PLAINTIFF'S EXHIBIT

UC-2159

MANAGEMENT SUMMARY OF ENGINEERING DEPARTMENT

PERSONNEL SAFETY AND HEALTH TRAINING PROGRAM

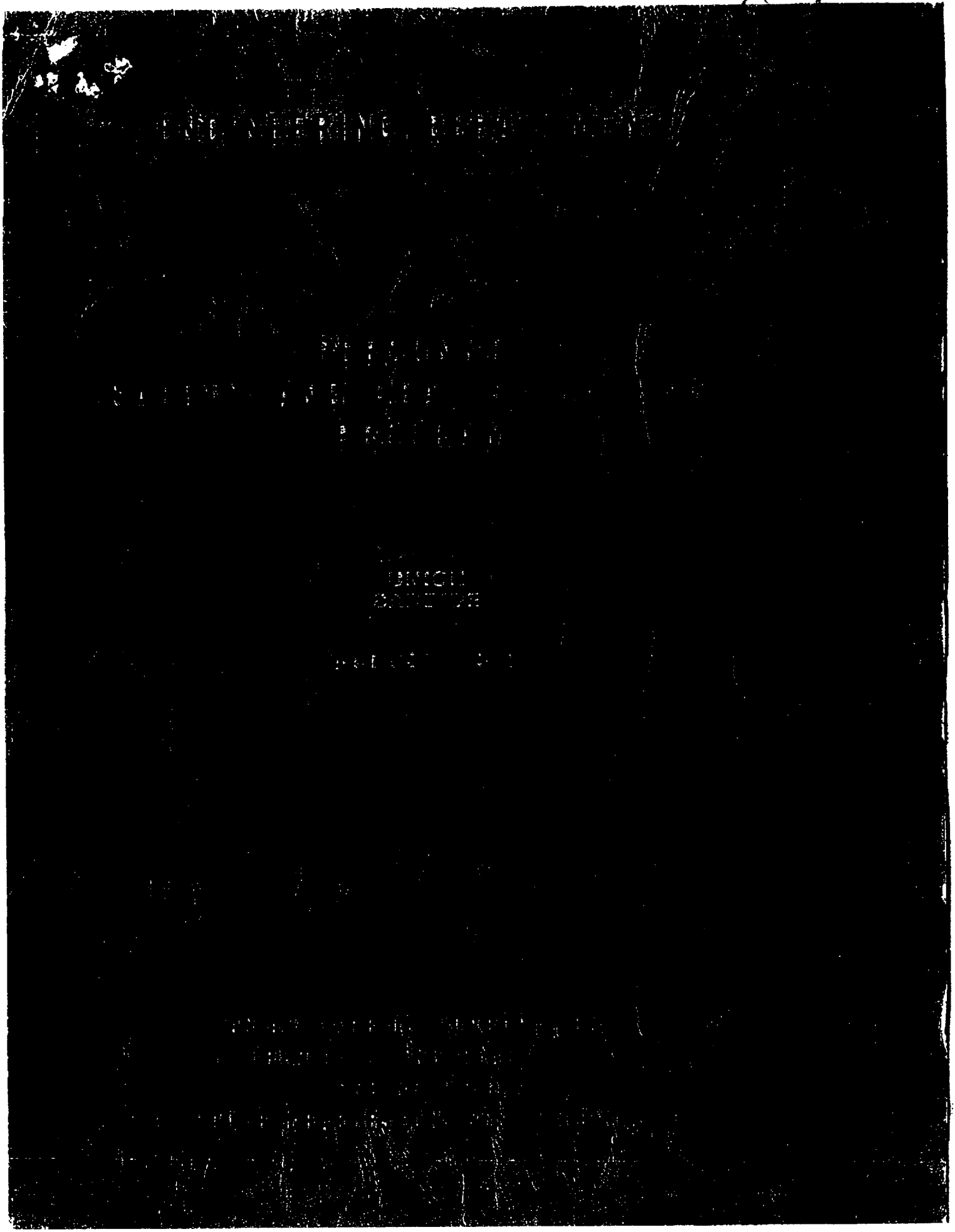
UNION CARBIDE

JULY 1978

UNION CARBIDE CORPORATION
CHEMICALS AND PLASTICS
ENGINEERING
SOUTH CHARLESTON, WEST VIRGINIA

UCC 006881

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ENGINEERING DEPARTMENT

PERSONNEL SAFETY AND HEALTH TRAINING PROGRAM

INTRODUCTION

The Engineering Department Safety and Health Training Task Team was formed in February 1978 to support and intensify the existing Safety and Health Program of the Engineering Department. The intent of the Team was to focus on personnel safety and health training. The committee was sponsored by Mr. L. S. Slaughter and chaired by Mr. E. R. Levy. The group had representatives from Mechanical Design Engineering, Process Engineering, Inspection/Expediting, Special Instrument Development, Materials Management, Training and Development, Process Safety and Fire Protection, Technical Center Safety, and Environmental Protection/Occupational Health.

