

WE APPLY PROCEDURES



Many of the operations or activities we perform on our facilities are complex and/or have the potential to release hazardous materials if they are not performed correctly. Step by step procedures are developed to perform these tasks safely and prevent unwanted or hazardous situations. It is good practice to use procedures on site and use job aids (e.g., sign off) to confirm that key steps have been completed in the correct sequence as the activity proceeds. Each company or asset may want to consider which of its activities or tasks are “critical” and require the higher level of assurance that “sign off” for each step of a procedure gives to the process. Typically, activities such as startup/shutdown of a facility, or particularly hazardous activities like pigging, are considered “critical” procedures.

Before starting a procedure, it is good practice to discuss the task ahead and how it is expected to proceed. The team involved can discuss the key steps, particularly those which are irreversible, and what will be expected at those stages to confirm readiness to proceed further.

In most cases existing procedures will be accurate, however if you identify issues with the quality or completeness of the procedures such as a lack of clarity on a task or missing/incorrect data, then this should be raised so they can be addressed as part of your MOC process.

It is easy to become complacent about an activity that has been performed many times before without hazardous or unwanted outcomes. However, no matter how experienced we are, it is easy to make a mistake, and therefore it is important to apply the procedures thoroughly, every time.

If you cannot complete or follow the procedure as it is currently written or you think there is an issue with the procedure, halt the activity and raise the issue with your supervisor. If you think there is a better way of performing an activity/task discuss it with your supervisor and raise a formal change request.

Sometimes an activity or operation is not completed in one shift, and it therefore is important to ensure there is an effective shift handover process so that the new shift has accurate knowledge of the status of operations and any issues they should be aware of.

If a hazardous situation occurs, it is also important to understand and apply emergency response procedures. These need to be readily usable in more stressful situations and regular practice drills help to reinforce understanding and familiarity.

Tips for Managers:

Verify that procedures are up-to-date, effective, and easy to use.

Follow up if concerns about a procedure are raised.

Ensure that personnel have time to become familiar with the plant, its equipment, and its procedures.

Discuss Emergency Response procedures with front-line staff during site visits.

Additional guidance:

Refer to local company guidance on procedures and consider linking to Human Factors guidance

Center for Chemical Process Safety (CCPS). *Guidelines for Writing Effective Operating and Maintenance Procedures*. New York. 1996.

US Chemical Safety Board:
[Fire in Baton Rouge](#)