

# Process Safety Management Information Access System



# System

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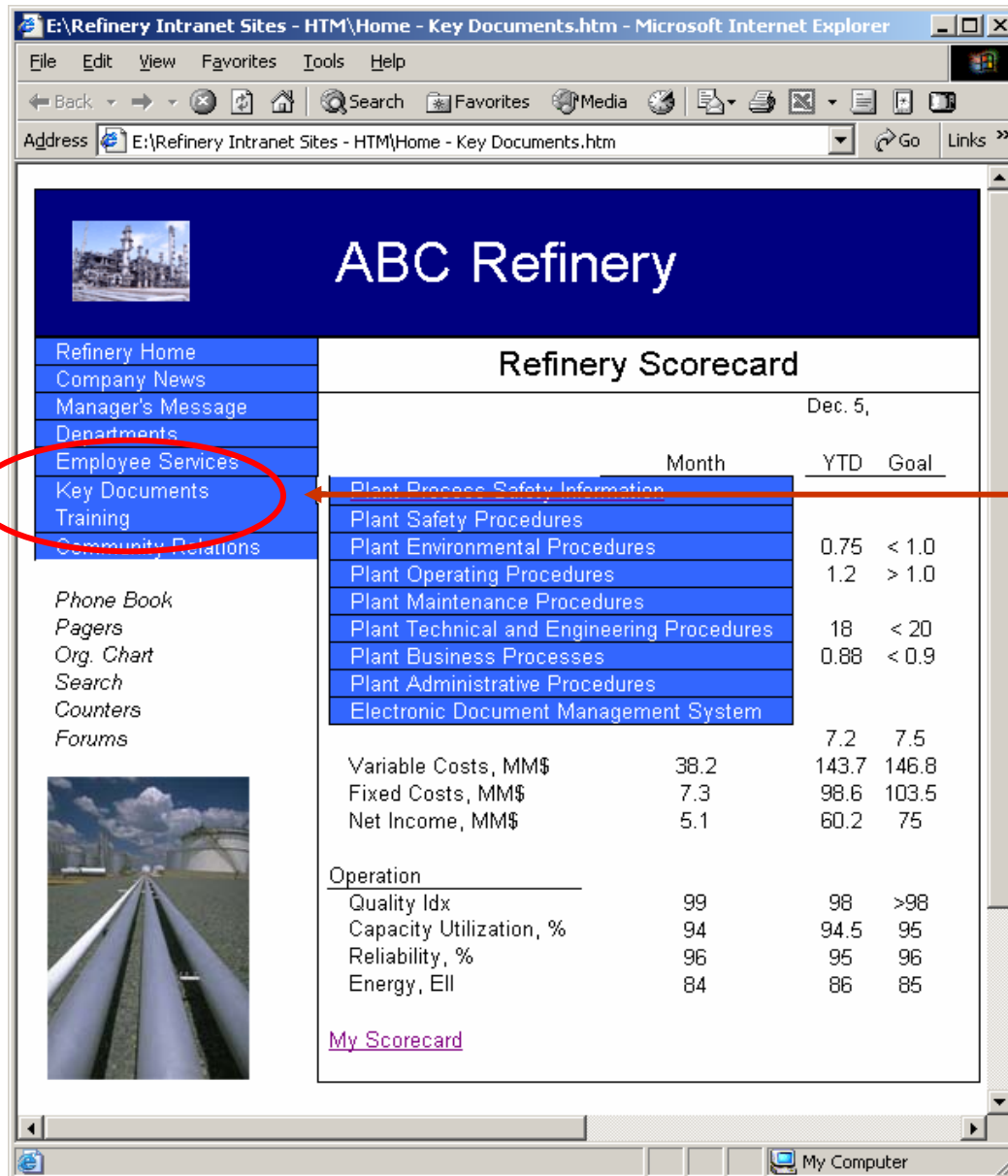
- Provides Access to PSM Documents and Information to Employees
- Provides Management of PSM Information via EDMS
- Improves Compliance with “..employers shall provide access to ...” requirements
- Improves Auditability

# How

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## Access By Intranet Sites

- Departmental or Unit View
- Safety Department View
- Regulatory View
- Documents Managed in EDMS (e. g. FileNet, Documentum, Network Drive)



**ABC Refinery**

Refinery Home  
Company News  
Manager's Message  
Departments  
**Employee Services**  
**Key Documents**  
Training  
Community Relations

Phone Book  
Pagere  
Org. Chart  
Search  
Counters  
Forums

**Refinery Scorecard**

Dec. 5,

	Month	YTD	Goal
<a href="#">Plant Process Safety Information</a>			
<a href="#">Plant Safety Procedures</a>			
<a href="#">Plant Environmental Procedures</a>		0.75	< 1.0
<a href="#">Plant Operating Procedures</a>		1.2	> 1.0
<a href="#">Plant Maintenance Procedures</a>			
<a href="#">Plant Technical and Engineering Procedures</a>		18	< 20
<a href="#">Plant Business Processes</a>		0.88	< 0.9
<a href="#">Plant Administrative Procedures</a>			
<a href="#">Electronic Document Management System</a>			
		7.2	7.5
Variable Costs, MM\$	38.2	143.7	146.8
Fixed Costs, MM\$	7.3	98.6	103.5
Net Income, MM\$	5.1	60.2	75
<b>Operation</b>			
Quality Idx	99	98	>98
Capacity Utilization, %	94	94.5	95
Reliability, %	96	95	96
Energy, Ell	84	86	85

[My Scorecard](#)

- Key Documents
  - Process Safety Information
- Plant-Wide view
  - Links to Key Documents



# ABC Refinery

- [Refinery Home](#)
- [Company News](#)
- [Manager's Message](#)
- [Departments](#)
- [Employee Services](#)
- [Key Documents](#)
- [Training](#)
- [Community Relations](#)

- [Phone Book](#)
- [Pagars](#)
- [Org. Chart](#)
- [Search](#)
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- [Forums](#)



## Refinery Scorecard

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Quality Idx	99	98	>98
Capacity Utilization, %	94	94.5	95
Reliability, %	96	95	96
Energy, EII	84	86	85

[My Scorecard](#)

## Refinery Process Safety Management Information

Close

Item/Title	Author	Approved By	Date Approved	Citation Link
OSHA 1910.119 Applicability				1910.119(a)
Department				
Distilling				
DU-2				
DU-2 Applicability Analysis	Lee Gardner	Bob Fischer	12/13/02	
VF-2				
VF-2 Applicability Analysis				
Employee Participation Plan				1910.119(c )
Written Plan				1910.119(c)(1)
DU-2 Employee Participation Plan	Lee Gardner	Bob Fischer	12/13/02	
Employee Consultation				1910.(c)(2)
Crew A Monthly Safety Meeting - 04/05/02	Gus Hobbie	Dick Wolfe	4/6/2002	
Crew B Monthly Safety Meeting - 04/06/02	Dallas Notter	Dick Wolfe	4/7/2002	
Crew C Monthly Safety Meeting - 04/06/02	Joe Schwartz	Dick Wolfe	4/6/2002	
Crew D Monthly Safety Meeting - 04/12/02	Joe Schwartz	Dick Wolfe	4/12/2002	
Monthly Distilling H&S Team Meeting - 4/15/02	Lee Gardner	Dick Wolfe	4/15/2002	
Process Hazard Analysis				1910.119(c)(3)
DU-2 Process Hazard Analysis - 10/15/01	Paul Sackett	Bob Fischer	11/10/2001	
DU-2 PHA Follow-up On Findings and Recommendations - 11/15/01	Paul Sackett	Bob Fischer	11/15/2001	
DU-2 PHA Follow-up On Findings and Recommendations - 12/15/01	Paul Sackett	Bob Fischer	12/16/2001	
DU-2 PHA Follow-up On Findings and Recommendations - 01/15/02	Paul Sackett	Bob Fischer	1/16/2002	
DU-2 PHA Follow-up On Findings and Recommendations - 02/15/02	Paul Sackett	Bob Fischer	2/16/2002	
DU-2 PHA Follow-up On Findings and Recommendations - 03/15/02	Paul Sackett	Bob Fischer	3/16/2002	
DU-2 PHA Follow-up On Findings and Recommendations - 04/15/02 - Final	Paul Sackett	Bob Fischer	4/16/2002	



E:\Refinery Intranet Sites - HTM\restore\Ref PSM Info.htm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

