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ABERDEEN CHEMICAL PLANT SAFETY AND HEALTH MANUAL
ABERDEEN, MISSISSIPPI

SUBJECT:	**Plant Safety Reviews**	
EFFECTIVE DATE:	**October 1, 1991**	
PREPARED BY:	Bruce L. [signature]	**SAFETY DIRECTOR**
APPROVED BY:	[signature]	**PLANT MANAGER**

I. PURPOSE

To establish a self-sustaining plant safety review program which will involve participation by employees of varying disciplines and experiences

II. SCOPE

This program will provide a review of the integrity of the safety systems in the plant and provide a means of followup on recommendations generated by the review

III. RESPONSIBILITIES

Departments Heads - It will be the responsibility of the Department Head to complete, or assign for completion, reviews of safety systems. The preferred number is one review per quarter, but each department may have more or less

The review and recommendations are reviewed each month in the Central Safety Committee Meeting New reviews are reported on and the status of recommendations is covered with responsible Department Heads.

Safety Department - Responsible for maintaining files for safety reviews and for keeping up-to-date status on recommendations. These will be reviewed monthly in the Central Safety Committee Meeting.

IV. PROCEDURE

A The safety process to be reviewed is selected by the Department Head This selection may or may not be within his department.

B. The Department Head will either lead the review team himself or appoint a leader from his department.

C The team will be selected by the leader. Team size will vary from two to four people depending on the process being reviewed

D The Audit Form (Attachment I) must be filled out for the review to be official. Any additional information is to be attached to it

E Each review will be presented in the Central Safety Committee meeting by the Department Head. A brief summary and the recommendations are sufficient.

F. The audit form and any supporting material are then given to the Safety Department for filing and documentation for the followup.

G The Safety Department logs the review on the Safety Review Log (Attachment II) and files the review. The Safety Review Log documents when the next review should be for that process

H The Safety Department also adds the recommendations from each review on the Safety Review Report (Attachment III) This is reviewed monthly in the Central Safety Committee meeting to determine the status of each recommendation Completed recommendations are removed from the Safety Review Report

I Followup reviews are assigned/selected in the Central Safety Committee meetings

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AUDIT FORM

ABERDEEN PVC PLANT

DATE: ______________________________

SYSTEM BEING AUDITED: ______________________________

AUDIT NO.: ______________________________

AUDITORS: ______________________________

1 Talk to Safety personnel to see what ideas they have about the system and what things you should look for in your audit

2 Find existing documentation about the system·

	Note Location or Found (Attach)	Not Found	Not Applicable
A. Process Flow Diagram			
B P&I Diagrams			
C Class "A" Design			
D Operating Procedures			
E Maintenance Procedures			
F Mechanical Design & Construction Files			
G Plant Location Lists			
H Plot Plans			
I EPA Rules			
J OSHA Rules			
K Vista Standards			
L Previous Audits			

3 Interview three people separately who are familiar with the system you are auditing Learn from them how the system works and their concerns about the system

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4 Is it operated as the operating procedures (design, etc) say it is supposed to be operated? If no, what's different

5 Is it used per the appropriate OSHA, EPA, or Vista Standards? Yes/No

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6 Brainstorm possible problems with the system Attach the brainstorm list

7 Do any of the problems identified in your brainstorming list make it unsafe?

8 What needs to be done as followup to this audit? What changes need to be made?

9 When should this be audited again? Why?

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SAFETY REVIEW REPORT

REPORT NUMBER	REVIEW DATE	RECOMMENDATION	STATUS	RESPONSIBLE	COMP. DATE

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ABERDEEN PLANT SAFETY REVIEW LOG

REVIEW NUMBER	REVIEW NAME	LAST REVIEW DATE	ACTION STEPS TAKEN?	FY90	FY91	FY92	FY93	FY94	FY95	FY96