INERT ENTRY TECHNICIAN HIRE PROCEDURE

V:2023.1

Inert Entry Technician Hire Procedure

January 2023

1. JOB DESCRIPTION

a. The IPS★ITCS Technician is required to work in petrochemical plants requiring confined space entry in inert atmospheric conditions within a reactor or other enclosure, some of which will contain an Oxygen deficient atmosphere, including performing maintenance and services on a reactor including dismantling and/or Installing various reactor hardware items, vacuuming or spreading and/or loading catalyst or other material, shovel catalyst or material to the outside of reactor, cleaning, wiping, washing, and scraping relevant areas of the reactor or other enclosure, video-taping specified areas of concern, setting up and dismantling unloading and reloading equipment, setting up and dismantling screeners, drum dumpers, air locks, dust collectors, cooling/refrigeration units and various other major components, taking samples of catalyst or other materials, correcting or advising supervision to correct deficiencies which may cause accidents, injuries, lost productivity or which are inconsistent with the work order or customer requirements, and cleaning work area and equipment.

2. TECHNICAL COMPETENCIES

a. The Technician must also be able to perform the following:

i. Assembling, Operation, and Disassembling of Life Support Equipment
ii. Housekeeping (Maintaining Safe Work Environment)
iii. Equipment Testing (Prior to use)
iv. Working at Heights (Confidence)
v. Working in Helmet (Confidence)
vi. Proper Egress Cylinder Usage (During Emergency)
vii. Confined Space Attendant and Entry Performance & Communication
viii. Knot Tying Ability, Recognition & Application for rescue and rigging
ix. Safety Equipment Recognition and Proper Usage
x. Rigging Ability & Performance
xi. First Aid Ability & Performance

b. Additionally, the technician must also have an overall good attitude, work well with others, is not claustrophobic, and have good physical aptitude & endurance.

3. ACCEPTANCE

a. Employees are accepted into the program with an interview, application and/or resume on a ‘Job-Need’ basis by the IPS★ITCS Human Resource (HR) Manager.
b. New-Hire Employees without experience shall follow this entire Quality Control Process.
c. If the employee has previous experience, training, testing, or screening, copies must be ascertained and then retained in our records with “acceptable” documentation
d. For liability purposes, some items may still need to be performed by this quality control process.
e. Needed “Acceptable” Documentation (Must be current):

i. Drug Screen on file with DISA
ii. Physician’s Written Recommendation Letter
iii. Quantitative Fit Test (if applicable)

iv. Inert Entry Training Certificate (If applicable)**QUALIFICATIONS**

f. Technicians must have the following qualifications to perform work

i. Social Security Check
ii. TWIC card and/or Federal Background Check
iii. Drug Screen
iv. Medical Evaluation
v. Inert Entry Training

4. **SOCIAL SECURITY CHECK**

a. A Social Security Check is required by most facilities post the Homeland Security Act of 2002.

i. A waiver is required from the site to the safety council for any foreign nationals not holding a valid US Social Security Card utilized on their site**.**
ii. Copies of the applicant's social security card are made and verified
iii. A copy of the applicant's social security card is placed in the applicants HR file

5. **TWIC (Transportation Worker Identification Credential) OR FEDERAL BACKGROUND CHECK**

a. All Technicians are required to receive a background check due to the nature of work and possible work locations
b. Background checks are completed through a third party designated by the HR Manager
c. Acceptable Background Check Services (IPS★ITCS does not limit to the following)

i. TWIC
ii. First Advantage
iii. DISA

6. **DRUG SCREEN**

a. Drug and Alcohol Test.

i. Understanding that most facilities require mandatory drug and alcohol testing, It is important that the employee and management understands the consequences of a failed urinalysis.
ii. Additional USDOT (United States Department of Transportation) testing or Hair Follicle Testing through NASAP may be required depending on particular work site.
iii. A Pre-employment drug screen is issued to all applicants accepted into the training program.
1. ***See Attachment – IPS★ITCS Drug and Alcohol Policy***
2. Drug Screens will be performed by IPS★ITCS designated locations

7. MEDICAL EVALUATION

a. A medical evaluation will be given to all applicants who pass the drug screen.
b. Catalyst Handling Resources shall ensure that every measure is taken in order to prepare an employee to perform their work. Therefore, it is important to itemize all of the elements needed to perform work of this nature. It is the responsibility of the company and the employee to ensure their health does not diminish during the course of work due to over exposure to chemicals. The following suggestions are the recommended practices for medically evaluating an employee.
c. A medical examination should be performed to ensure the health and safety of the employee and to protect the liability of the company.

