

Safety Alert 24-39 – Process Safety

Background

MWHT is developing a Process Safety Module within our SHEQ Data reporting platform, ActivSHEQ. One aspect of this module is a high-level Process Safety Inspection which is undertaken by a Hazard Study Leader or HAZOP Chair.

Recently, two sites were inspected to review compliance against our Process Safety procedures and a number of non-compliances were raised. Although this is a small sample size, we want to ensure that these issues do not reoccur and are therefore sharing the key findings:

a. Failure to follow Management of Change procedure

See [DEPD04-01 Design Change Control](#) and [CDPD08-01 Site Drawing Control](#) located on [The MWHT Way](#)

- Any changes **post** HAZOP **must be reviewed** by the Design Manager and the Hazard Study Leader to establish whether the change is acceptable to proceed or whether a further HAZOP is required. All changes must be recorded on the Change Register.

b. Failure to complete Hazard Studies 1, 2, 4 & 5

See [DEPD08-02 Process Safety](#) and Guidance Documents: [DEGD08-06 Process Safety](#), [DEGD08-07 Hazard Study 1](#), [DEGD08-08 Hazard Study 2](#), [DEGD08-09 Hazard Study 3: HAZOP](#), [DEGD08-10 Layer of Protection Analysis Study](#), [CDGD22-01 Hazard Study 4](#), [CDGD23-03 Hazard Study 5](#), [DEGD08-12 Hazard Study 6](#), [DEGD08-13 Hazard Study 7](#)

- HS1 should be completed early in the project and **not later than 28 days from the start**. The purpose of the HS1 is to establish a clear understanding of the project including scope, key constraints, hazards and legislation. HS1 determines future Hazard Study requirements.
- HS4 should be completed when **construction activities are concluded** to verify that what is built is what has been designed and all HAZOP actions are completed and implemented.
- HS5 should be completed **before wet commissioning** to confirm that all documentation is complete and to provide evidence that the plant is safe to commission. HS5 is also an opportunity for those responsible for personal safety, employee health and environmental protection on the site to satisfy themselves that the detailed implementation of the project meets Statutory, Company and legislative requirements.

c. Failure to store any Process Safety documents in the SHED or assign attributes in any documents stored on ProjectWise

See [DEPD08-02 Process Safety](#) and Guidance Document [DEGD08-11 Safety, Health & Environment Dossier \(SHED\)](#)

- All Process Safety documents **must be stored in the SHED**. If documents are uploaded to ProjectWise then the attributes must include whether this is a Process Safety document and assign the appropriate section.
- Process Safety documents are not limited to process and also include environmental, electrical and mechanical documents.

d. **Failure to undertake the hazard study at the right time and have all supplier information available**

See [DEPD08-02 Process Safety](#) and Guidance Document [DEGD08-06 Process Safety](#)

- Delays in selecting suppliers can result in not undertaking the HAZOP or ALM at the appropriate time which can then result in delays and additional costs.

Actions:

Further Process Safety Inspections will be undertaken across all regions from mid-June. Please ensure that all activities and documentation on your project is compliant with the requirements of our processes and should you have any queries please reach out to your HAZOP Chair, Process Engineering Team at Hattersley or your Local SHEQ Lead.

