

CHEMICALS



Safety

Murphy
McLard K M
Engle
INTEROFFICE LAKE CHARLES
Ogleby

TO	Distribution	DATE	September 17, 1973
FROM	D. L. Duncan	SUBJECT	Procedure for Reporting, Investigating and Following Up of Abnormal Operational Incidents

The attached procedure, as approved by the Operations Review Committee on September 14, 1973, is intended to provide a useful tool for supervision to obtain the necessary follow-up in areas of loss potential.

Please implement this service by properly reviewing and informing all of your area supervision of the intent and providing them with the necessary follow-up forms.

It will be your responsibility to be sure that this service is utilized on questionable incidents.

DLD/mm

Encl.

Distribution

E. L. Cook
H. C. Hank
L. Krause
R. P. Lynch
T. G. Taylor

SL 048683

PROCEDURE FOR REPORTING, INVESTIGATING AND FOLLOW-UP OF ABNORMAL OPERATIONAL INCIDENTS

INTRODUCTION

Accidents leading to personnel injury and no injury personnel accidents are thoroughly investigated to determine the exact cause and to ascertain that action has been taken to prevent recurrence. Abnormal operating incidents, such as a process upset leading to operation of a safety relief device, also have potential for causing personnel injury. These process incidents can conceivably involve catastrophic consequences. For these reasons, thorough investigation of such incidents is also justified. This procedure is aimed at organizing the investigation of these incidents so that the following goals are accomplished:

1. Define exactly what happened.
2. Decide what action is needed to prevent recurrence.

SCOPE

The investigations should cover plant occurrences which have potential for causing personnel injury, significant equipment damage, and significant loss of production. The following are examples of incidents which warrant investigation:

1. Process upsets leading to operation of safety relief devices, safety shutdown systems, etc.
2. Trips of fire protection system.
3. Fires.
4. Significant spills and leaks (such as those which have vapor cloud or fire potential).

5. Equipment failure (vessel, instrument, etc.) which has hazard or loss potential.
6. Significant misoperation.
7. Process upsets leading to abnormal reaction rates, significant abnormal pressures or temperatures, operation in or near the explosive range, etc.

This list of incidents is not intended to cover all possible occurrences: any happening which has hazard or significant loss potential should be reported.

DEFINITION OF RESPONSIBILITY

The responsibility for correcting any conditions which have accident potential remains with the area operations personnel. They will assume the additional responsibility of reporting incidents to the Loss Prevention Engineer, using the attached form.

The Loss Prevention Engineer will assume the responsibility of participating in the follow-up investigation, problem solving and report writing. He also has the responsibility to utilize knowledge or lessons learned from the incidents in other similar areas in the plant. This investigation and follow-up will be a service available to Operations from the Loss Prevention Engineer.

PROCEDURE

A. Surveillance for, and notification of, incidents:

Incidents falling within the above scope should be reported on the standard forms by the operations supervision for the area involved (foreman, shift supervision, general foreman, superintendent). In addition, the Loss Prevention Engineer will keep current on any incidents via shift engineer/supervisor log books.

B. Investigation of Incidents:

Each incident shall be investigated by a cooperative effort of the area operations personnel and the Loss Prevention Engineer. The results of the investigation, along with the proposed plan to prevent recurrence, shall be submitted to the Plant Superintendent and the Area Superintendent by the Loss Prevention Engineer.

REPORT OF ABNORMAL OPERATING INCIDENT

Date: _____

Location: _____

Describe the Incident: _____

Describe the Hazard or Loss Potential: _____

Describe the Action Taken to Prevent Recurrence: _____

SEND TO LOSS PREVENTION ENGINEER!

REPORT OF ABNORMAL OPERATING INCIDENT

Date: _____

Location: _____

Describe the Incident: _____

Describe the Hazard or Loss Potential: _____

Describe the Action Taken to Prevent Recurrence: _____

SEND TO LOSS PREVENTION ENGINEER!

SL 048688

REPORT OF ABNORMAL OPERATING INCIDENT

Date: _____

Location: _____

Describe the Incident: _____

Describe the Hazard or Loss Potential: _____

Describe the Action Taken to Prevent Recurrence: _____

SEND TO LOSS PREVENTION ENGINEER!

SL 048689



Ken - MUSICR

FROM

G. Work

Safety Meetings
For August

DATE

6/22/72

Please handle the safety meetings for August. Discuss the hazards of the chemicals in the plant (including stabilizers). Also the actions to be taken when a person comes into contact with some of the bad ones.

SIGNED

G. Work

REPLY

DATE

SIGNED

INSTRUCTIONS TO ORIGINATOR: Detach this copy. Send remaining set, carbons intact, for use of replier.

SL 048690