



6.2.2.1.1202 General Employee Training

Revision No.: 2
Revision Date: 7/3/19

Quality & Environmental
Management System

Process Owner: (b) (6)
(Manager Human Resources)

Document Type: Work Instruction

Approved: (b) (6)

Process Description: To direct Supervisors on the method and means for
instructing employees on process and equipment changes.

Document Author:
(b) (6)

Page: 1 of 4

(b) (4)



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Process Description: To direct Supervisors on the method and means for instructing employees on process and equipment changes.

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1.0 Purpose: To direct Supervisors on the method and means for instructing employees on process and equipment changes.

2.0 Scope: (b) (4) documents that reflects any equipment or process changes.

3.0 Responsibilities:

- 3.1 Each Manager and Supervisor is responsible to ensure each employee under his or her management is adequately trained and to record and submit that record to the Human Resource Department.

4.0 Definition/Abbreviations/Acronyms:

- 4.1 (b) (4) is the system Swedish Match uses for documentation and process control.

5.0 Requirements:

(b) (4)

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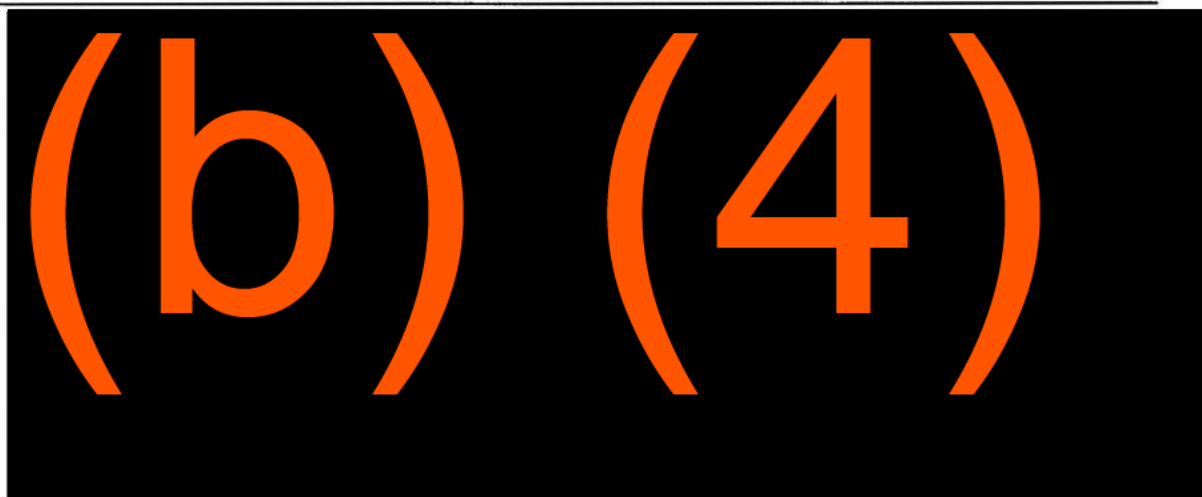
Revision

Approved

Document Author:

(b) (6)

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6.0 Records:

Document	Responsible (by Position)	Document Location	Minimum Retention Period
(b) (4)			

7.0 Dependent Documents:

7.1 Charts

Document Number	Document Title
None	

7.2 SOPs

Document Number	Document Title
None	

7.3 Other

Document Number	Document Title
None	

7.0 Responsible for Process:

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Document Type: Work Instruction

Process Description: To direct Supervisors on the method and means for
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Revision No.: 2
Revision Date: 7/2/10

Approved by:

Document Author:

(b) (6)

Page: 4 of 4

Paper copies of this document can be found in these places:

Document Location	Number	Responsible for Updating
HR Department	1	(b) (6)

8.0 Revision History:

2/12/10

9/10/13

(b) (4)

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File Name: (b) (4)



Job Training Record

(b) (4)



Quality & Environmental
Management System

**6.2.2.1.1201 Employee Competence
Assessment**

Process Owner: (b) (6)
(Manager Human Resources)

Document Type: Work Instruction

Revision No.: 2

Revision Date: 7/2/19

Approved

(b) (6)

Document Author:

(b) (6)

Process Description: To direct Supervisors on the method and means to assess the
job related competencies for employees.

