



SAFETY PROGRAMS & PROCEDURES SOUTHWESTERN REFINING CO.



TITLE: HAZARD COMMUNICATION PROGRAM

#12

DATE: 12/23/85

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Purpose

It is the intent of Kerr-McGee Refining Corporation that employees be informed about potentially hazardous substances found in the workplace. Through proper training, labeling, and the use of appropriate protective measure, these substances can be worked with safely.

Hazardous Substances

A list of potentially hazardous substances has been completed and will be updated as appropriate by the Hazard Communication Coordinator. All substances have been evaluated to determine potential hazards. New substances will be evaluated. The evaluation includes information from the manufacturer or supplier, literature review, and criteria established by the OSHA Hazard Communication Standard, 29 CFR 1910.1200. Both health and physical hazards have been evaluated. The evaluation was completed by the Hazard Communication Coordinator and other facility personnel, the KMRC Manager, Product Safety and Compliance, and Corporate Health and Safety personnel.

A completed "Chemical Hazard Communication List" will be located in each control room. Among other things, the list will reflect the substance name, hazard warning, and protective clothing and equipment required.

Labels

Manufacturers, importers, and distributors are required to label containers of hazardous products. These labels are required to identify the hazardous substance and designate the appropriate warning. These labels are obviously very important to individuals working with these purchased materials; the labels must remain on the container.

The warehouse personnel will check incoming containers for labels. Unlabeled containers will not be released into the facility until the situation has been reviewed with the Hazard Communication Coordinator and, if warranted, the container has been labeled. Any individual who notices a label is no longer on a container will notify the Hazard Communication Coordinator.

Process and storage containers within the facility will be labeled to identify the hazardous substance and appropriate warning. Labeling will consist of a combination of methods:

1. NFPA Hazard Ratings.
2. Vessel identification number.
3. Name of material for dedicated vessels.
4. Color coded flow sheets in control rooms for pipes.
5. Signs at sample points with a master sheet in the control room.
6. MSDS Book in control rooms.
7. Chemical Hazard Communication List in control rooms.



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Material Safety Data Sheet: MSDS

An MSDS has been obtained for the various substances we purchase. Also an MSDS has been developed by us for our products. An MSDS Book will be located in each control room. The Hazard Communication Coordinator is to be contacted with regard to any question about an MSDS.

An MSDS contains data which describes the material and potential hazards. The exact format may vary, but an MSDS from any company is required to have the following information:

1. Chemical identification.
2. Hazardous ingredients.
3. The OSHA Permissible Exposure Limit (PEL) and the American Conference of Governmental Industrial Hygienist Threshold Limit Value (ACGIH-TLV).
4. Physical and chemical characteristics, such as appearance and vapor pressure.
5. Physical hazard characteristics, such as flash point.
6. Health hazards, including routes of entry and symptoms of exposure.
7. Emergency and first aid procedures.
8. Whether the chemical is considered a potential carcinogen or a carcinogen based on information from the International Agency for Research on Cancer (IARC), National Toxicology Program (NTP), or OSHA.
9. Safe handling procedures and personal protective equipment.
10. Procedures for spill clean-up.
11. Date of preparation.
12. Name, address, and telephone number of the manufacturer.

Training

The training program will primarily consist of the programs which already exist:

1. Routine safety meetings.
2. Operational procedures.
3. Personal protective equipment.
4. Fire prevention and fire fighting.
5. Corporate industrial hygiene and safety programs.
6. Employee Safety Handbook.

These existing programs will be expanded and new training programs will be developed to assure employees remain informed as to the following:

1. Identification of potentially hazardous substances.
2. Specific hazards.
3. Means of identification and protection.
4. Location of information.
5. Components of labeling system.



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Training: cont.

Actual training will be conducted by Supervisors with assistance of safety and health personnel. Training material will consist of written material, employee handouts, movies, and other visual aids.

The key components of the Hazard Communication Program will be located in each control room:

1. Written Hazard Communication Standard.
2. Chemical Hazard Communication List.
3. ~~MSDS Book~~
4. OSHA Hazard Communication Standard.

Non-routine Operations

These tasks involve procedures such as hot work and vessel entry, catalyst regeneration or replacement and unit start-up or shut down. Written procedures have been developed for non-routine operations. Supervisors will conduct training prior to non-routine operations.

Contractors

The contractor supervisor will be given a copy of "Safety Handbook". The supervisor will also receive training about our Hazard Communication Program, including the labeling system and the location of the appropriate training materials. The contractor supervisor will be responsible for training his employees.

Auditing

The Hazard Communication Program will be audited at least once a year by one or more of the following:

1. KMRC Manager, Product Safety & Compliance.
2. Corporate Industrial Hygiene.
3. Corporate Regulatory Affairs.

Any questions or recommendations by any employee with regard to any part of the Hazard Communication Program should be directed to the Hazard Communication Coordinator, V. W. Litton.

APPROVED: V. Waylon Litton
V. Waylon Litton, Manager of Safety

Burnell Brown
Burnell Brown, Vice President & General Manager