← Back → Search Favorites History

Address E:\Refinery Intranet Sites - HTM\restore\Ref PSM Info.htm Go Links >>

## Refinery Process Safety Management Information

Item/Title	Author	Approved By	Date Approved	Citation Link
OSHA 1910.119 Applicability				
Department				
Distilling				
DU-2				
DU-2 Applicabil				
VF-2				
VF-2 Applicabil				
Distillate Hydrotre				
DHT Applicabili				
Asphalt				
Asphalt				
Cracking				
Catalytic Cracking				
Catalytic Crack				
Alkylation Unit				
Alkylation Unit				
Fuel Gas Treater				
Fuel Gas Treat				
Sour Water Treat				
Sour Water Tre				
Hydroprocessing				
Hydrogen Plant				
Hydrogen Plant				
Catalytic Reform				
Catalytic Reform				
Cat Feed Hydrot				
Cat Feed Hydro				

Eliminating confusion on what the actual citations are

Process safety management of highly hazardous chemicals. - 1910.119 - Microsoft Internet ...

File Edit View Favorites Tools Help

OSHA Regulation 1910.119.  
Here is the specific citation.  
Scroll up or down to see the rest of the regulation.

**1910.119(a)**

Application.

**1910.119(a)(1)**

This section applies to the following:

**1910.119(a)(1)(i)**

A process which involves a chemical at or above the specified threshold quantities listed in Appendix A to this section;

Highlighted Citations



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## Refinery Scorecard

Dec. 5, 2002

	Goal		
<a href="#">Operations</a>			
<a href="#">Maintenance</a>			
<a href="#">Technical &amp; Engineering</a>			
<a href="#">Business Services</a>			
<a href="#">Human Resources</a>			
Prevention Idx			
Environmental			
Incidents	2	18	< 20
Emissions Idx	0.9	0.88	< 0.9
<b>Financial</b>			
Margin, \$/Bbl	6.5	7.2	7.5
Variable Costs, MM\$	38.2	143.7	146.8
Fixed Costs, MM\$	7.3	98.6	103.5
Net Income, MM\$	5.1	60.2	75
<b>Operation</b>			
Quality Idx	99	98	>98
Capacity Utilization, %	94	94.5	95
Reliability, %	96	95	96
Energy, EII	84	86	85

[My Scorecard](#)



# Distilling Department

- Refinery Home
- Shift Scedules
- Operator Qualifications
- Procedures
  - Departmental Procedures
  - Process Units
    - Distilling Unit (DU-2)
    - Vacuum Flasher (VF-2)
    - Distillate Hydrotreater
    - Asphalt
  - Administrative



## Distilling Scorecard

Dec. 5, 2002

	Month	YTD	Goal
<b>HSE</b>			
Safety			
Performance	0.5	0.75	< 1.0
Prevention Idx	1.3	1.2	> 1.0
Environmental			
Incidents	2	18	< 20
Emissions Idx	0.9	0.88	< 0.9
<b>Financial</b>			
Margin, \$/Bbl	6.5	7.2	7.5
Variable Costs, MM\$	38.2	143.7	146.8
Fixed Costs, MM\$	7.3	98.6	103.5
Net Income, MM\$	5.1	60.2	75
<b>Operation</b>			
Quality Idx	99	98	>98
Capacity Utilization, %	94	94.5	95
Reliability, %	96	95	96
Energy, EII	84	86	85

[My Scorecard](#)

Distilling Department Info  
 Shift Schedule  
 Callout List  
 Duty List and Schedule  
 Vacation Schedule

Quarterly Reports  
 3Q 2002  
 2Q 2002  
 1Q 2002  
 4Q 2001  
 3Q 2001  
 2Q 2001  
 1Q 2001

Goals  
 2002  
 2001

*Phone Book*  
*Pagers*  
*Org. Chart*  
*Search*  
*Counters*

# Distilling Unit (DU-2)

[Refinery Home](#)

[Process Safety Information](#)

[Distilling Operating Procedures](#)

[Initial Startup](#)

[Normal Operations](#)

[Temporary Operations](#)

[Emergency Shutdown](#)

[Emergency Operations](#)

[Normal Shutdown](#)

[Startup After T/A or S/D](#)

[Laboratory Results](#)

[MSDS Sheets](#)



[DU-2 Safety Meeting Form](#)