The objective of the Team was to identify deficiencies and make recommendations for establishing an effective Engineering Department Personnel Safety and Health Training Program. This objective was accomplished by the following steps:

1. Deficiencies of the total Engineering Department were identified and documented.

2. Individual Safety and Health Training accountabilities and responsibilities were identified and defined.

3. Training recommendations were developed to correct identified deficiencies.

4. The existing Continuing Education record system was examined and found to be easily adaptable for the record keeping aspect of this program.

RECOMMENDATIONS

As a result of the activities of this Task Group, the following recommendations have been made:

1. That upper management have U/A on the importance of their role in the implementation of the Safety and Health Training Program and that they continue to be supportive through budgeting, leadership, and MOP's.

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RECOMMENDATIONS (Continued)

2. That it will be the Group Leader's responsibility to inform each member of his or her group about the Personnel Safety and Health Training Program. Group Leaders will discuss and determine which courses are appropriate for each group member by referring to the Planning List and Course Description listed on pages 7 thru 15. It is further recommended that the importance of this program be emphasized by incorporating it into the Group Leader's MOP's.

3. That the Personnel Safety and Health Training Program be composed of individual courses organized by training package preparers and maintained by the Continuing Education Group.

   The update responsibility for the course material will be by the course coordinator and/or package preparer.

4. That the Engineering Department Personnel Safety and Health Training Task Team will continue to monitor and control the preparation as well as the quality of the training packages.

5. That the Engineering Department Personnel Safety and Health Committee be given a report annually on the training system to evaluate its effectiveness. This will be the responsibility of the Training and Development Group.

MANAGEMENT SUPPORT

Historically, management of the Engineering Department has provided excellent support for Personnel Safety and Health Programs. The new Safety and Health Training Program will be more uniform throughout the Department, increasing the need for intensified management support. The success of this effort will be largely dependent upon the attitudes projected and the environment established by management at the outset of the program.

The training program is targeted toward increased awareness of all levels. This commitment should be reinforced by actions which are apparent to the total Department population. Accountability and responsibility should therefore be formally documented in specific standards, Measures of Performance (MOP's), and action plans.

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MANAGEMENT SUPPORT (Continued)

Initially, the Task Group attempted to derive general standards and measures of performance for all Associate Director Groups. After deliberation, this approach was abandoned on the grounds that realistic standards and genuine commitment will come out of a joint effort between individual supervisors and subordinates. This, and a sincere commitment on the part of upper management, will determine the success of the new Safety and Health Training Program.

The Task Team recommends that all Engineering Department employees (exempt and nonexempt) participate in objective setting sessions with their supervisor to determine the nature of Personnel Safety and Health Training that will be required. The Team has developed a "Personnel Safety and Health Training Planning List" and "Course Descriptions" (see pages 7 through 15. to help supervisors decide upon the appropriate training for each group member. The Annual Performance Appraisal System will be used to measure performance against these plans.

TRAINING

This section of the report details the Personnel Safety and Health Training Program recommended by the Team.

Before detailing the recommendation, an item must be clarified. The term "Course" is used in the report solely to link the Personnel Safety and Health Training Program to courses in the Continuing Education Program. The twelve "Courses" in the program are so labeled because monitoring and record keeping activities performed by the Continuing Education Group are done on a per course basis.

The remainder of this section is broken down into several parts delineating: (A) program requirements and (B) program details (C) training package guidelines (D) list of sponsors and training package preparers.

A. Program Requirements:

1. The package preparers will attend an orientation session to familiarize them with the program objectives, after which they will complete their assigned training packages.

2. An orientation session will be held for Group Leaders and Managers. This meeting will provide instruction detailing the implementation of the program and is scheduled for the 4th Quarter of 1978.

