

HOUSTON CONTROLS <i>Instrument, Electrical, Analytical Specialists</i>	Houston Controls, Inc Safety Management System		Doc No:	PSM
			Initial Issue Date	3/07/2008
			Revision Date:	3/16/2011
			Revision No.	1
PROCESS SAFETY MANAGEMENT CONTRACTOR RESPONSIBILITIES (PSM)			Next Revision Date:	3/16/2012
Preparation: Safety Mgr	Authority: Dennis Johnston	Issuing Dept: Safety	Page:	Page 1 of 2

The purpose of Process Safety Management is to prevent or minimize consequences of catastrophic releases of toxic, reactive, flammable or explosive chemicals in various industries such as refineries.

HOUSTON CONTROLS, INC is required to recognize and participate as a contract employer at client locations with PSM Programs in place. HOUSTON CONTROLS, INC as a contractor has certain obligations to fulfill in order to comply with established PSM programs. Contract employer responsibilities are as follows:

- HOUSTON CONTROLS, INC shall assure that each contract employee is trained in the work practices necessary to safely perform his/her job.
- HOUSTON CONTROLS, INC shall assure that each contract employee is instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the process, and the applicable provisions of the emergency action plan.
- HOUSTON CONTROLS, INC shall document that each contract employee has received and understood the training required by this paragraph. HOUSTON CONTROLS, INC shall prepare a record, which contains the identity of the contract employee, the date of training, and the means used to verify that the employee understood the training.
- HOUSTON CONTROLS, INC shall assure that each contract employee follows the safety rules of the facility including the safe work practices required with 1910.119(f)(4).
- HOUSTON CONTROLS, INC shall advise the employer of any unique hazards presented by HOUSTON CONTROLS, INC's work, or of any hazards found by HOUSTON CONTROLS, INC's work.
- HOUSTON CONTROLS, INC will assure that trade secret information will be kept in confidence as process safety information is released to them.

Process Safety Information

HOUSTON CONTROLS, INC employees shall participate in all as directed client PSM requirements, including:

- | | |
|------------------------------------|----------------------------------|
| • Employee Participation; | Process Safety Information (PSI) |
| • Process Hazards Analysis (PHA) | Operating Procedures |
| • Training | Contractors |
| • Pre-Startup Safety Review (PSSR) | Mechanical Integrity |
| • Hot Work Permits | Management of Change (MOC) |
| • Incident Investigation | Emergency Planning and Response |
| • Compliance Audits | Trade Secrets |

HOUSTON CONTROLS, INC Duties

HOUSTON CONTROLS, INC, as a contract employer shall ensure its employees abide by employers safe work practices during operations such as lockout/tagout; confined space entry; opening process equipment or piping; hot work; and control over entrance into a facility. These safe work practices shall apply to client employees and contractor employees. To comply with 1910.119(f)(4) HOUSTON CONTROLS, INC employees are required to complete all required documentation for any permit-required activities.

HOUSTON CONTROLS, INC shall not perform hot work until a hot work permit is obtained from the client. The permit shall document that the fire prevention and protection requirements (CFR 1910.252(a)) have been implemented prior to beginning the hot work operations.

HOUSTON CONTROLS	Houston Controls, Inc Safety Management System	Doc No:	PSM
		Initial Issue Date	3/07/2008
<i>Instrument, Electrical, Analytical Specialists</i>		Revision Date:	3/16/2011
		Revision No.	1
PROCESS SAFETY MANAGEMENT CONTRACTOR RESPONSIBILITIES (PSM)		Next Revision Date:	3/16/2012
Preparation: Safety Mgr	Authority: Dennis Johnston	Issuing Dept: Safety	Page: Page 2 of 2

HOUSTON CONTROLS, INC employees must immediately report all accidents, injuries and near misses. An incident investigation shall be initiated within 48 hours. Resolutions and corrective actions must be documented and maintained 5 years.

In the event HOUSTON CONTROLS, INC becomes the sole operator of a facility, the existing PSM Program for that facility may be amended and adopted or, in the absence of a PSM Program, an assessment will be required prior to assuming operating responsibilities.