

# procedure

[YOUR FACILITY].

Category PSM – EMPLOYEE PARTICIPATION (c)	Procedure # 0002	Rev # 0
Subject EMPLOYEE PARTICIPATION	Dept # PSM	Dept Desig # PSM-0002

encourages its employees to participate in and use their "know-how" and talents to promote and maintain the safety of [YOUR FACILITY]'s policies and procedures to provide opportunities for the various elements of OSHA's Process Safety Management (PSM) (29 CFR 1910.119) EPA's Risk Management Program (RMP) Rule 40 CFR 63.119) and this Policy and Procedure. [YOUR FACILITY] shall also make available in a timely manner, information pertaining to the PSM and RMP programs.

This policy and procedure apply to all [YOUR FACILITY] and Contract Employees.

Approved:

[YOUR FACILITY]:

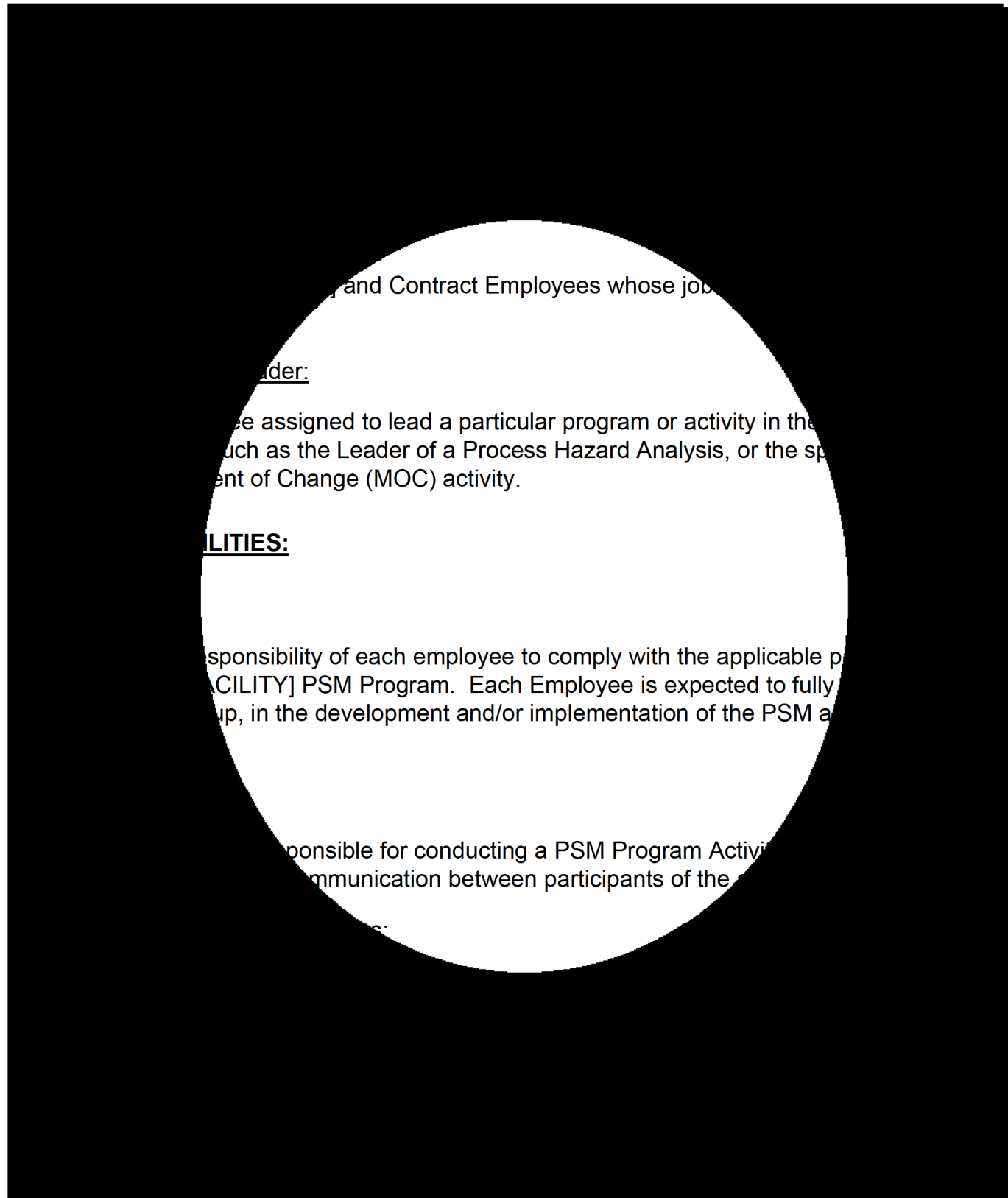
[YOUR FACILITY] LLC OR INC DETAILS]