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TRAINING (Continued)

3. Each employee will undertake 4-8 hours of Personnel Safety and Health Training per year.

B. Program Details:

1. Twelve courses are documented to meet the Safety and Health Training needs of the Engineering Department. Program elements, developed from the 80 Safety and Health deficiencies, are incorporated into these twelve courses. These deficiencies are documented in Attachment No. 1.

2. Ten individuals are assigned training package preparation accountabilities. Each course will have at least one training package. Broader areas, such as plant visits, will have more than one package to cover the large amount of material. The total number of training packages cannot be determined until preparation objectives have been established.

   The record of Safety and Health Training courses undertaken by employees will be handled by the Continuing Education Program Group.

   When an Engineering employee has work involvement in one of the twelve areas, the corresponding Safety and Health Training course will be suggested.

   With respect to the completion of the training packages, the package preparers will consult Safety and Health experts in their respective areas. Sponsors and package preparers are listed in Part D, page 6.

3. All training packages will conform to established training package guidelines documented in Part C, page 5. Line management or appropriate supervision will present the training packages to their groups. The Personnel Safety and Health Training Program will be monitored similar to other courses in the Continuing Education Program.

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TRAINING (Continued)

C. Training Package Guidelines

1. There are twelve major Personnel Safety and Health Training Groups for which training packages will be prepared.

2. Training packages will be maintained as part of the Continuing Education Program. Enrollment will be handled through the Engineering Department Training Office.

3. A suggested list of sponsors and preparers is included (see page 6).

4. Each package will contain a test.

5. A package should have minimum verbiage.

6. Maximum training session length will be one hour.

7. Each session will be conducted as a small group (10 or less).

8. Each package should be available to Engineering personnel upon request.

9. A package is to be used independently of any instructor or package preparer. Line management or appropriate supervision will present the training packages.

10. Students shall critique each session attended.

11. Media will be selected to best suit the specific training package and can be any of the following:

(a) Videotape
(b) Slides/Audio Cassette
(c) Lecture
(d) Small Group Discussion
(e) Slides
(f) Questionnaire
(g) Hands-On Demonstration

12. Each package should be reviewed periodically and updated as needed.

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TRAINING (Continued)

D. List of Sponsors and Training Package Preparers:

	Package	Sponsor	Package Preparer
1.	Program Orientation	J.J.Potter,Jr.	G.L.Wharton
2.	Vehicle Safety	E.B.DelGrande	C.W.Carman
3.	Procedures for Visiting Plants	J.J.Potter,Jr.	Tom Farrell
4.	Procedures for Visiting Work Areas (Other Than Normal Work Areas)	E.B.DelGrande	C.W.Carman
5.	Procedures for Visiting Construction Sites	B.H.Thomas	T.W.Plymale
6.	Procedures for Visiting Non-UCC Manufacturing Facilities	T.T.Elgin	M.J.Hughes
7.	Procedures for Laboratory Safety	D.L.Garrison	C.R. ~~B.E.~~.Landfried → Procedure → R.V.Sealy
8.	Procedures for Shop Safety	D.L.Garrison	R.V.Sealy
9.	Procedures for Office Safety	T.T.Elgin	J.L.McVey
10.	Off-the-Job Safety Program	E.B.Delgrande	C.W.Carman
11.	Engineering Department Emergency Squad	H.L.Robinson	W.G.Hammar
12.	Occupational Health ~~and Safety~~	H.L.Robinson	G.F.Hurley

Change - 15000 series for Safety + Health

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ENGINEERING DEPARTMENT PERSONNEL SAFETY AND HEALTH TRAINING Page_____of_____

PLANNING LIST

Group Name:_____ Supervisor:_____ Cost Center:_____

Associate Director: _____ No. of People in Group:_____ Date:_____

Listed below are twelve major safety and health training groups. Please review the list (see complete description for details). List all persons in your group in the blanks provided (use as many pages as necessary). For each individual, check each safety training group for which that individual should receive training.

	NAMES										
1. Program Orientation											
2. Vehicle Safety											
*3. Procedures for Visiting Plants											
*4. Procedures for Visiting Work Areas											
*5. Procedures for Visiting Const. Sites											
*6. Procedures - Visit Non-UCC Manu. Fac.											
*7. Procedures for Lab. Safety											
*8. Procedures for Shop Safety											
9. Procedures for Office Safety											
10. Off-the-Job Safety Program											
11. Engineering Emergency Squad											
12. Industrial Hygiene - OSHA/NIOSH/Medical											

*Contains Engineering & C&P Mandatory Safety Standards

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ENGINEERING DEPARTMENT PERSONNEL SAFETY AND HEALTH TRAINING COURSE DESCRIPTIONS

Engineering Department Safety and Health deficiencies (see Attachment No. 1) were arranged by category into twelve major groups (see Attachment No. 2). With this grouping in mind, the following course descriptions were compiled:

1. Program Orientation

Program orientation is the introduction of Engineering management and employees to the Engineering Department Personnel Safety and Health Program.

