



HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM

VT.SMS.A – 00	SAFETY MANAGEMENT SYSTEM INDEX
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1 PURPOSE

This manual is designed to help the Operations Manager insure that **VERSATECH** is providing a safe, healthful, and environmentally sound workplace and to assist the Operations Manager in being a healthful and environmentally sound neighbor to the community. The HS&E Management System is a set of tools (straightforward step by step procedures) that give the Operations Manager the ability to convert Company Policies into practical and useful, site-specific procedures.

- **LOCAL, STATE & FEDERAL REGULATIONS**

- This Management System complies with state and federal regulations at the time of printing and the **VERSATECH** Corporate HSE Department will endeavor to update the system as the regulations change.
- It is the Operations Manager's responsibility to ensure that his/her division complies with all local, state and federal regulations governing the operations in which the division is engaged.

2 SCOPE

- **Section A – Policy**

- Section "A" contains the VersaTech Corporate Policy on Health, Safety, and the Environment.
- These procedures assist the Operations Manager in:

- **Section B – Prevention**

- Section "B" provides a systematic set of procedures designed to "PREVENT" incidents that could cause injury or environmental damage to VersaTech employees, contractor employees, customer personnel, visitors, and neighbors.
- These procedures assist the Operations Manager in:
 - o Conducting Hazard Identification and Assessment of their Division.
 - o Insuring Compliance with State and Federal Regulations.
 - o Conducting Employee Training.
 - o Insuring Communication between Employees and Management.
 - o Maintaining Employee Commitment and Motivation.

- **Section C – Incident Management & Reporting**

- Section "C" provides procedures designed to assist the Operations Manager in:
 - o Managing Personnel Injury Accidents, Environmental Incidents and Property Damage Accidents Occurring on VersaTech Property or Work Sites.
 - o Notifying VersaTech Management on a Timely Basis.

- Conducting Complete and Accurate Incident Investigations and Assessments.
- Completing Appropriate Incident Reports and Statistical Reports.
- Providing Aid to Injured Employee's and Their Families following an Incident.
- **Section D – Plans / Programs**
 - Section “D” contains OSHA required written plans and programs. These programs are tailored to fit the VersaTech facility and identify personnel, equipment to be used and actions to be performed.
 - The Operations Manager or designee shall review these requirements whenever conditions at the facility change or annually, whichever occurs first. Modifications and employee retraining subject to the specific plan or program shall be made as needed within 60 days of each review.
- **Section E – Operating & Training Procedures**
 - Section “E” contains subject specific OSHA required operating procedures. Each subject has specific training requirements in the OSHA regulations.
 - Each employee, contractor, visitor and customer involved must be trained in the hazards and corresponding safe guards involved. This training must be conducted before the employee, contractor, visitor and customer is allowed to enter the VersaTech work area and must be refreshed periodically thereafter.
 - The Operations Manager or designee shall review these requirements whenever conditions at the facility change or annually, whichever occurs first. Modifications and employee retraining regarding the specific subject shall be made as needed within 60 days of each review.
- **Section F – Forms**
 - Section “F” includes the forms that are identified within several procedures. The forms are in this section are to give managers easy access for printing.

3 FACILITY INFORMATION – HARVEY, LA

Address: 1036 Destrehan Avenue, Harvey, LA 70058
 Telephone Number: 504-371-3000
 Type of Business: Instrumentation & Electrical Services
 Main Activities: Control Panels, Design, Skid Packages and Installation
 Managers: Marty Dworak, Doug Horn, Philip Daigle
 Safety Advisor: Thomas Lingoni

4 FACILITY INFORMATION – HOUSTON, TX

Address: 11349 FM529 Road, Houston, TX 77041
 Telephone Number: 713-939-6100
 Type of Business: Instrumentation & Electrical Services
 Main Activities: Control Panels, Design, Skid Packages and Installation
 Managers: Mitch Wiese, EJ Strzepek
 Safety Advisor: Thomas Lingoni

5 FACILITY INFORMATION – MIDLAND, TX

Address: 3710 North Country Road 1148, Midland, TX 79705

Telephone Number: 432-253-6213
 Type of Business: Instrumentation & Electrical Services
 Main Activities: Control Panels, Design, Skid Packages and Installation
 Managers: Marty Dworak, Rusty Koenig
 Safety Advisor: Thomas Lingoni

6 DISCLAIMER

This Health, Safety & Environment Management System is maintained to provide operating guidelines and information for maintaining optimum safety and efficiency in company operations. It represents the best available technology and information. It will be continuously reviewed to incorporate new technologies and improvements. It is not represented to be totally comprehensive or definitive. Responsibility for healthy, safe and environmentally sound operations lies with every employee. Prudent judgment and appropriate review of procedures and situations is required in all cases.

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