

PETRONAS TECHNICAL STANDARDS
HEALTH, SAFETY AND ENVIRONMENT

HSE ORGANIZATION AND COMMITTEE
(GUIDELINE)

PTS 60.0302

JUNE 2006

Rev 1



PREFACE

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They are based on the experience acquired during the involvement with the design, construction, operation and maintenance of processing units and facilities. Where appropriate they are based on, or reference is made to, national and international standards and codes of practice.

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HSE MANUAL AMENDMENT RECORD SHEET
PTS Number: 60.0302

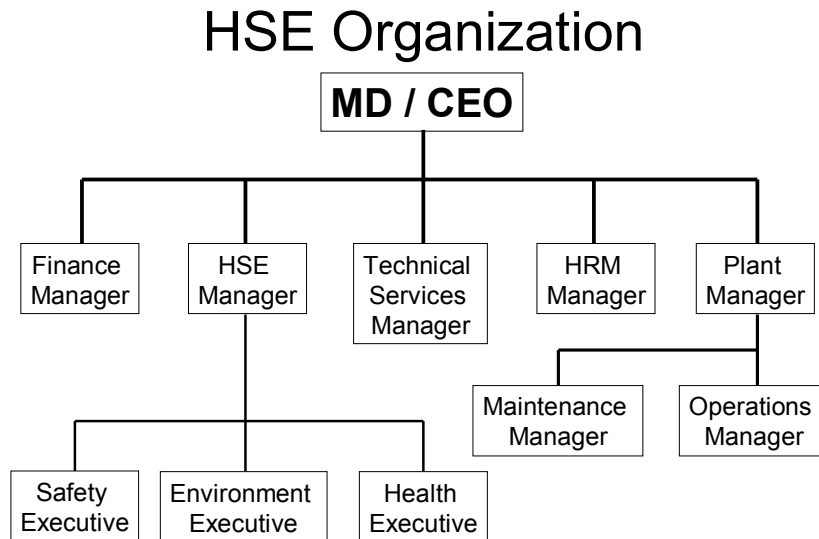
Chapter No.	Section No.	Description	Issue No.	Date	Revision No.	Approve by : (initial)
All	All	PTS 60.0202 HSE Organization and Committee	1	June 05	0	IGA

Chapter No.	Section No.	Description	Issue No.	Date	Revision No.	Approve by : (initial)
All	All	PTS 60.0302 HSE Organization and Committee	2	June 06	1	IGA

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1. THE HSE ORGANIZATION

The purpose of the overall HSE organization is to mobilize all available talent in the interest of health safety environment and fire protection. It does not in any way relieve individual members of the line organization of their safety responsibilities; rather it provides additional resources upon which they can draw to execute these responsibilities more effectively.



1.1 HSE COMMITTEE MEETINGS AND SYSTEMS

HSE committees and meetings have proven to be effective means of formulating and carrying out company HSE policies, gathering and disseminating HSE information, enlisting employee cooperation in the HSE effort, and generating and sustaining interest in HSE. Committees are staffed principally by members of the line organization supplemented by HSE staff members and other specialists.

The effective functioning of the typical organization setup permits some flexibility in the structure because of such variable factors as the size of the plant or laboratory, the personnel available, and the nature of the operations; however, the adoption of the basic principles of this typical HSE organization has proven sound and effective.

In new plants, laboratories, or other similar units, it is essential that a Central HSE Committee be organized promptly to initiate, guide, and coordinate all HSE activities and to establish the necessary HSE policies. Whenever possible, this organization should precede the actual operation date so that important HSE matters are not overlooked during the period of "start-up headaches." Numerous problems arise on any new unit, and the HSE organization should be instituted to function during the latter stages of construction. During the period prior to the actual start of operations, it will no doubt be found advisable to have more frequent meetings of the Central HSE Committee. The departmental and foremen's HSE committee should be

established so that they will function as soon as the operating or permanent personnel become available.

1.2 THE OPU/PLANT HSE ORGANIZATION & COMMITTEE – THEIR ROLES

This committee is made up of the MD/CEO, who serves as chairman, all department heads, the HSE supervisor, plant physician, representatives from employees, contractors and Union representatives. The HSE supervisor usually serves as permanent secretary.

Where there are one hundred persons or less employed at a place of work, there shall be not less than two representatives from the management and the employees on the HSE organization & committee and their roles; and where there are more than one hundred persons employed, there shall be not less than four representatives respectively.