This Policy and Procedure (PSM) Program refers to the elements of the PSM program.

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and Contract Employees whose job

Leader:

be assigned to lead a particular program or activity in the  
such as the Leader of a Process Hazard Analysis, or the sp  
ent of Change (MOC) activity.

LIABILITIES:

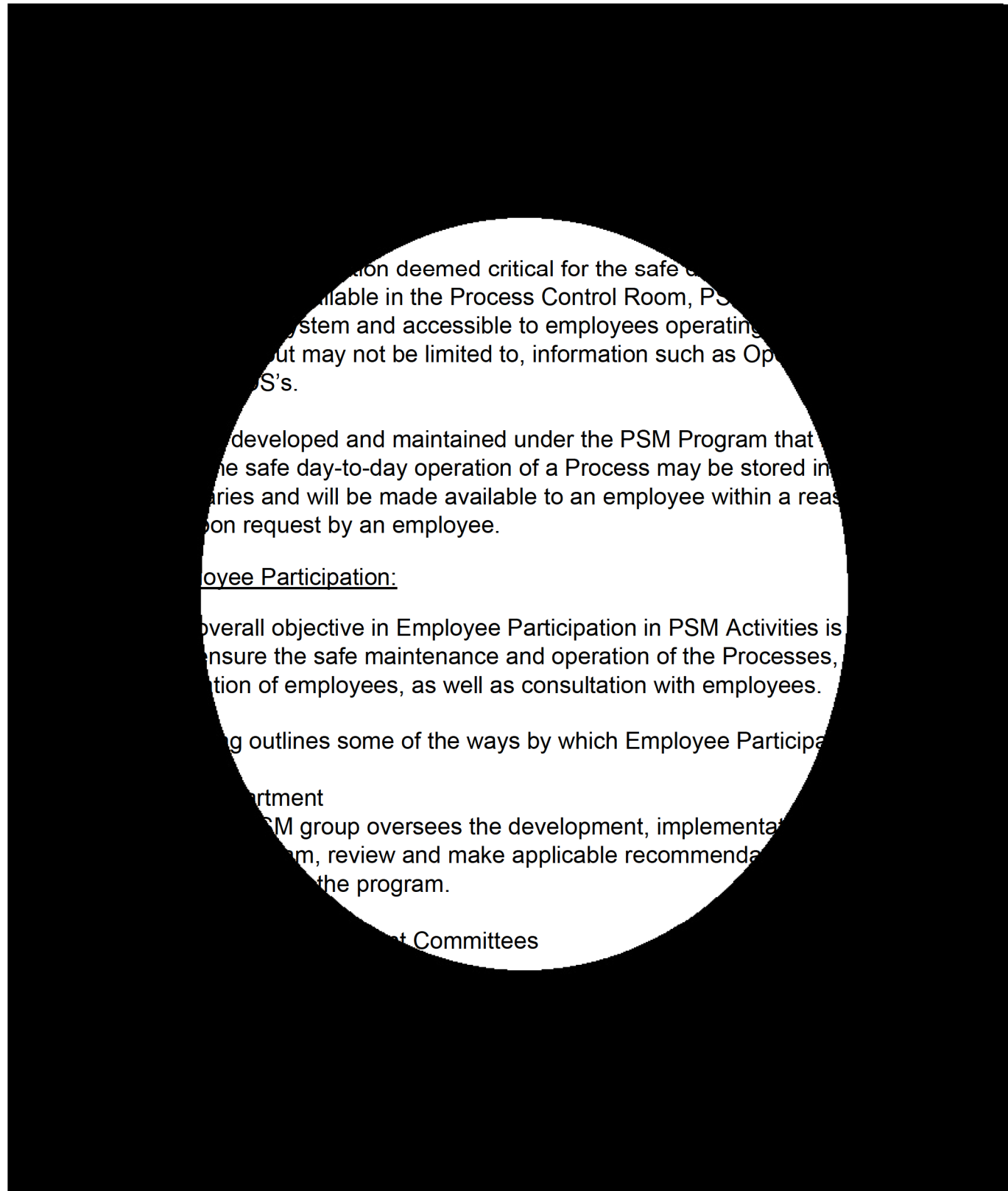
responsibility of each employee to comply with the applicable p  
[FACILITY] PSM Program. Each Employee is expected to fully  
up, in the development and/or implementation of the PSM a