    i. Medical exam *should* consist of the following:

        1. Audiogram (dB Hearing Test),
        2. Pulmonary Function Test (PFT),
        3. Physical Examination

    ii. Frequency

        1. Initial.
        2. Every 3-years afterwards

d. A MEQ (Medical Evaluation Questionnaire) should be filled out by the employee prior to visiting the P/LHCP (Physician/Licensed Health Care Practitioner).
e. The MEQ should be reviewed by the P/LHCP in conjunction with a company specified medical exam every 3-years.

    i. The MEQ should also be filled out by the employee and reviewed by the P/LHCP on an annual basis to ensure the quality of the health to an employee does not diminish between medical exams.
    ii. The MEQ should comply with 29 CFR 1910.134 and 29 CFR 1910.120 to ensure that any Inert Entry Technician could be utilized within the US market.
        1. ***See Attachment – HSE.FOR.Medical Evaluation Questionnaire.2022***

f. A Physician's Written Recommendation letter is then be issued by the P/LHCP after review of the MEQ with "No Limitations" or equivalent wording stating the health of the employee is adequate for the pre-determined and prescribed Inert Entry work.

    i. ***See Attachment – HSE.FOR.Physician's Written Recommendation Letter.2022***

g. The equivalency in wording or forms will be acceptable

8. FIT TEST

a. Once a MEQ is filled out and reviewed, a Medical Evaluation is given, and a Physician's Recommendation is obtained, then fit testing should be performed to ensure the breathing apparatus fits the employee properly.

i. A Quantitative fit test is required for Technicians who will work using respiratory protection.

b. Medical Evaluation and Fit Test Conclusion

i. After Medical Evaluation is preformed, both the employee and company know that the employee is medically fit to perform as a technician.
ii. The fit test allows both parties to know that the required equipment fits properly on each individual employee when worn correctly.
iii. If the medical exam or fit test reveals any incompatibilities, then it should be understood by both parties that the employee could not be utilized for inert entry activities.

9. ORENTATION

a. New Hire Orientation is given to new employees.
b. New Hire covers company policies and procedures, Drug and Alcohol Abuse, Corporate Structure, and Accident Reporting.
c. New Hire Orientation is to be given by HSEQT Manager, Operational Managers, or HR Manager

i. ***See Attachment – HSE.FOR.New Hire Orientation Outline.2022***
ii. ***See Attachment – HSE.FOR.New Hire Orientation Test.2022***
iii. ***See Attachment – HSE.FOR.New Hire Orientation Exam Key.2022***

10. COUNCIL TRAINING

a. The technician then goes to the appropriate safety council (Reciprocal is recommended - ARSC)

i. HASC (Houston Area Safety Council) – Houston
ii. OSCA (Occupational Safety Councils of America) – Los Angeles
iii. SWLA (South West Louisiana Safety Council) – Lake Charles
iv. ISTC (Industrial Safety Training Council) – Beaumont/Port Arthur

b. Site Specific Training If Needed (Determined by site)
c. Any other specific and or unit training (Determined by site)

11. ANNUAL REVIEW

a. This procedure shall be evaluated annually

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	12.5.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

_____ _____
Print Name Date

_____
Signature

Competency Assessment

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

Enclosed Attachments	
Risk Assessment	☑
Environmental Aspect and Impact	☑
Training and Competency	☑
Measure and Evaluation Tools	☑

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
Purchasing & Administrative Work	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
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	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
Operations		

Risk Assessment

Risk Assessment // insert name here					
Step No: Logical sequence	**Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.** Each step should be logical and accomplish a major task.	**Potential Safety & Environmental Hazards/Impacts at the site of the Job** Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	**Risk Rating** Refer to the risk matrix or HSEQT.PRO. Risk Mgt	**Recommended Corrective Action or Procedure** ***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 rediced or controlled to ALARP before work commences.*** Document who is responsible for implementing the controls to manage each hazard identified.	**Risk Rating** refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// **Procedure**: 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: SAFETY REP'S SIGNATURE:	CONFORMANCE SCORE: / 25 CONFORMANCE %:	0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance