

# Privacy Policy

February 2023

## The IPS Group Privacy Policy

At The IPS Group (IPS★ITCS), we understand the importance of protecting the privacy of our clients, employees, and stakeholders. This privacy policy outlines the types of personal information we collect, how it is used and protected, and the circumstances under which it may be shared.

### What information do we collect?

IPS★ITCS collects personal information to provide our services, including:

- Contact information such as name, email address, and telephone number
- Employee information such as name, job title, and work history
- Information related to our services, such as safety training records
- Financial information, such as billing information and payment history

### How do we use the information we collect?

IPS★ITCS uses the personal information we collect to:

- Provide our services, including safety and standby rescue services, turnaround, catalyst and mechanical services, safety training, and hydration services
- Communicate with clients and employees about our services and provide support
- Process payments for services rendered
- Improve our services and develop new offerings

### How do we protect personal information?

IPS★ITCS takes the protection of personal information very seriously and has implemented appropriate technical and organizational measures to secure this information. This includes the use of encryption and secure servers, as well as regular data backups and secure disposal of personal information.

### Do we share personal information?

IPS★ITCS will not sell or share personal information with third parties for marketing purposes. We may share personal information with trusted third-party service providers who assist us in providing our services, such as payment processors or IT service providers. These third-party service providers are required to protect the confidentiality and security of the personal information they process on our behalf.

We may also be required to disclose personal information to comply with legal requirements, such as a subpoena or court order. In such cases, we will make every effort to notify affected individuals before disclosing personal information.

## **Access to personal information**

Individuals have the right to request access to their personal information held by IPS★ITCS, as well as request the correction or deletion of this information. Requests for access or correction can be made by contacting us at [contact information listed below].

## **Changes to this privacy policy**

IPS★ITCS may update this privacy policy from time to time to reflect changes to our practices or legal requirements. The most current version of this policy will be posted on our website.

## **Contact Information**

If you have any questions or concerns about this privacy policy or the handling of your personal information by IPS★ITCS, please contact us at:

Phone: 1-281-479-4277

Fax: 1-281-479-4728

Email: [info@theipsgroup.us](mailto:info@theipsgroup.us)

The IPS Group  
1238 Center Street  
Deer Park, TX 77536



# Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

# Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.


This employee has not attained the competency level.

\*

\* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: \_\_\_\_\_

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

# Environmental Aspects and Impacts

## Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
<b>Purchasing &amp; Administrative Work</b>	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
<b>Climate Control</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
<b>Cleaning of – offices / vehicles</b>	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
<b>Transport (Fleet vehicles / staff travel)</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
<b>Operations</b>		

# Risk Assessment



Risk Assessment // insert name here

<p>Step No: Logical sequence</p>	<p>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</p> <p>Each step should be logical and accomplish a major task.</p>	<p>Potential Safety &amp; Environmental Hazards/Impacts at the site of the Job</p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p>Risk Rating</p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p>	<p>Recommended Corrective Action or Procedure</p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p>Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					



# Audit



<b>Process:</b> insert// <b>Procedure:</b> Insert //		Date:		Audited by:	
		Location of Audit:		Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments		Conformance Score 0,3,5
1.					
2.					
3.					
4.					
5.					
6.					
7.					
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE:     / 25		0 – Non-Conformance	
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		3 – Continuous Improvement Opportunity	
				5 – Total Conformance	