

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Process Safety Management</i>					
Last Revised:	February 7, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	2/7/2012 6:45:00 PM

PROCESS SAFETY MANAGEMENT

I. PURPOSE

The purpose of this program is to bring Garmong Construction Services into written compliance with contractor requirements under the Process Safety Management Standard for General Industry (OSHA 29 CFR 1910.119). These guidelines are written for use while our employees are working at an owner facility in an area or unit that is covered by the Process Safety Management Standard. The purpose of the standard is to prevent any catastrophic event or release that may result from our work in a covered chemical process at an owner facility.

II. PROGRAM RESPONSIBILITY

GCS has the responsibility to inquire as to whether an owner facility is covered under the Process Safety Management when bidding work at that facility. Our management team will also share the necessary company safety information/records with the owner facility. This information is used to evaluate our safety performance when issuing work in a covered process area.

The Safety Director has the responsibility to ensure that employees are receiving appropriate safety training and necessary process information about covered units where our employees are working. The Safety Director and Superintendent are also responsible to audit affected employees to ensure safe work practices are being followed.

III. EMPLOYEE TRAINING

Affected employees working in a covered process unit are required to be trained in the following areas:

1. Affected employees are required to be trained in the known potential fire, explosion, or toxic release hazards. This will vary from each type of chemical facility that is covered under the PSM standard. This information will have to be requested from the owner facility in order to train affected employees on these hazards.
2. Affected employees are required to be trained on the emergency action plan for each facility that has a covered unit where we are conducting work. This information will have to be requested from the owner facility for training.
3. Employees must be trained in applicable safe work practices such as, lockout/tag out, confined space entry, safe electrical practices, welding/cutting, etc.

All training will be documented recording the employee name, date, and means used to verify understanding of the training.

IV. SAFE WORK PRACTICES AUDITING

The Safety Director and Superintendent will conduct routine audits to ensure that all affected employees working in a covered process area are following company safe work practices, owner facility requirements, and permits requirements. The audit will also ensure that affected employees are receiving process information about the unit in which work is being completed.

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V. OWNER FACILITY REQUIREMENTS

GCS management team will ensure that all owner facility requirements regarding Process Safety Management are understood. Affected employees and work activities will then follow the requirements set by the owner facility as well as our safety requirements regarding the Process Safety Management standard.

VI. UNIQUE HAZARD REPORTING

Just as owner facilities have the responsibility to relay necessary information to our employees regarding process hazards, GCS has the responsibility to inform the owner facility operations of any unique hazards that may be presented by our work in a covered process unit. In addition, any hazards found by our employees must be reported to the owner facility operations.

Much of this information is discussed between owner and contractor through a permitting system before the work is to begin for that day. A special meeting may also be scheduled with the owner facility operations and contractors to discuss the potential hazards of a specific task in a process unit.

All affected employees will be instructed as to the responsibility of reporting unique hazards to the owner facility operations.

VII. PRIME CONTRACTOR RESPONSIBILITIES

When working as a prime contractor in a covered process area of an owner facility, we must evaluate our sub-contractors before awarding them work on a bid. Our screening process involves analyzing sub-contractor safety performance/statistics and safety program. We must also notify the owner facility of all sub-contractors that we will employ on a project.

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SAFETY QUESTIONNAIRE

PRE-QUALIFICATION OF SUBCONTRACTORS

Dear Subcontractor:

Garmong Construction Services has a pre-qualification policy for all of our subcontractors. The evaluation is based upon your organization's Safety Program and Safety Statistics over the past three years.

Please complete the enclosed Safety Questionnaire form and return it to us as soon as possible.

If you need any assistance, please contact me at 812.208.3979.

Sincerely,

Douglas Mahurin, MS, CSP
Safety Manager

Enclosure: Questionnaire Form

Garmong Construction Services

SUBCONTRACTOR PRE-QUALIFICATION SAFETY QUESTIONNAIRE

I. Organization

Company Name:
Address:

II. Safety & Health Statistical Information

- Year: (include 3 most recent)			
- Interstate Experience Modification Rate			
- # of Employee Hours Worked in the Year			
OSHA No. 200 Log Information:			
- No. of Fatalities			
- No. of Lost Workday Cases			
- No. of Days Lost			
- No. of OSHA Recordable Cases			
Recordable Rate (injury x 200,000/manhours)			

III. Safety Program Information

- Does your organization have a written Safety Program ? _____
 - Does your organization have an employee Safety Training Program? _____
 If yes, does it include the following:

	Yes	No		Yes	No
Employee Safety Orientation	_____	_____	Incident Investigations	_____	_____
Injury Reporting/Management	_____	_____	Respiratory Protection	_____	_____
Process Safety Management	_____	_____	Lock Out/Tag Out	_____	_____
Personal Protective Equipment	_____	_____	Rigging Safety	_____	_____
Housekeeping	_____	_____	Electrical Safety	_____	_____
Fire Prevention/Protection	_____	_____	Substance Abuse	_____	_____
Hazard Communication	_____	_____	Confined Space Entry	_____	_____
Weekly Tool Box Talks	_____	_____	First Aid Procedures	_____	_____

Name of Your Safety Contact _____

* Attach Copies of your OSHA 200 logs for the last three years.

Completed by: _____ Date: _____
 Name Title

Return this form to: Douglas Mahurin, MS, CSP
 Safety Manager
 Garmong Construction Services
 3050 Poplar Street
 Terre Haute, IN 47803