Line management is introduced to the program via the Administrative Group meeting and Associate Directors' Staff meeting. The orientation consists of a brief discussion concerning program planning, program organization, program leading, and program control.

The employee orientation session is conducted by Group Leaders. Group Leaders distribute the program brochure to all employees and discuss essential elements of the program.

Program orientation contains a general introduction to the following elements:

a. Program Administration/Introduction

b. Program Planning

(1) Mandatory Procedure Policy

(2) Employee Input to Safety and Health Procedures

(3) Procedure Review and Update Policy

c. Program Organization

(1) Organization

(2) Interfaces - Safety and Health Resources

(3) Accountabilities

(4) Department Commitment

d. Program Leading

(1) Communications

(2) Employee Selection and Hiring

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TRAINING (Continued)

d. Program Leading (Continued)

(3) Training

(4) Off-the-Job Safety and Health Program

e. Program Control

(1) Statistics

(2) Accident Control Program

(3) Audit/Inspection Program

(4) Enforcement

(5) Safety and Health Performance Appraisals

2. Vehicle Safety

Vehicle safety defines the use of Company and rental vehicles while on-the-job. Suggested safety practices are recommended for off-the-job applications. Essential elements of this training course are:

a. Procedures for the Use of Company and Rental Vehicles

b. Vehicle Operation at the Technical Center*

c. Vehicle Accident/Incident Reporting

d. Transportation in UCC or Rental Vehicles of Materials Regulated by the Department of Transportation

e. Test and Inspection Procedure

3. Procedures for Visiting Plants

Procedures for visiting plants defines the individual Safety and Health accountabilities when visiting or assigned to UCC manufacturing locations. The training course for plant visits consists of:

a. General Requirement

*Vehicle driving in the plants is addressed in Procedures for Visiting Plants (Course No. 3).

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TRAINING (Continued)

4. Procedures for Visiting Other Than Normal Work Areas (Continued)

Essential elements of this course are:

a. Accident Reporting and Investigating Procedures

b. Emergency Procedures

c. Alarms and Evacuation Plans

d. Unique Location Procedures

(1) Potential Hazards

(2) Personal Protective Equipment

e. Test and Inspection

5. Procedures for Visiting Construction Sites

Procedures for visiting construction sites relates guidelines to follow while assigned or visiting a construction site. This course addresses topics such as:

a. Construction Safety and Health Procedures*

b. Accident Reporting and Investigating Procedure

c. Emergency Procedures

d. Alarms and Evacuation Plans

e. Unique Location Procedures

(1) Potential Hazards

(2) Personal Protective Equipment

f. Test and Inspection

*Construction Safety and Health Procedures are Plant Visit Procedures applicable to construction sites.

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TRAINING (Continued)

6. Procedures for Visiting Non-UCC Manufacturing Facilities**

This training course defined Safety and Health Procedures applicable to Engineering personnel while visiting non-UCC manufacturing facilities. One example would be UCC inspectors/expeditors working in vendor shops.

This training course consists of:

a. Accident Reporting and Investigating Procedures

b. Personnel Protective Equipment

c. Confined Space Entry Procedure in Non-UCC Manufacturing Facilities

d. Test and Inspection Procedures

e. Emergency Procedures

7. Procedures for Laboratory Safety

Procedures for laboratory safety address Personnel Safety and Health activities required while working in a laboratory. This training course consists of:

a. R&D Safety Procedures

b. Handling of Toxic and Flammable Materials

(1) Requisitioning

(2) Storage

(3) Use

(4) Disposal

(5) Material Safety Data Sheets

c. Chemical Hazard Identification

d. Personal Protective Equipment

e. Electrical Hazard Classification

f. Piping and Vessel Identification

**Procedures for Plant Visits must be completed prior to visiting a non-UCC manufacturing facility.

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TRAINING (Continued)

7. Procedures for Laboratory Safety (Continued)

   g. OSHA - NIOSH Regulations for Laboratories

   h. Gas Mixing Procedures

   i. Electrical Equipment Operation

   j. Powered Equipment Operation

   k. Test and Inspection Procedure

   l. Accident Reporting and Investigating Procedures

8. Procedures for Shop Safety

   Procedures for shop safety address Personnel Safety and Health requirements while working in an Engineering shop.