DU-2 Management of Change Form

DU-2 Management of Change Status

## DU-2 Process Safety Management Information

Item/Title	Author	Approved By	Date Approved	Citation Link
OSHA 1910.119 Applicability				1910.119(a)
DU-2 Applicability Analysis	Lee Gardner	Bob Fischer	12/13/02	
Employee Participation Plan				1910.119(c )
Written Plan				1910.119(c)(1)
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Monthly Distilling H&S Team Meeting - 4/15/02	Lee Gardner	Dick Wolfe	4/15/2002	
Process Hazard Analysis				1910.119(c)(3)
DU-2 Process Hazard Analysis - 10/15/01	Paul Sackett	Bob Fischer	11/10/2001	
DU-2 PHA Follow-up On Findings and Recommendations - 11/15/01	Paul Sackett	Bob Fischer	11/15/2001	
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DU-2 PHA Follow-up On Findings and Recommendations - 01/15/02	Paul Sackett	Bob Fischer	1/16/2002	
DU-2 PHA Follow-up On Findings and Recommendations - 02/15/02	Paul Sackett	Bob Fischer	2/16/2002	
DU-2 PHA Follow-up On Findings and Recommendations - 03/15/02	Paul Sackett	Bob Fischer	3/16/2002	
DU-2 PHA Follow-up On Findings and Recommendations - 04/15/02 - Final	Paul Sackett	Bob Fischer	4/16/2002	

# DU-2 Operating Procedures

Item/Title	Author	Approved By	Date Approved	Citation Link
Normal Operations				1910.119(f)(1)(I)(B)
Process Summary				
DU-2 Process Description	Lee Gardner	Dick Wolfe	01/13/02	
DU-2 Process Chemistry	Lee Gardner	Dick Wolfe	01/14/02	
DU-2 Simplified Block Flow Diagram	Lee Gardner	Dick Wolfe	01/15/02	
DU-2 Process Flow Diagram	Lee Gardner	Dick Wolfe	01/15/02	
Charge Pump System				
DU-2 Charge Pump System Description	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Charge Pump Controls	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Charge Pump System P&ID	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Charge Pump Surveillance	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Charge Pump Preventive Maintenance	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 - Switching Charge Pumps	Lee Gardner	Dick Wolfe	12/15/02	
Desalter				
DU-2 Desalter System Description	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Desalter Controls	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Desalter System P&ID	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Desalter System Normal Operation	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Desalter Surveillance	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Desalter Preventive Maintenance	Lee Gardner	Dick Wolfe	12/15/02	
Heat Exchange Train				
DU-2 Heat Exchange Train Description	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Heat Exchange Controls	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Heat Exchange P&ID	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Heat Exchange Operation	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Heat Exchange Surveillance	Lee Gardner	Dick Wolfe	12/15/02	

Emergency Operations				1910.119(f)(1)(i)(E)
Hurricane Procedures				
DU-2 Hurricane Preparation Procedure	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Operation During Hurricane	Lee Gardner	Dick Wolfe	12/15/02	
Freeze Operations				
DU-2 Freeze Protection Procedure	Lee Gardner	Dick Wolfe	12/15/02	
DU-2 Freeze Operation Procedure	Lee Gardner	Dick Wolfe	12/15/02	
Normal Shutdown				1910.119(f)(1)(i)(F)
DU-2 Normal Shutdown Procedure	Lee Gardner	Dick Wolfe	12/15/02	
Startup following a T/A or Emergency S/D				1910.119(f)(1)(i)(G)
DU-2 Startup Following T/A	Lee Gardner	Dick Wolfe	02/03/02	
DU-2 Startup Following Emergency S/D	Lee Gardner	Dick Wolfe	02/05/02	
Normal Shutdown				1910.119(c)(3)
DU-2 Normal Shutdown Procedure	Lee Gardner	Dick Wolfe	12/15/02	

# Implementation

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- Build directories in FileNet and assign access rights
- Move documents to respective slots
- Fill any documentation gaps discovered
- Design templates for Intranet site display
- Audit and Hold until gaps filled
- “Publish” documents to Intranet sites
- Communicate new capability
  - Health and Safety Committee
  - Employees in each department

# Extensions

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1. Put Plant Orders into EDMS and for access on web sites.
2. Use FileNet eProcess to manage workprocess for review, validation and reissue of documents (especially operating procedures)
  - Annual for Operating Procedures
  - 5-years for “resource” information
3. Build template for “authoring” step-by-step operating procedures, placing user/date/time stamp on each step, and archive procedures.

## Contact Information

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