responsible for conducting a PSM Program Activi  
communication between participants of the

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...tion deemed critical for the safe operation of the facility shall be available in the Process Control Room, PSM, or other readily accessible system and accessible to employees operating the process. This list may not be limited to, information such as Operating Procedures (OP's).

... developed and maintained under the PSM Program that the safe day-to-day operation of a Process may be stored in electronic form and will be made available to an employee within a reasonable time upon request by an employee.

Employee Participation:

... overall objective in Employee Participation in PSM Activities is to ensure the safe maintenance and operation of the Processes, the involvement of employees, as well as consultation with employees.

... outlines some of the ways by which Employee Participation will be implemented.

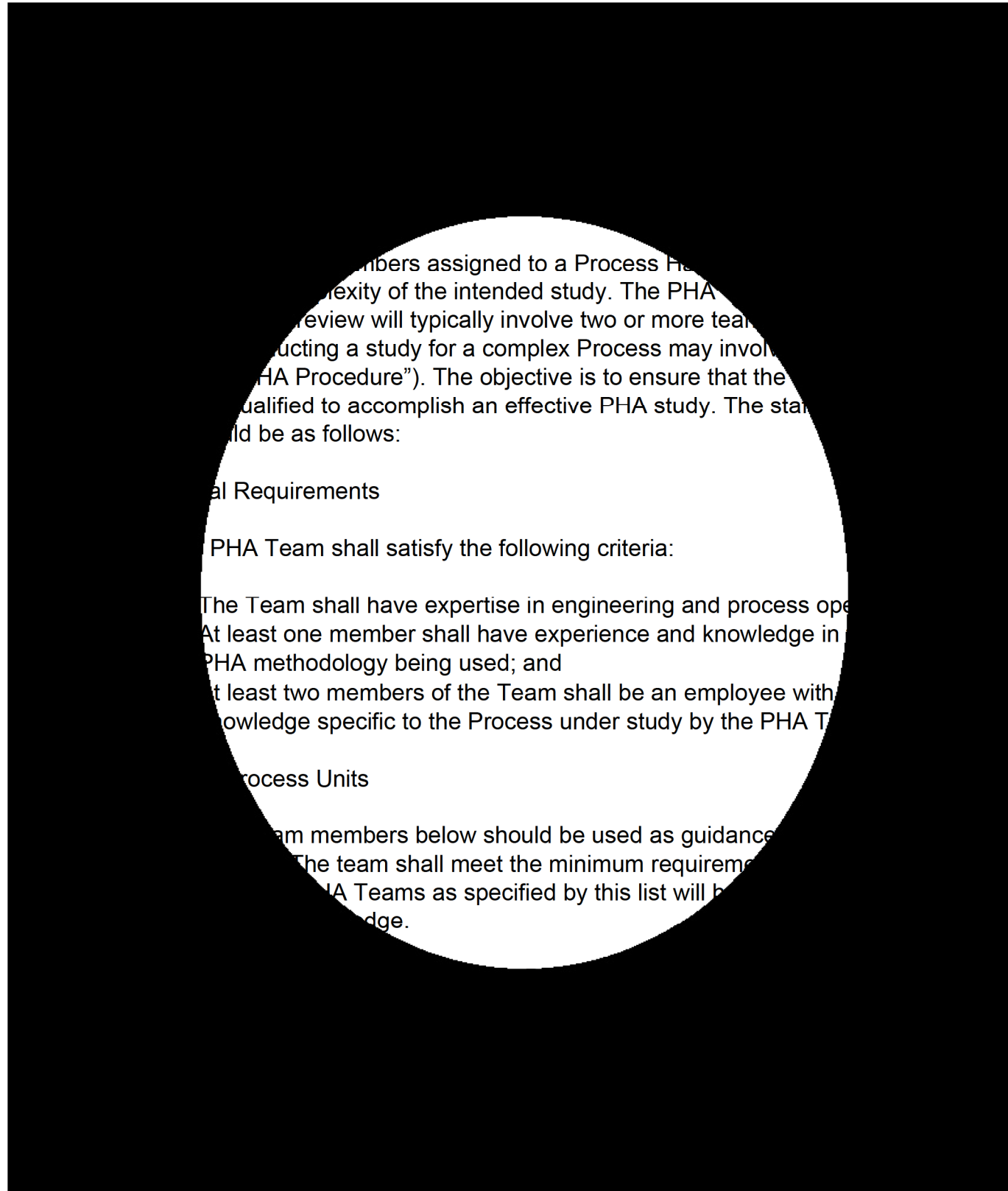
... department PSM group oversees the development, implementation, review and make applicable recommendations to the program.