   This course contains:

   a. Accident Reporting and Investigating Procedures

   b. Material Handling Procedures

   c. Powered Equipment Operations

      (1) Cutting - Drilling

      (2) Sanding - Grinding

      (3) Welding - Brazing

      (4) Turning - Milling

   d. Use of Portable Ladders, Scaffolds, Etc.

   e. Handling of Toxic and Flammable Materials

      (1) Requisitioning

      (2) Storage

      (3) Use

      (4) Disposal

   f. Personal Protective Equipment

   g. Test and Inspection Procedure

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TRAINING (Continued)

9. Procedures for Office Safety

The office safety course addresses critical Safety and Health elements to consider when working in an office.

This course contains:

a. Building Safety and Health Procedures

(1) Electrical Equipment

(2) Lighting

(3) Furniture

(4) General Housekeeping

(5) Aisleways and Stairs

(6) Emergency Equipment

(7) Elevator

(8) Parking Lots and Surrounding Areas

b. Visitor and/or Temporary Worker Rules

c. Accident Reporting and Investigating

d. Emergency Procedures*

e. Maintenance and Repair Procedures

10. Off-the-Job Safety and Health Program

This training course addresses Safety and Health awareness of off-the-job activities that may be hazardous.

This course contains:

a. Purpose of Off-the-Job Safety and Health Program

b. Home Safety

c. Fire Safety

d. Electrical Safety

*Emergency procedures in this course are specific employee actions to be taken during an emergency. Course No. 11, Engineering Department Emergency Squad, will supply further details.

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10. Off-the-Job Safety and Health Program (Continued)

    e. Health Hazards

    f. Vehicle Maintenance Safety

    g. First Aid

    h. Family Safety Magazine/Carbider

    i. Reporting of Off-the-Job Disabling Injuries

11. Engineering Department Emergency Squad

    This training course gives an overview of the Engineering Department Emergency Squad organization, responsibilities, and the typical employee's relationship to the squad. This course does not train emergency squad members but introduces the Department to the squad and how it operates.

    This course contains:

    a. Engineering Department Emergency Squad

        (1) Organization

        (2) Interfaces With Other Emergency Organizations

    b. Employee's Role In an Emergency

    c. Emergency Procedures

        (1) Building 740

        (2) Building 2000

        (3) Building 3002

12. Occupational Health

    This course describes health hazards employees need to be aware of and regulations pertaining to hazardous materials. The Medical Department's involvement is also addressed.

    This course contains:

    a. Occupational health legislation for regulated substances/ physiological exposures and expected compliance.

        (1) Union Carbide Corporation

        (2) Government

        (3) Industrial Practices

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RECORDS

The Professional Development and Recruiting Group has the responsibility for maintaining training records of all employees in the Engineering Department. In order to record the training of each individual in the Department, a computerized record-keeping system has been designed.

The record-keeping system will accomplish three objectives.

1. Maintain current status of training conducted and personnel receiving training.

2. Assemble history of past training courses and participants.

3. Retrieve information.

The record-keeping system is designed to keep a record of all courses that are part of the Continuing Education Program and individuals who are enrolled in the various courses.

The information stored in the system is as follows:

1. Employee Name
2. Employee Number
3. Location
4. Building
5. Room
6. Salary Classification
7. Associate Director
8. Course Number
9. Date Registered
10. Date Scheduled
11. Date Completed
12. Continuing Education Units Given

The data is retrievable by ASI-ST. The personnel data is tied into the Personnel Data System which is constantly kept up-to-date.

All Engineering Department Personnel Safety and Health Training Courses will be included in the Continuing Education Program. Each course will have its own computer course number. Enrollment for individual Personnel Safety and Health Training Courses will be handled through the Engineering Department Training Office. The Training Office processes an individual's request for training by the use of the Technical Education Program registration form (see Attachment 3), which are available through the Training Office.

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RECORDS (Continued)

It is the responsibility of the supervisors to review with their subordinates any and all Personnel Safety and Health Training Courses that are listed in the Continuing Education Program. The supervisors will encourage their group members to take part in all Personnel Safety and Health Training Courses they deem important to that individuals safety on his/her particular job. The Technical Education registration form is filled out and approved, then returned to the Engineering Department Training Office. Upon receiving the registration form, the courses listed will be recorded and that individual will be notified when the courses are to be presented.

