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ANACORTES REFINERY		Process Safety Management (PSM) Training		Page 1 of 4
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1.0 INTRODUCTION

1.1 Purpose

This Process Safety Management (PSM) procedure provides guidelines for maintaining and administering training programs related to PSM. These guidelines provide compliance information as well as recognized and generally accepted good management practices. This procedure is a coordinated component of the PSM Program and is maintained by the PSM/RMP Coordinator.

1.2 Scope

This procedure applies to:

- Personnel involved in operating a PSM covered process.
- Employees, Managers, Supervisors and technical support personnel involved in operating a PSM covered process.
- Employees, Managers and Supervisors involved in maintaining the ongoing integrity of covered process equipment

This procedure does not apply to:

- Contract employees

See R-11-009 Contractor Safety Program for more information.

See R-12-004 (PS-04) for a list of PSM covered processes.

See the Training Supervisors for more information on specific training documentation, policies, and practices.

2.0 REFERENCES

2.1 Government Regulations

- WAC 296-67-025 Training
- OSHA 1910.119 (g) Training
- RMP 40 CFR 68.71 Subpart D Training
- OSHA Training Guidelines

3.0 OPERATIONS TRAINING

The training described below pertains to Operators, Operations Supervisors, Superintendents and Managers.

3.1 Minimum Training Requirements

Operators, Operations Department Managers, Superintendents, Operations Support Engineer (OSE), and Operation's Supervisors must be trained in:

- An overview of the operating process

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- An overview of safe operating procedures (i.e. Safe Work Practices)

Training shall include emphasis on:

- Specific safety and health hazards
- Emergency operations, including shutdown
- Safe work practices

This training is comprised of a thorough study of the Overview Manual for the specific covered processes involved.

3.2 Refresher Training

Refresher training ensures personnel understand and adhere to current operating procedures and policies including participation in the following:

- Process Hazard Analysis, or review of
- Management of Change (MOC) process
- Pre-Startup Safety Reviews (PSSR), or review of
- Preparation or approval of operating procedures
- Annual review of PSM related refinery procedures

3.3 Training Documentation

Study of the Overview Manual shall be verified by signature form, date, and check-off of the specific components studied. The completed signature form shall be maintained by the Training Supervisor.

4.0 MAINTENANCE TRAINING

4.1 Minimum Training Requirements

Employees involved in maintaining the ongoing integrity of PSM covered process equipment shall be trained in:

- An overview of the process and the associated hazards
- Procedures applicable to the employee's job tasks to assure that the employee can perform the job tasks in a safe manner


This training should specifically include:

- Preventative maintenance program procedures
- Safe work practices
- Proper use and application of special equipment or unique tools that may be required

5.0 TRAINING (APPLIES TO ALL TRAINING HEREIN)

Operators, Operations Supervisors, Superintendents, Managers, and Maintenance personnel shall be trained in accordance with this procedure. Qualification shall be imparted to each employee

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who is trained on a PSM covered process. The knowledge verification process shall ensure that training has been received and understood. Qualifications will be documented through LMS.

6.0 REVIEW AND REVISION HISTORY

Revision #	Preparer	Date	Description
0	Mark Willand	4/3/2022	Reformatted and Numbered per Document Control Policy, R-63-001.