... at Committees

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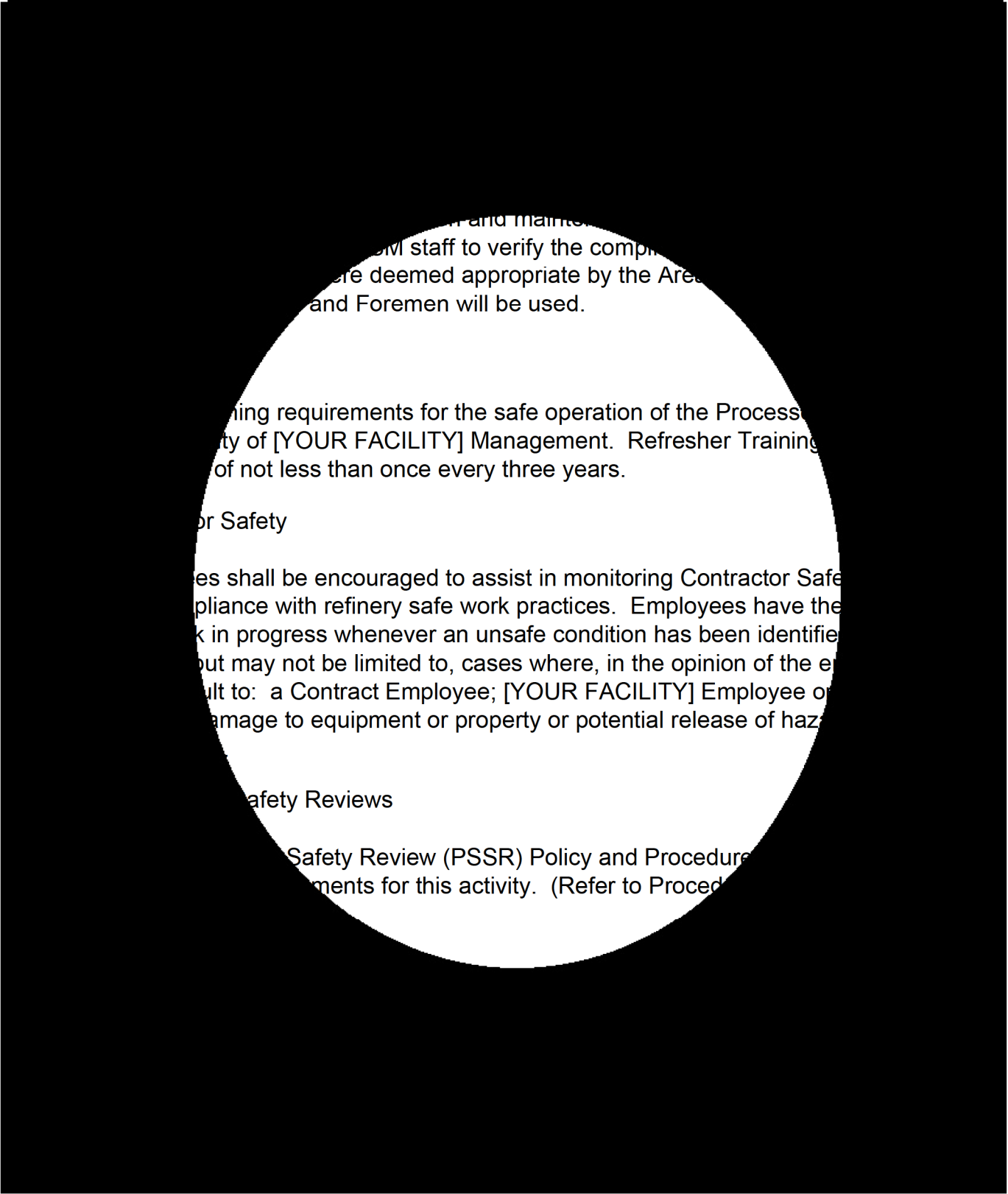
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... and mainte  
... staff to verify the compl  
... are deemed appropriate by the Area  
... and Foremen will be used.

...ing requirements for the safe operation of the Process  
...ty of [YOUR FACILITY] Management. Refresher Training  
... of not less than once every three years.

...or Safety

...es shall be encouraged to assist in monitoring Contractor Safe  
...pliance with refinery safe work practices. Employees have the  
...k in progress whenever an unsafe condition has been identifi  
... but may not be limited to, cases where, in the opinion of the e  
...ult to: a Contract Employee; [YOUR FACILITY] Employee or  
... damage to equipment or property or potential release of haz