This committee shall:

- a) assist in the development of safety and health rules and safe system of work
- b) review the effectiveness of safety and health programmes
- c) carry out studies on the trends of accidents, near miss, dangerous occurrences, occupational poisoning or disease which occur at the place of work and shall report any unsafe or unhealthy condition or practices together with the recommendations for corrective actions and
- d) review the safety and health policies and make recommendations for any revision of such policies

i.e. originates, guides, and coordinates the overall HSE effort, conducts investigations of personal injuries, and, in general, deals with safety matters of plant wide concern. This committee meets at least once every three months and maintains minutes of the deliberations or as often as necessary and

Quote:

“Immediately in the event of an accident which results in loss of life of serious bodily injury to any person, a near miss accident, a dangerous occurrence or any other situation which calls for immediate attention in order to ensure the safety and health of employees at the place of work.”

Unquote:

Under the Occupational Safety and Health Act, a plant with 40 or more personnel need to set up such a committee to advise management on Safety and Health aspects of the plant. Under the OSH Committee regulation, members of the committee need to be appropriately trained in their respective duties and responsibilities.

1.3 SUBCOMMITTEES

Subcommittees, acting in specific areas of interest, can relieve the OPU/Plant HSE Committee of many details of safety administration while providing the opportunity for broader participation in the HSE effort. Subcommittee chairmen are usually the departmental, area or shift manager who are also members of and responsible to the OPU/Plant HSE Committee. The following are examples of common subcommittees and their functions.

1.3.1 Accident and Injury Investigation

This committee investigates, as stipulated under OSHA, serious injuries or incidents having serious injury potential to determine the causes, ways to prevent recurrences, and the applicability of preventive measures to other areas. Incidents must be reported in accordance with PTS 60.0504 Incident Classification and Reporting and investigated in accordance with PTS 60.0501 Incident Investigation and analysis using the methodology in PTS 60.0503 Tripod Beta.

1.3.2 HSE Program or Special Activities

This committee develops plantwide HSE programs and activities to guide individual area efforts. Examples might include the annual plant HSE program, inter-area competitions, the publicity of forthcoming HSE awards, and the promotion of certain aspects of off-the-job safety.

1.3.2.1 Process Hazards

This committee periodically reviews existing plant operations, especially where hazardous materials are involved, to ensure that all necessary health safety environment and fire protection precautions have been taken. The activities of this committee are particularly important because changes in operations such as the introduction of different raw materials or intermediates; variations in temperatures, pressures, speed of operation or even environmental changes in humidity and toxic or corrosive atmospheric levels can pose serious problems not anticipated in the original design of the equipment. Such reviews should be searching, conducted on a regular frequency (at least annually for hazardous operating areas), and the results reported in writing to the OPU/Plant HSE Committee for follow-up.

1.3.2.2 New Equipment or Processes Acceptance

This committee inspects new facilities before start-up to ensure that all necessary safeguards have been provided. Membership usually consists of representatives from operations, maintenance or engineering, technical health environment and safety, and fire protection. Follow-up reviews are normally conducted to assess the adequacy of HSE features under actual operating conditions. Sometimes, particularly on smaller plants, this committee is combined with the Process Hazards committee.

1.3.2.3 HSE and Housekeeping Inspections

This committee makes periodic HSE and housekeeping inspections of specific areas. Usually, committee membership crosses departmental lines so each area can be inspected by persons other than those responsible for the particular area.

1.3.2.4 Off the Job Safety

This committee is charged with planning, developing and promoting suitable materials for off the job safety program, specifically towards the creation of a culture amongst family members that makes the assessment of Health Safety and Environment risks second nature. To this end, initiatives / programs with the involvement or participation of the immediate family and community are the keys to achieve this objective.

1.3.2.5 Assurance

To help evaluate the effectiveness of committees, programs, and HSE rules and procedures, an assurance committee with this specific responsibility can be invaluable. Findings are turned over to the OPU/Plant HSE Committee or other subcommittees for implementation.

1.4 DEPARTMENTAL HSE COMMITTEES

These committees are composed of the department head as chairman and members of supervision reporting directly to the department head. Such committees act on all HSE matters within the department, referring to the OPU/Plant HSE Committee the problems that they are unable to solve or that have ramifications outside the department. These committees shall meet at least once a month.

1.5 AREA HSE COMMITTEES

These committees may be organized at large units where there are intermediate levels of supervision between the foreman and the department head, with the supervisor as chairman and members of supervision who report to that supervisor as members. Their functions are similar to the departmental committee, but their scope of responsibilities and activities is limited to their particular area. Such committees usually meet semimonthly or monthly, as the needs of the particular location dictate.

2. STRENGTHS OF THE GROUP HSE COMMITTEE AND ITS SUBCOMMITTEES

1. They demonstrate visible leadership, commitment and management support for the time and effort which committee members will be required to expend on committee work and also endorse recommendation from assurance findings and performance targets and initiatives.
2. They make available a wide variety of experience and interest in the continuing effort to improve the safety and health of employees and protection of the environment.
3. They provide important avenues for communication, formal and informal, up and down, which augment communication through the direct line organization.
4. They generate energy and personal dedication to programs/activities, which are

developed within the committee. This energy and dedication become infectious to others, including the top management of the site.

