

# GE-M01-P03 Process Safety Guidelines

**Applicability:** All SI employees

**Responsible Dept.:** Health, Safety and Security

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## Procedure

The main objective of this document is to compile the Process Safety guidelines under which anyone performing activities for Semptra Infrastructure must operate.

The guidelines established in this document apply to all personnel (whether they have a permanent, temporary, and/or subcontracted contract) of Semptra Infrastructure and its subsidiaries.

## Process Safety Guidelines



### We respect hazards.

We understand the process hazards in our facilities and roles and implement the necessary controls.

We monitor potential impacts from uncontrolled process hazards.

We discuss process safety hazards.

We are aware of the process hazards associated with our activities.



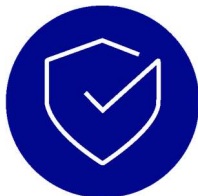
### We stay out of the line of fire.

We use procedures even if we are performing a routine activity.

We discuss the key steps of a critical procedure before starting the activity.

We stop, inform supervision, and avoid temporary solutions if the procedures are unclear, unsafe, or cannot be followed.

We take the time to familiarize ourselves with the procedures and put them into practice.



### We sustain barriers.

We discuss the purpose of barriers within our facility.

We assess how activities may affect process safety barriers.

We speak up when we believe the barriers are not adequate.

We maintain the safety of barriers and, if necessary, manage approval to inhibit any.



### We stay within operating limits.

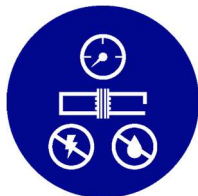
We know and use the approved operating limits for our location.

We alert situations where we cannot work within the operating limits.

We obtain formal approval before modifying operating limits.

We communicate if the response to an alarm is unclear.

We communicate if the alarm response time is inadequate.



### We maintain safe isolation.

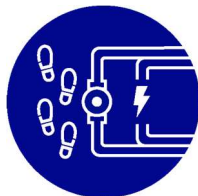
We use specific procedures to lock process lines, based on updated information.

We use double blocking and venting when opening a process line.

We check residual pressure before opening a process line.

We monitor insulation integrity periodically and stop to reassess when a change could affect insulation integrity.

We confirm tightness before, during, and after process startup.



### We walk the line.

We use up-to-date process safety information that accurately shows installed systems and equipment.

We in person confirm that the system is ready for the planned activity.

We alert about identified errors in process safety information before starting operations.

We continuously walk through the process to identify deviations.

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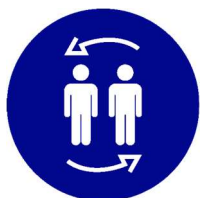
## **We control ignition sources.**

We identify and assess potential ignition sources in our facilities.  
We control potential ignition sources during the execution of our activities.  
We eliminate ignition sources during containment losses.  
We question ignition sources within our facility, even in non-hazardous areas.



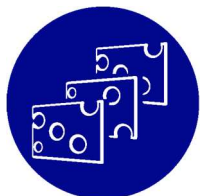
## **We recognize change.**

We seek out and discuss changes.  
We discuss changes and involve others to identify potential risks associated with them.  
We understand the change management process and know the triggers for initiating it.  
We discuss and consult on the long-term impacts of a change.  
We ensure that all changes undergo a process hazard analysis.



## **We perform thorough shift handover.**

We discuss the day's work plan during shift handover and verify that everything necessary is available.  
We pause and question when anomalies are observed during the shift handover.  
We secure all pertinent shift information to ensure the most comprehensive handover possible.  
We conduct a thorough shift handover process.



## **We watch for weak signals.**

We proactively look for indicators or signals that indicate future problems.  
We discuss potential process issues even if they do not appear risky.  
We continuously explore the causes of changes in indicators or unusual situations.  
We maintain a record of deviations from operational discipline.

## **Exceptions**

Any deviation from what is mentioned in this document must be processed as an exception in accordance with the GE-M01-P01 Authorization Protocol for Safety and Health Exceptions.

## **Disciplinary Measures for Non-Compliance**

The same process outlined in the GE-M01 Health, Safety and Security Directives Manual will be followed.



## **Definitions**

- *Exception:* That which deviates from the guideline or general condition. Measures different from those established.
- *Incident:* Accident or incident related to employment.
- *BU:* Business Unit.
- *SI:* Sempra Infrastructure.

The above terms may be used in singular or plural, as well as in masculine or feminine form, depending on the context of the present procedure.

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## Related Documents

- Code of Business Conduct
- GE-19 Security Policy
- GE-20 Safety Policy
- GE-21 Health Policy
- GE-M01 Health Safety and Security Directives Manual
- GE-M02 Safety and Health Management System (SGSS) Manual
- GE-M01-P01 Authorization Protocol for Safety and Health Exceptions
- GE-M01-P03-A01 Process Safety Guidelines
- GE-M02-E17-F01 Incident Communication and Classification Guide
- GE-M02-E15-P01-A01 Process Safety Information (PSI) Index
- GE-M02-E17-F01-A03 TIER 3 incidents examples
- GE-M02-E17-F01-A05 Loss of Primary Containment (LOPC) TIER classification table



## Help is just a click away

You may raise questions or concerns about compliance or ethics issues through one the anonymous [Ethics & Compliance Helpline Reporting Options](#).



## Employee helpline

United States: 800-793-7723

Mexico: 800-062-2107



## Revision Dashboard

Number of revision	Date of revision	Affected Section(s)	Included changes	Authorization
00	28/08/2024	All	New document	Remigio Agraz