Page: 1 of 3

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File Name: (b) (4)



Quality & Environmental
Management System

6.2.2.1.1201 Employee Competence Assessment

Process Owner: (b) (6)
(Manager Human Resources)

Document Type: Work Instruction

Revision No.: 1

Revision Date: 7/2/10

Approved by:

Document Author:

(b) (6)

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Process Description: To direct Supervisors on the method and means to assess the job related competencies for employees.

1.0 Purpose: To direct Supervisors on the method and means to assess the job-related competencies for employees.

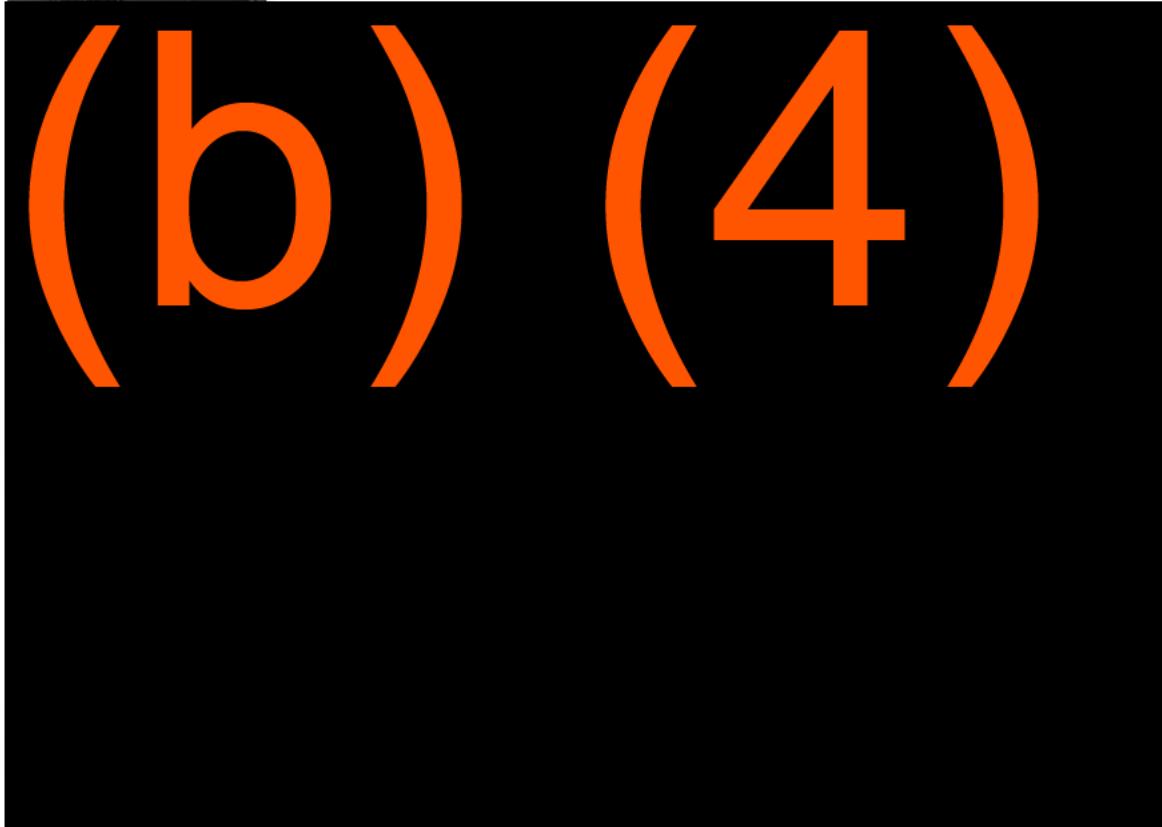
2.0 Scope: Hourly manufacturing employees and manufacturing supervision.

3.0 Responsibilities:

- 3.1 The employee's direct Supervisor is responsible for his or her competency assessment. The Supervisor may direct the area's process owner to assist in the assessment.
- 3.2 The Human Resource Department may provide the competency assessment at the request of the Supervisor.

