

**PROCESS SAFETY MANAGEMENT
CONTRACTOR RESPONSIBILITIES**



Date: 01-08-2016

PURPOSE:

The purpose of Process Safety Management (PSM) is to prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable or explosive chemicals in various industries. The requirements of a Process Safety Management Program are outlined in 29 CFR 1910.119. R.W. LaPine, Inc. employees may perform work at job sites that are covered by this standard. Therefore, the purpose of this written program is to ensure our employees are trained in the practices necessary to conduct their work at PSM covered work sites and to ensure they abide by the safe work practices of the Host Employer.

GENERAL:

Contractors under the Process Safety Management program are those who are involved in the installation or maintenance of equipment and systems at a facility that has one of the following:

- A process which involves a chemical at or above the specified threshold quantities listed in Appendix A of 29 CFR 1910.119.
- A process which involves a flammable liquid or gas (as defined in 1910.1200) on site in one location, in a quantity of 10,000 pounds (4535.9 kg) or more except for:
 - Hydrocarbon fuels used solely for workplace consumption as a fuel (e.g. propane used for comfort heating, gasoline for vehicle refueling), if such fuels are not a part of a process containing another highly hazardous chemical covered by this standard;
 - Flammable liquids stored in atmospheric tanks or transferred which are kept below their normal boiling point without benefit of chilling or refrigeration.

As contractors covered under the PSM Program, we will be providing necessary information concerning the hazardous process, equipment, and procedures of the particular job site our employees are working at.

SPECIFIC REQUIREMENTS:Pre-Work Review

Prior to allowing R.W. LaPine, Inc. employees to commence work in a process covered under PSM, the following requirements must be completed by the PSM Company we will be doing work for:

- Inform R.W. LaPine, Inc. Site Foreman or other designated R.W. LaPine, Inc. employee of the known potential fire, explosion, or toxic release hazards related to the work area and processes of the Company.
- Provide the Site Foreman with the safety and emergency procedures for the site location.

R.W. LaPine, Inc. will provide information to the contract employer relating to any unique hazards presented by our employee's work or any hazards found by our employees.

TRAINING:

Prior to the start of any work at a facility covered under the PSM standard, R.W. LaPine, Inc. will assure that each employee is trained in the work practices necessary to safely perform his or her job. R.W. LaPine, Inc. will make available upon request the following documentation to each PSM covered facility that we will be performing work:

- R.W. LaPine, Inc. safety and health program.
- Certification that we have informed our employees of potential fire, explosion, or toxic release hazards that may exist at or near their work area at the facility, and that we have explained the Companies Emergency Action Plan to our employees. Safety Data Sheets will be used to discuss process safety information for the particular site we will be working.
- Training documentation concerning training provided to our employees to ensure they understand the safe work practices necessary to safely perform their tasks.
- Certification that we have explained the Hot Work Permit Program along with any other permits required to be used at the Company.
- R.W. LaPine, Inc. will assure that our employees have been instructed in known potential fire, explosion, or toxic release hazards related to his/her job. The Site Foreman will be responsible for ensuring that each employee has received and understood the required training. Training will be documented and will consist of the employee's name, the date of training, and the means used to verify that the employee understood the training.

SAFE WORK PRACTICES:

R.W. LaPine, Inc. employees will be required to abide by PSM employers safety work practices during operations such as lockout/tag out, confined space entry, opening process equipment or piping, and controls over entrance to the facility. Safe work practices will be covered during site-specific training courses. Training will be documented.

HOT WORK:

Before cutting, welding or any spark and heat producing operation is permitted at the work site, a hot work permit must be obtained and authorized by the Company we are working at. The permit shall document that provisions of CFR 1910.252 (a) have been met.

INCIDENT INVESTIGATIONS:

Employees must immediately report all accidents, injuries and near misses to their Site Foreman, who will then notify the appropriate Company contact. An incident investigation must be initiated within 48 hours. Resolutions and corrective actions must be documented and maintained for five years.

TRADE SECRETS:

R.W. LaPine, Inc. employees must respect the confidentiality of trade secret information when any Process Safety Information is released to them.