PLAINTIFF'S EXHIBIT

UC-2164

UNION CARBIDE CORPORATION
CHEMICALS AND PLASTICS
ENGINEERING

INSTITUTE, WEST VIRGINIA

MEMORANDUM

August 25, 1978

TO: Mr. C. W. Carman*
Mr. T. J. Farrell*
Mr. W. G. Hammar
Mr. G. F. Hurley*
Mr. M. J. Hughes*
Mr. R. E. Williams*
Mr. R. C. Landfried*
Mr. J. M. McVey*
Mr. T. W. Plymale
Mr. R. V. Sealey*
Mr. L. S. Slaughter*
Mr. G. L. Wharton*

COPY: Mr. J. J. Potter
Mr. H. L. Robinson
Mr. R. D. Stief
Mr. B. H. Thomas
Mr. D. T. Watters

FROM: E. R. Levy*

*In Attendance

SUBJECT: Highlights From Meeting On Orientation for Personnel Safety and Health Package Preparers

The orientation meeting to discuss the preparation of Personnel Safety and Health Training packages was held on Thursday, August 24, 1978, at 1:30 p.m. as scheduled. The pre-arranged agenda was followed:

Mr. L. S. Slaughter made the introduction and gave the background information that led to this meeting.

Mr. E. R. Levy reviewed the objectives, accomplishments, and the recommendations of the P.S.& H. Training Task Team. The following additions and changes were made to the list of sponsors and training package preparers: "Procedures for Visiting Plants" has now been assigned to T. J. Farrell. Messrs. R. C. Landfried and R. V. Sealey's assignments were rotated. Mr. R. C. Landfried will prepare the "Procedures for Shop Safety: and Mr. R. V. Sealey will prepare the "Procedures for Laboratory Safety."

Mr. G. L. Wharton then outlined the details for developing training packages including guidelines and contents. Target completion date for all packages is November 30, 1978. Handouts of available UCC Safety Training material were passed along.

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In summary, it was agreed to review the individual outlines of the training packages, etc. at a follow-up meeting on September 25, 1978 at 1:30 p.m. in Room 2000-2505.

Please call Glen Wharton (Ext. 4894) or Ed Levy (Ext. 6577) if we can be of any help.

Edgar R. Levy

E. R. Levy:gd

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