

RMProgram Employee Involvement

RMProgram Element	Employee Involvement (Modify as Appropriate to the Facility)	Designated Employee(s) (Modify to Reflect Facility Specific Requirements)
Process Safety Information	Assist in reviewing accuracy of process flow diagrams and piping and instrumentation diagrams.	Selected operators and maintenance personnel.
Process Hazards Analysis	Include personnel from PHA team. PHA team members may be assigned action items for follow-up. Personnel will have access to PHAs.	Selected operators and maintenance personnel.
Operating Procedures	Operators will work with plant superintendent to develop, review and/or update operating procedures.	Selected operators and maintenance personnel.
Training	Operators will be consulted during initial training as to content/frequency of training. All operators will receive initial and refresher training on operating procedures.	Process operators
Contractor Safety	Operators notified when contractors are on-site and advise supervisors if they observe breaches in plant safety rules.	Process operators
Prestartup Safety Reviews	Include process operators and maintenance personnel in prestartup safety reviews.	Selected operators and maintenance personnel.
Mechanical Integrity	Maintenance personnel will assist supervisor in developing and reviewing maintenance procedures and preventative maintenance schedules.	Selected maintenance personnel.
Hot Work Permit	Maintenance personnel will implement hot work permit program. Operators notified of hot work activities.	All maintenance personnel from process areas doing hot work.
Management of Change	Personnel will alert plant superintendents of potential changes by filing MOC prior to making change and will assist in MOC hazard reviews as needed. All personnel notified of changes.	Process maintenance personnel.
Incident Investigation	Involved personnel will cooperate with investigation team. Selected personnel may participate in the investigation as requested by the RMProgram manager.	Operators and maintenance personnel.
Emergency Planning and Response	Provide emergency warning and evacuation training to all employees and contractors currently on-site at regulated facilities. Train selected employees to be on emergency response team. Emergency response team members will assist in reviewing the emergency response plan.	All (insert facility) employees and affected contractors. Emergency response team members.
Compliance Safety Audits	Cooperation when interviewed by auditors. Selected personnel may participate in audits.	Operators and maintenance personnel.