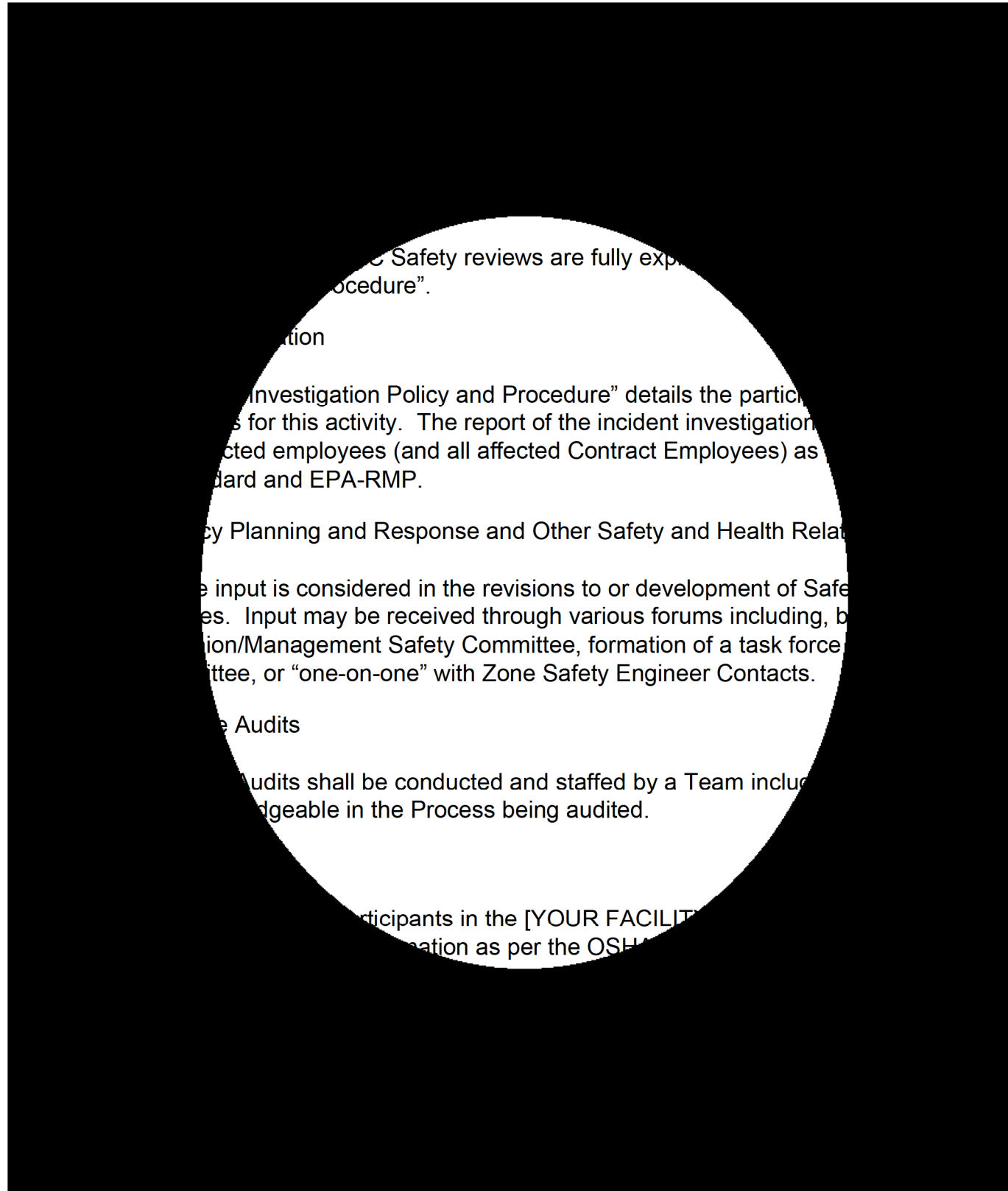
...afety Reviews

... Safety Review (PSSR) Policy and Procedure  
...ments for this activity. (Refer to Proced

# procedure

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... Safety reviews are fully exp...  
... procedure”.

... tion

... Investigation Policy and Procedure” details the partic...  
... for this activity. The report of the incident investigation...  
... affected employees (and all affected Contract Employees) as...  
... dard and EPA-RMP.

... y Planning and Response and Other Safety and Health Relat

... e input is considered in the revisions to or development of Safe...  
... es. Input may be received through various forums including, b...  
... ion/Management Safety Committee, formation of a task force...  
... ittee, or “one-on-one” with Zone Safety Engineer Contacts.