COST AND SCHEDULE

The duration of preparation for each of the twelve training packages is estimated at four to six man-weeks and will be completed in approximately three months.

All training package preparers will attend a two-hour orientation session to be held in August 1978.

The Team was informed that all line management will be attending an orientation of the total Personnel Safety and Health Program during the Fourth Quarter of 1978. This session will include information about the Personnel Safety and Health Training Program.

Supervisors will coordinate training sessions for their group members through the Continuing Education Program. In any calendar year, it is suggested that each employee devote four to eight hours for Personnel Safety and Health Training. With the exception of refresher courses, each employee should have completed the Safety and Health Training in one or two years.

The Professional Development and Recruiting Group has agreed to assume the added training courses and record-keeping responsibilities without additional staffing.

All of the above costs may impact on the 1979 Engineering Department Budget preparations.

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ATTACHMENT NO. 1

Eighty Personnel Safety and Health Training Deficiencies

1. Confined Vessel Entry
2. Safety Procedures for Plant Visits
3. Requirements For Use of UCC Vehicles In General
4. Safety Procedures in Vendor Shops
5. Safety Accountability and Commitment
6. Training and Record-Keeping Safety
7. Awareness of Engineering Safety Committee
8. Engineering Department Emergency Squad
9. Vehicle Operation at Technical Center
10. Reacting to Vapor Clouds
11. Master Tag and Lockout
12. Handling of Hazardous Materials
13. Organization and Interfaces
14. Laboratory Safety Procedures
15. Shop Safety Procedures
16. Office Safety Procedures (RCE)
17. Accident and Incident Reporting
18. Employee Role in Emergency
19. Off-the-Job Safety Program
20. Visitor or Temporary Worker Rules + (28)
21. Personnel Protective Equipment + (38)
22. Respiratory Protective Equipment
23. High Work (Ladder, Scaffold, Climbing)
24. Exposure to Cancer-Causing Agents
25. Material Handling (Chain Hoists, Lifting, Etc.)
26. Industrial Hygiene Input
27. Use of Eye Bath and Safety Shower
28. Contractor Working Rules + (20)
29. Employee Safety Awareness + (7 & 13)
30. Static Electricity
31. Grinding Wheels
32. Machine and Equipment Guards
33. OSHA
34. Safety Audit
35. First Aid, CPR
36. Barge Entry and Water Safety
37. Department of Transportation Regulations
38. Noise Protection
39. Slings
40. Radiation
41. Support for Safety + (5)
42. Testing & Inspection Program (e.g., Vehicles Dust Collection System)
43. Fire Extinguishers
44. Current Reporting Procedures Demotivating
45. Home and Family Safety

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ATTACHMENT NO. 1 (Continued)

46. New Hire Safety Orientation + (6)

47. KVIEPC (Kanawha Valley Industrial Emergency Planning Committee)

48. Awareness of HELP

49. Location Emergency Procedures (Stay Off Phone)

50. Procedure for Visiting Other Work Areas and Locations

51. Power Tools and Hand Tools

52. Frequency of Training

53. Lack of Qualified Instructors

54. Availability of Training Aids

55. Mining Safety

56. Safety of Specific Machinery and Tools + (51)

57. Transportation of Materials in UCC Vehicles - DOT

58. Transportation of Materials by Individuals

59. Disposal of Waste Chemicals

60. How to Work in Cold Weather

61. How to Requisition Hazardous Materials

62. Recognition of Safety Performance

63. Storage of Hazardous Materials

64. Auditing Physical Facilities

65. Where Is Responsibility For Safe Working Conditions

66. Fire Drill

67. How to Use Fire Extinguisher

68. Training of Engineers to Perform Safety Reviews

69. Safety on Business Travel

70. Training of Engineers for Start-Up of Units

71. Training of Wardens to Work With Persons With Physical Limitations

72. Supervisors' Awareness of + (71)

73. Fertile Female Work Limitations (Teratogens)

74. Medical Department Needs Wheelchair (Omit)

75. Rental Car Accident Checklist Procedure

76. Chimes Not Audible

77. Training Deficiency by Lack of Communication

78. Training of Personnel On Long-Term Temporary Assignments

79. Procedures for Work at Construction Sites

80. Reporting on Injuries

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ATTACHMENT NO. 2

Deficiencies Grouped by Training Package

1. Program Orientation - Introduction to the Engineering Department Personnel Safety Program.

   Awareness of Engineering Safety Committee (7)
   Organization and Interfaces (13)
   Employee Safety Awareness (29)
   Training Deficiency by Lack of Communication (77)

