



PROCESS SAFETY MANAGEMENT

Process Safety Management standards mainly apply to manufacturing and industrial facilities, particularly when the manufacturing process includes chemicals, large moving machinery, molten metals, etc. The purpose of Process Safety Management programs at client sites is to prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable or explosive chemicals. Tate employees working at a client site must immediately report to the client if they suspect any hazards exists or find a hazard created by work being completed on site. Tate Employees must immediately report all incidents and near misses that occur or are observed while working on site.

Tate Engineering Systems currently does not have any internal processes that require Process Safety Management. However, many of the facilities we work in are covered by the Process Safety Management standards. In those facilities, the facility owner is responsible for preparing a set of Process Safety Procedures covering the activities that their workers, as well as those of contractors, may perform which exposes them to potential hazards. Tate Employees must be instructed in the hazards related to their jobs and potential fire, explosive or toxic release hazards at the job site.

Whenever we begin work at a facility, it is the responsibility of the Branch Service Manager to inquire if the customer is required to have such a plan and, if they are required, to obtain a copy of the plan. This should be done in conjunction with the Work Hazard Analysis. Tate Engineering will respect the confidentiality of trade secret information when the process safety information is released to them.

At a minimum the plan should include the following:

1. The nature of potential hazards
2. Location of potential hazards
3. The extent of the hazard
4. MSDSs for all chemicals and materials that workers may come into contact with
5. Procedures that are in place to avoid hazards
6. Alarm procedures
7. Emergency Preparedness measures
8. Emergency response measures
9. Evacuation procedures
10. Incident reporting procedures

It is the responsibility of the Branch Service Manager to instruct all employees who will be working at the site on the Owner's Process Safety Management plan. The Branch Service Manager will also issue all PPE that is required for the work being performed. No employee shall begin work activities until they have been issued PPE and instructed on its proper use and care.



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Hot work shall not be performed until hot work permit is obtained from the employer client, fire watch is posted, and area has been tested for flammable gases.

Training on PSM shall be conducted at the time of hire and documented.

In addition to the Process Safety Management Plan, most industrial sites have work rules that are designed to protect workers as well as to avoid activities that may interfere with the efficiency of operations. It is the responsibility of the Branch Service Manager to obtain these work rules and to communicate the work rules to all employees who will be working at the facility. Whenever possible, the Owner's safety representative should attend the training session to answer questions and provide a complete overview of safety within the facility.

All employees are required to adhere to the Owner's policies and procedures regarding safety as if those policies and procedures were Tate Engineering Systems'. If there should be a conflict between the policies and procedures set forth by the Owner and Tate Engineering Systems' Safety Manual, then the more stringent of the two shall apply. When there is a conflict between the two, the Branch Service Manager is responsible to notify the Corporate Safety Director in a timely manner for a determination of policies and procedures that will be enforced at that particular location.