... e Audits

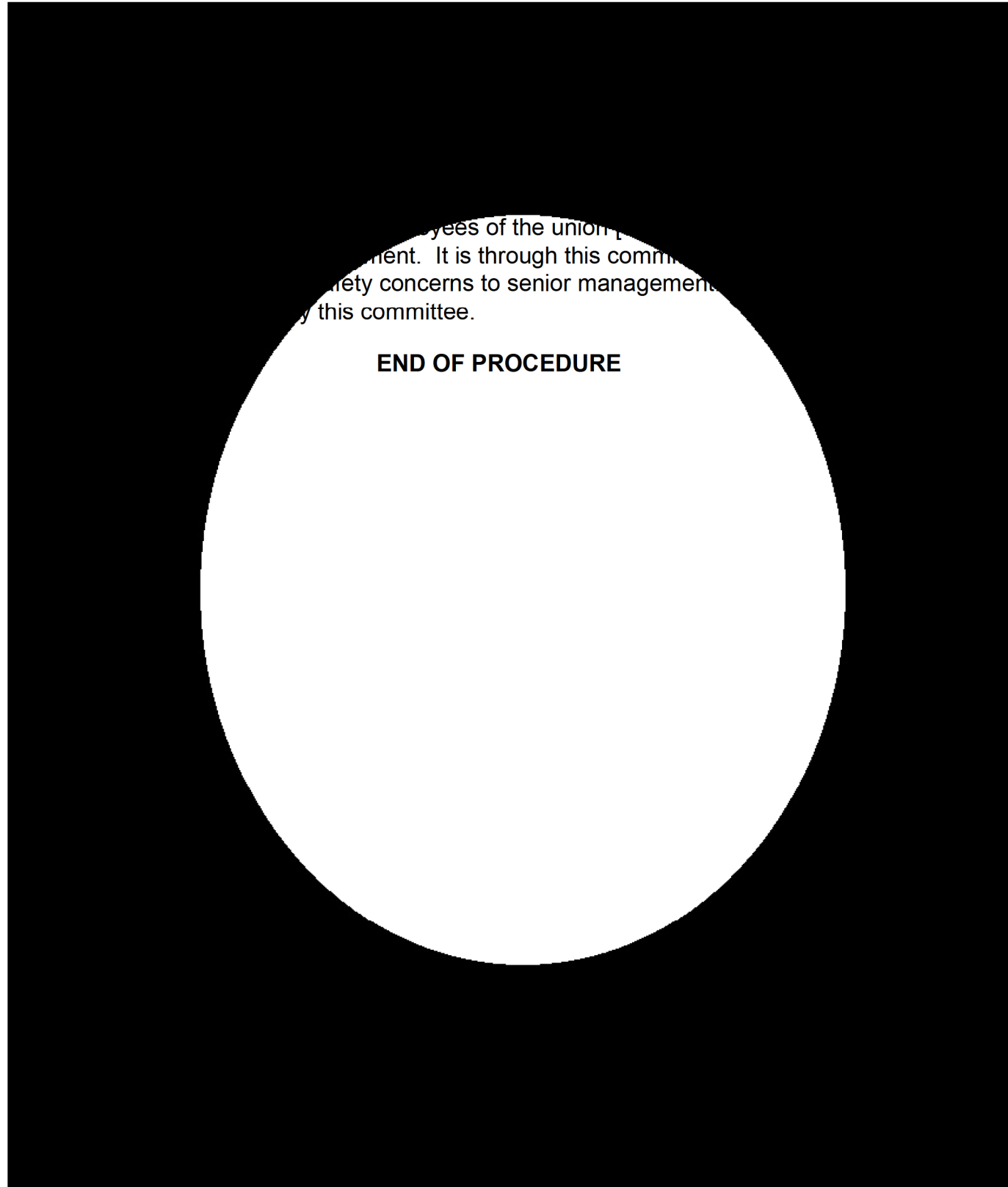
... audits shall be conducted and staffed by a Team includ...  
... dgeable in the Process being audited.

... participants in the [YOUR FACILITY]...  
... tion as per the OSH...

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...ees of the union [...]  
...ment. It is through this commi  
...ety concerns to senior management  
...y this committee.

**END OF PROCEDURE**