4.0 Definition/Abbreviations/Acronyms: Competence is the demonstrated ability to perform the assigned task.

5.0 Requirements:





Quality & Environmental
Management System

6.2.2.1.1201 Employee Competence Assessment

Process Owner: (b) (6)
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Document Type: Work Instruction

Revision No.: 1

Revision Date: 7/2/19

Approved by

Document Author:

Process Description: To direct Supervisors on the method and means to assess the job related competencies for employees.

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6.0 Records:

Document	Responsible (by Position)	Document Location	Minimum Retention Period
(b) (4)	(b) (6)	(b) (4)	

7.0 Dependent Documents:

7.1 Charts

Document Number	Document Title
None	

7.2 SOPs

Document Number	Document Title
None	

7.3 Other

Document Number	Document Title
None	

8.0 Responsible for Process:

Paper copies of this document can be found in these places:

Document Location	Number	Responsible for Updating
(b) (4)		(b) (6)

9.0 Revision History:

2/23/10

9/10/13

7/3/19

(b) (4)

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File Name: (b) (4)



Employee Evaluation and Job Training Report

(b) (4)

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SWEDISH MATCH
Swedish Match Smokefree Division
Owensboro Factory

Swedish Match Smokefree Division
Employee Evaluation and Job Training Report

(b) (4)

	Training	PSM Section 6
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Swedish Match is committed to providing PSM-related training to its employees at the Owensboro, KY plant. This training may include information regarding the ZYN process, emergency response activities, operating conditions and maintenance.

The development, implementation, and integration of the training programs are a shared responsibility within the Owensboro plant. This orientation includes general safety and plant information including basic training relating to PSM and the ZYN process. The Process Supervisor or designated personnel are responsible for ensuring that the more specific new hire training is provided as outlined in the New Hire Training Program, which is coordinated by the ESH Coordinator.


Information from the OSHA PSM program will be utilized to ensure ongoing compliance. The following information describes the various types of training and the associated personnel who are to receive the training:

General Population Training

All employees will receive adequate training to minimize risk to their personal health and safety. The training will include but is not necessarily limited to:

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*** Swedish Match.	Training	PSM Section 6
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PSM AWARENESS INFORMATION

Process Safety Management

PSM? What is PSM? Unexpected releases of toxic, reactive, or flammable liquids and gases in processes involving highly hazardous chemicals have been reported for many years in various industries that use chemicals with such properties. Regardless of the industry that uses these highly hazardous chemicals, there is a potential for an accidental release any time they are not properly controlled, creating the possibility of disaster. An effective Process Safety Management program can help prevent releases and prepare for emergency response in the event of a chemical release.

Process Safety Management is intended to prevent an incident like the 1984 Bhopal Disaster. A process is any activity or combination of activities including any use, storage, manufacturing, handling or the on-site movement of Highly Hazardous Chemicals (HHCs). A process includes any group of vessels which are interconnected or separate and contain HHC's which could be involved in a potential release. A process safety management incident is the "Unexpected release of toxic, reactive, or flammable liquids and gases in processes involving highly hazardous chemicals. Incidents continue to occur in various industries that use highly hazardous chemicals which exhibit toxic, reactive, flammable, or even explosive properties, or may exhibit a combination of these properties. Regardless of the industry that uses these highly hazardous chemicals, there is a potential for an accidental release any time if they are not properly controlled by a properly designed Process Safety Management Program.


To help ensure safe and healthful workplaces, OSHA has issued the Process Safety Management of Highly Hazardous Chemicals standard which contains requirements for the management of hazards associated with processes using highly hazardous chemicals.

Included in a PSM program is 14 elements that are used to prevent a release or spill from occurring. The key provision of process safety management (PSM) is process hazard analysis (PHA), a careful review of what could go wrong and what safeguards must be implemented to prevent releases of hazardous chemicals.