2. Vehicle Safety - Defines the individual safety responsibilities in the use of Company and rental vehicles.

   Requirements for Use of UCC Vehicles in General (3)
   Vehicle Operation at Technical Center (9)
   Department of Transportation Regulations (37)
   Testing and Inspection Program (e.g., Vehicles Dust Collection System) (42)
   Fire Extinguishers (43)
   Home and Family Safety (45)
   KVIEPC (Kanawha Valley Industrial Emergency Planning Commission (47)
   Transportation of Materials in UCC Vehicles - DOT (57)
   Transportation of Materials by Individuals (58)
   How to Work in Cold Weather (60)
   How to Use Fire Extinguishers (67)
   Safety on Business Travel (69)
   Rental Car Accident Checklist Procedure (75)
   Procedures for Work at Construction Sites (79)
   Reporting on Injuries (80)

3. Procedures for Visiting Plants - Defines the individual safety responsibilities required when visiting UCC manufacturing locations.

   Confined Vessel Entry (1)
   Reacting to Vapor Clouds (10)
   Master Tag and Lockout (11)
   Accident and Incident Reporting (17)
   Personnel Protective Equipment (21)
   Respiratory Protective Equipment (22)
   High Work (Ladder, Scaffold, Climbing) (23)
   Use of Eye Bath and Safety Shower (27)
   Barge Entry and Water Safety (36)
   Radiation (40)
   Location Emergency Procedures (Stay Off Phone) (49)
   Procedure for Visiting Other Work Areas and Locations (50)
   Mining Safety (55)
   Transportation of Materials by Individuals (58)
   How to Work in Cold Weather (60)

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ATTACHMENT NO. 2 (Continued)

Fire Drill (66)
Safety on Business Travel (69)
Training of Engineers for Start-Up of Units (70)
Fertile Female Work Limitations (Teratogens) (73)
Reporting on Injuries (80)

4. Procedures for Visiting Work Areas (Other Than Normal Work Areas) - Defines the individual responsibilities required when visiting other work areas at your location that are different from your own.

Confined Vessel Entry (1)
Master Tag and Lockout (11)
Accident and Incident Reporting (17)
Radiation (40)
Location Emergency Procedures (Stay Off Phone) (49)
Procedure for Visiting Other Work Areas and Locations (50)
Safety of Specific Machinery and Tools (56)
How to Work in Cold Weather (60)
Fire Drill (66)
Fertile Female Work Limitations (Teratogens) (73)
Reporting on Incidents (80)

5. Procedures for Visiting Construction Sites - Defines the individual responsibilities required when visiting construction sites.

Confined Vessel Entry (1)
Reacting to Vapor Clouds (10)
Master Tag and Lockout (11)
Accident and Incident Reporting (17)
Personnel Protective Equipment (21)
Respiratory Protective Equipment (22)
High Work (Ladder, Scaffold, Climbing) (23)
Use of Eye Bath and Safety Shower (27)
Radiation (40)
Location Emergency Procedures (Stay Off Phone) (49)
Procedures for Visiting Other Work Areas and Locations (50)
Transportation of Materials by Individuals (58)
How to Work in Cold Weather (60)
Fire Drill (66)
Safety on Business Travel (69)
Fertile Female Work Limitations (Teratogens) (73)
Reporting on Injuries (80)

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ATTACHMENT NO. 2 (Continued)

6. Procedures for Visiting Non-UCC Manufacturing Facilities - Defines the Individual Safety Responsibilities Required When Visiting Non-UCC Manufacturing Locations

Confined Vessel Entry (1)
Engineering Department Emergency Squad (80)
Master Tag and Lockout (11)
Accident and Incident Reporting (17)
Personnel Protective Equipment (21)
Respiratory Protective Equipment (22)
High Work (Ladder, Scaffold, Climbing) (23)
Use of Eye Bath and Safety Shower (27)
Barge Entry and Water Safety (36)
Radiation (40)
Location Emergency Procedures (Stay Off Phone) (49)
Procedures for Visiting Other Work Areas and Locations (50)
Transportation of Materials by Individuals (58)
How to Work in Cold Weather (60)
Safety on Business Travel (69)
Fertile Female Work Limitations (Teratogens) (73)
Reporting on Injuries (80)

7. Procedures for Laboratory Safety - Defined the individual safety responsibilities required when working in a laboratory environment.

