



## *Process Safety Management Employee Awareness*

Millard Refrigerated Services has a Process Safety Management (PSM) program in place which provides information and procedures to prevent or minimize an accidental release of ammonia. This program attempts to anticipate future problems by identifying, evaluating, and preventing failures of the process that could result in a release of this chemical. The entire refrigeration system as well as related piping is covered by the PSM program. PSM can be seen as a fourteen step program:

1. *Employee Participation:*

This program involves the employees in establishing the PSM program. Employees should also be involved when a process hazard analysis is conducted. The program also ensures that all employees have complete access to the PSM program.

2. *Process Safety Information:*

Collection of written information which enables the employees to identify and understand the potential hazards in the system. The written information includes the ammonia MSDS and a description of the design of the ammonia refrigeration system.

3. *Process Hazard Analysis:*

A formal study which is designed to look at the process and identify potential hazards.

4. *Operating Procedures:*

Written, detailed procedures which describe the steps which should be followed to safely operate the ammonia refrigeration system.

5. *Training:*

A program which ensures that employees are trained on all aspects of the system and on the duties which they should perform to ensure the safe operation of the ammonia refrigeration system.

6. *Contractors:*

All contractors will be screened and evaluated before they perform work on or near the ammonia refrigeration system. The contractors are also periodically evaluated to ensure that they perform work by following safe work practices.

7. *Pre-Startup Safety Review:*

A pre-startup safety review is completed for all new ammonia projects to verify that all safety programs are in place, training has been performed, and construction has been completed according to design standards before the project is put into use.

8. *Mechanical Integrity:*

This program ensures that the ammonia refrigeration system is built and maintained using preventive maintenance procedures to minimize unexpected breakdowns or failures.

9. *Hot Work Permit:*

Procedures to ensure that a signed permit is obtained prior to any cutting, welding, or burning.

10. *Management of Change:*

Procedures are to ensure that all changes made to the ammonia refrigeration system are properly reviewed.

11. *Incident Investigation:*

Procedures to ensure that any incidents are investigated, reviewed, and documented using an investigation team.

12. *Emergency Planning and Response:*

Procedures describing how our facility will respond to ammonia spills and other emergencies including evacuation procedures.

13. *Compliance Audits:*

Procedures to conduct regular audits of the PSM Program to ensure that the program is in place and working properly.

14. *Trade Secrets:*

Procedures which ensure that employees are provided with information while still protecting company secrets.

The PSM program was developed by the Occupational Safety and Health Administration (OSHA). OSHA is in charge of reviewing the compliance with this program. The major purpose of the PSM program is to protect you as an employee of Millard Refrigerated Services. It is very important for you to understand and comprehend all of its elements since you will be the main beneficiary.

**This training by Millard Refrigerated Services will be made part of your personnel file. Please read and understand its contents before signing.**

Attested by \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_