Why are we discussing PSM? We are discussing PSM because we will now have a PSM regulated process. (b) (4)

Why do we fall under PSM regulation? We fall under PSM regulation because OSHA states, "A (PSM covered) process involves a Category 1 flammable gas (as defined in 1910.1200(c)) or a flammable liquid with a flashpoint below 100 °F (37.8 °C) on site in one location, in a quantity of 10,000 pounds (4535.9 kg) or more" (b) (4)

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Will PSM cover the entire Swedish Match facility? Currently, the PSM covered process will be limited to the ZYN processing area. The rest of the facility including the ZYN Packaging area will be business as usual. In other words, unless you are a ZYN Process Area Operator or a maintenance personnel there will be little to no change in your day to day job. However, as an employee of Swedish Match you must be made aware that we will have a PSM regulated process.

Is this all the training that will be given for operators? Listed in this document are the PSM 14 elements of PSM and some of the basic ways of how we will follow them. This training document is to provide you with the awareness that we are getting a PSM program here at SMNA. All ZYN Process Area Operators, maintenance personnel, and their managers will receive more detailed training about the specifics of PSM, various operating procedures, Management of Change procedures, etc. All other Swedish Match employees will receive this awareness level training that will inform them of the program.

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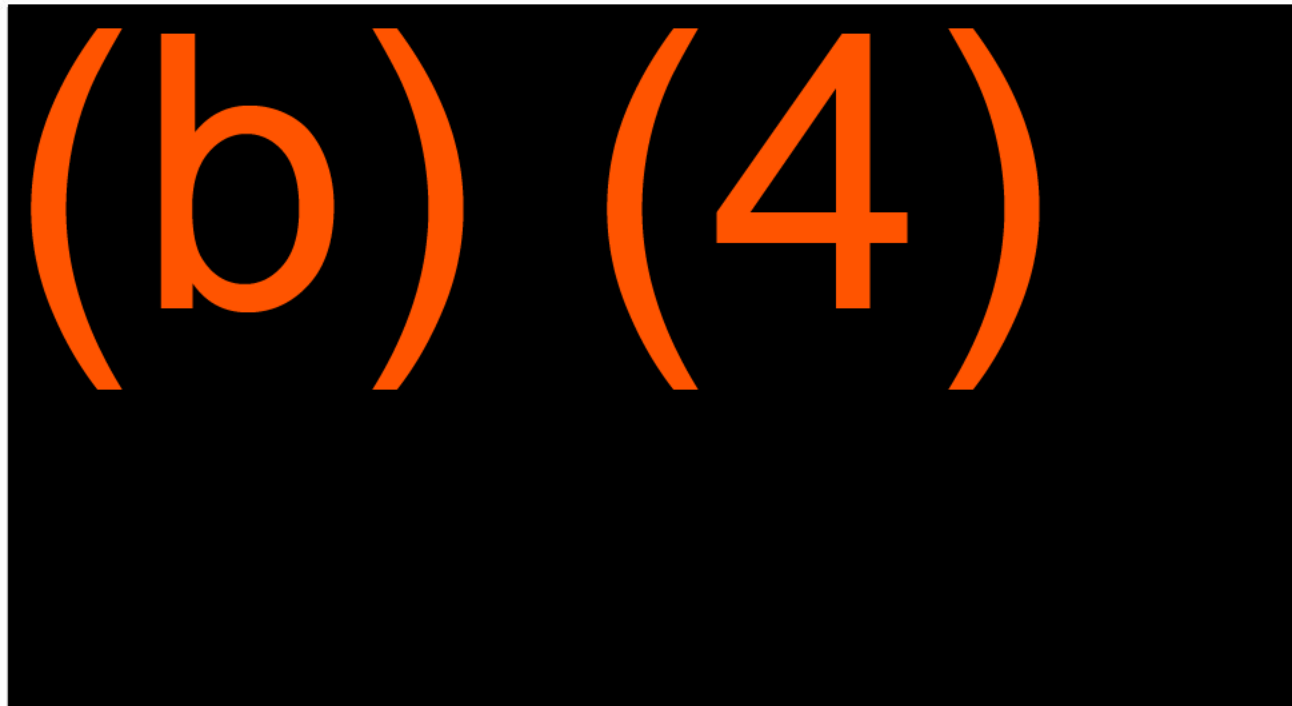
Process Safety Management (PSM) – 14 elements

PSM is a fourteen step program:

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ZYN Process Operator & Maintenance Qualification Standards

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	March 2019	(b) (6)
	4-22-19	

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