Reacting to Vapor Clouds (10)
Master Tag and Lockout (11)
Handling of Hazardous Materials (12)
Accident and Incident Reporting (17)
Visitor or Temporary Worker Rules (20)
Personnel Protective Equipment (21)
Respiratory Protective Equipment (22)
High Work (Ladder, Scaffold, Climbing) (23)
Exposure to Cancer-Causing Agents (24)
Industrial Hygiene Input (26)
Use of Eye Bath and Safety Shower (27)
Contractor Working Rules (28)
Static Electricity (30)
Machine and Equipment Guards (32)
Noise Protection (38)
Radiation (40)
Testing and Inspection Program (e.g., Vehicles Dust Collection System) (42)
Fire Extinguishers (43)
Location Emergency Procedures (Stay Off Phone) (49)
Safety of Specific Machinery and Tools (56)
Disposal of Waste Chemicals (59)
How to Requisition Hazardous Materials (61)
Storage of Hazardous Materials (63)

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ATTACHMENT NO. 2 (Continued)

Fire Drill (66)
Fertile Female Work Limitations (Teratogens) (73)
Reporting on Injuries (80)

8. Procedures for Shop Safety - Defines the individual safety responsibilities required when working in a shop.

Master Tag and Lockout (11)
Handling of Hazardous Materials (12)
Accident and Incident Reporting (17)
Employee Role in Emergency (18)
Visitor or Temporary Worker Rules (20)
Personnel Protective Equipment (21)
Respiratory Protective Equipment (22)
Exposure to Cancer Causing Agents (24)
Material Handling (Chain Hoists, Lifting, Etc.) (25)
Industrial Hygiene Input (26)
Use of Eye Bath and Safety Shower (27)
Contractor Working Rules (28)
Static Electricity (30)
Grinding Wheels (31)
Machine and Equipment Guards (32)
Noise Protection (38)
Slings (39)
Testing and Inspection Program (e.g., Vehicles Dust Collection System) (42)
Fire Extinguishers (43)
Location Emergency Procedures (Stay Off Phone) (49)
Power Tools and Hand Tools (51)
Safety of Specific Machinery and Tools (56)
Disposal of Waste Chemicals (59)
How to Requisition Hazardous Material (61)
Storage of Hazardous Materials (63)
Fire Drill (66)
How to Use Fire Extinguisher (67)
Reporting on Injuries (80)

9. Procedures for Office Safety - Defines individual safety responsibilities required when working in an office.

Handling of Hazardous Materials (12)
Accident and Incident Reporting (17)
Employee Role in Emergency (18)
Visitor or Temporary Worker Rules (20)
Respiratory Protective Equipment (22)
Contractor Working Rules (28)
Fire Extinguishers (43)

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ATTACHMENT NO. 2 (Continued)

Location Emergency Procedures (Stay Off Phone) (49)
Fire Drill (66)
How to Use Fire Extinguishers (67)
Chimes Not Audible (76)
Reporting on Injuries (80)

10. Off-the-Job Safety Program - Provides and makes available a listing of information and training for off-the-job safety.

Reacting to Vapor Clouds (10)
Handling Hazardous Materials (12)
Employee Role in Emergency (18)
Fire Extinguishers (43)
Home and Family Safety (45)
Power Tools and Hand Tools (51)
Safety of Specific Machinery and Tools (56)
How to Use Fire Extinguishers (67)
Reporting on Injuries (80)

11. Engineering Department Emergency Squad - Describes role, function, and responsibilities of the Engineering Department Emergency Squad and each individual's relationship to it.

Employee Role in Emergency (18)
First Aid, CPR (35)
Fire Extinguishers (43)
KVIEPC (Kanawha Valley Industrial-Emergency Planning Committee) (47)
Location Emergency Procedures (Stay Off Phone) (49)
Storage of Hazardous Materials (63)
Auditing Physical Facilities (64)
Fire Drill (66)
Training of Wardens to Work With Persons With Physical Limitations (71)
Reporting of Injuries (80)

12. Occupational Health and Safety - Describes unusual health hazards that each individual needs to be aware of, Medical Department involvement, and current government regulations in regard to employee safety and well-being.

Exposure to Cancer-Causing Agents (24)
Industrial Hygiene Input (26)
Noise Protection (38)
Radiation (40)
Fertile Female Work Limitations (Teratogens) (73)

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