



Pannier Corporation

Health and Safety Handbook

Marking System Group



Process Safety Management/Contractor Responsibilities – (US)

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Purpose

The purpose of Process Safety Management is to prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable or explosive chemicals in various industries.

Contractor Employees

Any Pannier employee who performs work in a customer's facility will be considered a Contractor Employee. Each Contractor Employee will be trained in the work practices necessary to perform their job. They will also be instructed in the known potential fire, explosion or toxic release hazards related to their job and the process and the applicable provisions of the emergency action plan. They shall abide by employers safe work practices during operations such as, lockout/tagout, confined space entry, etc. Pannier will advise the their contractor employees of any unique hazards presented by the contract employer's work or of any hazards found by the contract employer's work.

General Work Practices

All work in areas where there is imminent danger to employees will cease until the dangerous condition is removed.

Contractor employees will maintain good housekeeping procedures in and around their work area(s).

Safety meetings will be held as required to communicate jobsite safety information to all contractor employees regularly working at the host facility property.

Cooperate with periodic monitoring by the Administrator or designee for compliance with safety and health requirements.

Correct hazardous conditions or safety program deficiencies discovered by the Administrator.

All equipment and tools will be maintained in good working order in compliance with regulatory and host facility standards and according to manufacturer's instructions.

Damaged equipment, including power tools, power cords, and electrical or fuel-powered devices, will not be used at host facility worksites.

Alcohol, illegal drugs, and firearms will not be permitted in host facility work areas. Any contractor employee observed under the influence of alcohol or illegal drugs or carrying firearms will be immediately removed from work areas.

Training

All contractor employees will have completed safety and health training when required by law and host facility requirements before work begins. Training records of all Contractor Employees will be maintained stating, employees name, date of training and the means used to verify that the employee understood the training.

Personal Protective Equipment (PPE)

Provide all contractor employees with required PPE in accordance with host facility and regulatory requirements.

All contractor employees will wear appropriate work clothing, including PPE when required.

PPE will not be substituted for feasible engineering and administrative controls to protect employees from occupational hazards.

Where respirators are required for contractor employees, a written respiratory protection program will be prepared and implemented, and the document will be made available to the host facility Administrator before any work with respirators is begun. Contractor employees will work under the host facility's written program if preapproved by the host facility Administrator.



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Hazardous Substances

No hazardous or flammable chemicals will be brought onto host facilities property without notifying the Administrator or designee.

Make copies of material safety data sheets (MSDSs) available to the Administrator and host facility employees for all hazardous chemicals brought to the worksite.

Provide information to the Administrator and host facility employees about any special precautionary measures that must be taken when working with or around hazardous substances brought on-site by the contractor.

Chemicals, paints, oils, or other hazardous substances will neither be discharged to any drain nor discarded with normal solid waste.

Accidents

Any accidents or cases of job-related injuries or illnesses involving contractor employees will be immediately reported to the Administrator or designee.

Ensure that accidents or incidents that result in injury to or illness of contractor employees or damage to property are properly investigated, and submit a comprehensive report of findings and recommendations to the host facility Administrator.

Emergencies

Train employees to follow host facility emergency evacuation plans for the area(s) they are working in.

Inform employees of the location of the nearest fire extinguisher, pull station alarm, and first-aid supplies.

In the event of a fire or other emergency sound the alarm, follow the host facility evacuation procedures, and notify the Administrator or designee.

Work Permits

Before beginning work in a hazardous area, complete and submit to the Administrator or designee the following work permits (obtain permit forms from the Administrator or designee):

Confine Space Entry Permit

Hot Work Permit

Reporting and Recordkeeping

All occupational injuries to and illnesses of contractor employees beyond first aid who are directly supervised by the contractor will be recorded on the contractor's illness and injury recordkeeping forms.

Provide the Administrator or designee, on request, with documentation of all required training, medical exams, permits, MSDSs, and other safety-related documents related to contractor employees and operations.

Confidentiality

Pannier and their contractor employees will respect the confidentiality of trade secret information whenever process safety information is released to them.