CONFIDENTIAL

Marrero Plant
July 5, 1962

W. F. Hope - Production Superintendent
J. F. Hass - Quality Control Supervisor
O. F. Schmidke - Planning & Scheduling Supervisor
L. M. Matulich - Maintenance Supervisor
E. J. Schexnayder - Safety Supervisor

Industrial Hygiene
Task Team Survey - Floor Tile

The above are appointed members of the Task Team selected to survey the entire Floor Tile Plant and recommend corrective action for the control of hygienic and nuisance dust generated at the various operations.

Attached is a copy of Manual of Standard Practices 1H96 which covers the Task Team Survey Method of Evaluation of Industrial Hazards.

The above team will function as outlined in the attached Manual of Standard Practices 1H96 except as follows:

1. J. F. Hass and O. F. Schmidke will perform the functions of methods Engineer.

2. Item E 1 a of 1H96: All sampling stations have been established. Present sampling stations have recently been reviewed by Gene Greene (J-M Area Industrial Hygiene Technician) and found to be satisfactory. The Task Team will delete or add sampling stations as changes and additions to the process dictate.

3. Item E 1 b of 1H96: The Plant Manager will make arrangements for any Industrial Hygiene Surveys by the J-M Area Industrial Hygiene Technician. Henry Landry of the Pipe Division has been trained in dust sampling and counting. He has been assigned the responsibility for this work for all three divisions at this location. His present schedules call for two complete surveys each year. Trouble spots where corrective action is proposed may require more frequent checks until the condition has been corrected.

4. Item E 1 c of 1H96: The Plant Manager will handle this item.

5. Item E 1 d of 1H96: The Plant Manager will advise when additional methods studies are required by the M. E.

6. Item E 1 e of 1H96: The Plant Manager will maintain the files of this data.

A local project will be established for each condition requiring correction (Hygienic dust, nuisance dust and poor housekeeping). This project to include the following:

1. Area and equipment involved.

2. Materials handled and cause of dusty conditions.

3. No. men involved - per shift and total.

4. List of employee complaints.

5. Dust count survey to establish hygiene exposures.

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6. Dust conditions before methods studies. Use photographs.

7. Frequency of dusty conditions.

8. Are respirators used? Are respirators recommended?

9. Outline proposed method, equipment and/or process changes to correct conditions.

10. Status reports (monthly) on completion of proposed corrective measures.

11. Dust conditions after completion of corrective measures. Use photographs.

12. Cost of local changes to correct conditions. Have Finance Office set up Job Order to cover. Use same Job Order with a suffix number to identify each project.

After you have inspected the plant and made recommendations for correcting dust generating sources, maintenance of present dust collection facilities and improving housekeeping, an all out effort is to be made to expedite the completion of these recommendations. If, after completing all possible local corrective measures and installation of dust facilities is still required, project specifications will be written and submitted to DHQ so that an assignment can be placed on GP&D.

In addition to the control of hygienic and nuisance dust, we want to maintain housekeeping in the best possible condition, as poor housekeeping is a generator of dust. The Production Superintendent has been authorized to use two Utility Operators to begin work on the clean up of these special housekeeping problems not covered during the regular daily housekeeping program.

Each department head should talk to his crews in small groups and again review the employee specific assignments for improving housekeeping in their areas of responsibility.

We are investigating the possible use of an Industrial Vacuum Cleaner to remove dust from equipment and building members.

In your survey of the plant, particular attention should be given the following:

1. The use of compressed air for cleaning equipment at color change-overs, routine clean-up procedures and personnel use of same for blowing off clothing.

2. Condition of dust collectors and ducts with respect to leakage, flow of air, etc.

3. The use of fans and placement of same that may be causing raw materials to be blown over wide areas.

4. Loose raw materials on pallets.

5. Broken bags of raw materials.

6. Leaks at scrap crusher, Fitzmill, conveyors, etc.

7. Observe method of opening and dumping bags and other containers of raw materials.

8. Housekeeping conditions in the out-of-the-way areas.

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It should be understood by all concerned that it is our intention to operate this plant in the cleanest possible condition on a daily basis. Crash programs for clean-up on a weekly or monthly basis should not be necessary if the above program along with our regular housekeeping program is religiously followed.

In the past we have felt that we operated a reasonably clean plant. However, the standards for cleanliness have been increased, and past performance in this respect is no longer considered satisfactory.

The above program should be given No. 1 priority and should be considered the same as a cost reduction project involving many, many dollars of definite savings.

L. E. INGUAGIATO

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