5. They provide site management continuous opportunity to test ideas through established, cohesive groups representing a good cross section of management (and perhaps non management) personnel during the normal course of "doing business". This avoids both the "hurdle" and profile normally associated with special, ad hoc committees.
6. They are not decision-making bodies -- decision making remains a line management responsibility. However, these committees, by doing first-rate work, can develop the facts and so condition the environment in which line management makes decisions that they can become strong influences on the decision-making process by which the organization is managed.

3. **OPU/PLANT HSE COMMITTEE CHARTER**

PURPOSE

The OPU/Plant HSE Committee shall be responsible for formulating and maintaining the plant's HSE policies. Its duties should include:

- Originating, coordinating, and guiding the overall plant HSE efforts.
- Approving HSE items and policies of OPU/JV
- Exchanging HSE information between OPU/JV personnel

ORGANIZATION

Chairman: Plant Manager

Secretary: HSE Supervisor

Members: Assistant Plant Manager (Vice-Chairman)

Department Superintendents

Division Superintendents

Plant Physician

Ex Officio Member: Construction field project manager or delegate

SUBCOMMITTEES

Subcommittees of the OPU/JV HSE Committee (HSEC) will be formed, as required by plant needs, to act on specific areas of interest. A monthly report of subcommittee activities will be made to the HSEC.

MEETINGS

The HSEC shall meet monthly. Special meetings may be called by the chairman at any time.

4 SAMPLE AGENDA OPU/HSE COMMITTEE MEETING

Date:

TO : (MEMBERS OF OPU/JV HSE COMMITTEE)

FROM : (CHAIRMAN OF HSE COMMITTEE)

SUBJECT : AGENDA - HEALTH SAFETY & ENVIRONMENT COMMITTEE
MEETING –

(DATE)

(TIME)

This agenda is intended to aid each person in preparing for the meeting. The success of the meeting depends on the care with which this preparation carried out.

SUBJECT	ACTION BY
1. Minutes of previous meeting	All
All is there Any disagreement?	
Has action been taken on items requiring it?	
2. Reports	
a. HSE Statistics for the Current Month (Should include HSE Supervisor comparison with previous period)	Safety Supervisor
Is there any trend?	
What conclusions can be drawn?	
b. Status of HSE and Housekeeping Inspections (Must include summary statements and conclusions)	
What problem areas have been identified?	
What corrective action should be taken?	
(A list of deficiencies is only the first step in a good inspection)	
Area I	Manager
Area II	Manager
Area III	Manager
c. Outstanding Safety Work Orders Maintenance	Manager

d. Safety Meetings

Area I	Manager
Area II	Manager
Area III	Manager

e. Industrial Health Medical Director

f. Industrial Hygiene and Atmospheric Monitoring ROHA

g. Subcommittees Subcommittee Chairmen

3. Any other matters business

a. Safety Procedures All

How many have been written, approved, and communicated?

What is the review procedure?

When will the procedures be issued?

b. Injury and Incident Investigation All

Are we learning all we can?

What is the timetable of the investigation?

Who is involved?

How are lessons passed to the remainder of the plant?

Which incidents should be investigated by a team?

c. Plant Safety Program All

Do we have a theme?

How do we publicize it?

How does training enter into the program?

What emphasis do we give to off-the-job safety?

d. Additional Subjects All

(Other topics shall be added when appropriate, based on need)

5 HSE MEETING TOPICS

5.1 KNOW YOUR EQUIPMENT

OBJECTIVE

The objective of this meeting is to teach equipment hazards and how to avoid them.

KEY POINTS

1. You have to know your equipment if you want to keep it from hurting you.
2. When you operate or work on power driven equipment, you should keep in mind that, if not alert, you may be injured.
3. Every kind of equipment used on the plant can be operated safely.
4. Equipment does not cause injuries.
5. Injuries are caused by some unsafe act by the person who operates the equipment.
6. Hazard points are places where you may get hurt; every moving part and every part moved by power are hazard points.
7. Injuries almost always result from an operator's failure to keep hazards in mind or to properly maintain the guard provided.

SUMMARY

If you know and recognize the hazard points of equipment and follow safe operating procedures, you can avoid injury.

5.2 OFF-THE-JOB SAFETY

OBJECTIVE

The objective of this meeting is to draw the employees' attention to the fact that management is as concerned about off-the-job safety as it is about on-the-job safety.

KEY POINTS

1. Statistics prove that far more injuries and deaths occur as a result of off-the-job accidents than of on-the-job accidents.
 - a. Home accidents are double the number of on-the-job injuries.
 - b. Traffic and public accidents are double the number of on-the-job injuries.
 - c. The ratio of off-the-job to on-the-job injuries is at least four to one.