposure Limits (PEL)
  - 3. Physical data
  - 4. Reactivity data
  - 5. Corrosive data
  - 6. Thermal and chemical stability data
  - 7. Effect of inadvertent mixing of different materials that may occur.

**NOTE:** MSDS meeting requirements of 29 CFR 1910.1200(g) shall be an acceptable alternative to the above requirement.

- F. Where, in the course of employment with the company an employee may come in proximity to a hazardous process, request for process safety information shall be made in writing to the owner or manager or responsible party for the process. The following information about the process should be requested:
1. Hazards of highly hazardous chemicals used or produced by the process.
  2. Hazards of the equipment used in the process.
  3. Hazards of the technology of the process.
- G. Where, in the course of employment with the company an employee may come in proximity to a hazardous chemical and/or process. Safe work practices shall be implemented to control hazards. Written operating procedures for the following shall be implemented:
1. Lockout/tag out
  2. Confined space entry
  3. Permitting
  4. Emergency action plan
  5. Entrance and exit of employee from jobsite.
  6. Incident investigation
  7. Orientation
- H. Records and verification of training shall be maintained on all employees working on projects where written operating procedures have been implemented.
- I. Jobsite safety inspections shall be conducted and documented.