PLAINTIFF'S EXHIBIT

UC-2166

UNION CARBIDE CORPORATION
CHEMICALS AND PLASTICS
ENGINEERING

INSTITUTE, WEST VIRGINIA

MEMORANDUM

August 14, 1978

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

COPY: Mr. D. L. Bloss
Mr. E. B. DelGrande
Mr. T. T. Elgin
Mr. R. C. Ellis
Mr. D. L. Garrison
Mr. W. J. Hansen
Mr. J. J. Potter
Mr. H. L. Robinson
Mr. J. K. Sheppard
Mr. L. S. Slaughter
Mr. R. D. Stief
Mr. B. H. Thomas
Mr. D. T. Watters

FROM: E. R. Levy

SUBJECT: Orientation For Personnel Safety and Health Package Preparers

Please attend an orientation meeting to discuss the preparation of Personnel Safety and Health Training packages. The meeting is scheduled for Thursday, August 24, 1978 at 1:30 p.m. in Room 2000/4505 and should last about 1½ to 2 hours. The agenda is as follows:

1. Introduction and Background - Mr. L. S. Slaughter
2. Review of PS&HT Task Team - Mr. E. R. Levy
3. Developing PS&HT Packages - Mr. G. L. Wharton/Mr. E. R. Levy
4. Summary - Mr. E. R. Levy

Attached are two reports that have been prepared by the PS&HTT Team. One report is a Management Summary and the other contains more details. I hope that you will have had a chance to review these reports before our meeting.

Edgar R Levy

E. R. Levy:gd
Attachments
Ext. 6577

RECEIVED
AUG 17 1978

G. F. HURLEY

UCC 006922

GFH

Let's discuss

Robby

11/6

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

MEMORANDUM

August 11, 1978

TO: Mr. H. L. Robinson

COPY TO: Mr. E. R. Levy

FROM: L. S. Slaughter

SUBJECT: Safety and Health Training Packages

In our last Engineering Department Personnel Safety Committee Meeting, you indicated that George Hurley would be better suited to prepare the Safety and Health Training Package, but the Task Group was recommending Bob Cope for this assignment. Bob Peele disagrees with this and recommended that we use George. Since you originally suggested this, I assume that you will agree and ask the Committee to contact George and invite him to the initial orientation meeting which is now scheduled for August 24. If you don't agree with this position, please let me know.

L. S. Slaughter/ef

LSS/ef

RECEIVED
AUG 14 1978
H. L. ROBINSON

RECEIVED
AUG 14 1978
G. F. HURLEY

UCC 006923

ENGINEERING DEPARTMENT

PERSONNEL SAFETY AND HEALTH TRAINING PROGRAM

INTRODUCTION

A Personnel Safety and Health Training Task Team was formed by Mr. L. S. Slaughter in February 1978 on behalf of the Personnel Safety and Health Committee. The objective of this team was:

> To identify deficiencies and make recommendations for establishing an effective Engineering Department Personnel Safety and Health Training Program.

Highlights of the team's efforts and achievements are as follows:

1. Deficiencies which are common to the total Engineering Department have been identified and documented.

2. Individual safety training accountabilities and responsibilities have been identified and defined.

3. Training recommendations which address identified deficiencies have been developed.

4. A method of incorporating safety training records into the existing Continuing Education Record System has been developed.

Detailed information on the objectives and accomplishments of the team is presented in a companion report entitled "Engineering Department Personnel Safety and Health Training Program" dated August 1978.

RECOMMENDATIONS

An effective Personnel Safety and Health Training Program should be built around three essential elements:

1. Management Support
2. Training
3. Records

The following recommendations for the implementation of the Personnel Safety and Health Training Program are based on these elements.

MANAGEMENT SUPPORT

1. Management's Commitment, Accountability and Responsibility should be documented in the form of specific, measurable MOP's (Measurements of Performance) under management support.

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MANAGEMENT SUPPORT (Continued)

2. The supervisor and the employee (exempt and non-exempt) should determine what safety and health training is required and use the performance appraisal program to record objectives for the following appraisal period. The team has developed a "Personnel Safety and Health Training Planning List" (see Attachment No. 1) to help all supervisors determine what training would be appropriate for each group member.

TRAINING

1. Training packages should be prepared for twelve major Personnel Safety and Health Training Groups. These twelve groups were developed by the team after identifying and combining eighty personnel safety and health deficiencies.

2. These training packages should be included in the Engineering Department Continuing Education Program. Enrollment should be handled through the Engineering Department training office.

3. Sponsors and preparers should be identified for each of the twelve training packages. To aid with this activity, the team has prepared a suggested list of sponsors and preparers. (See Attachment No. 2.)

RECORDS

1. A record-keeping and data retrieving system should be provided for all personnel who have completed Continuing Education Personnel Safety and Health Training courses. The existing Continuing Education Record System is already designed to maintain a record of individuals that are enrolled in courses which are part of the Continuing Education Program. Information input, data retrieving, system update, clerical staff, etc. are all available through the Engineering Department Professional Development and Recruiting Group.

COST AND SCHEDULE

The preparation of training packages is estimated at four to six manweeks for each of the twelve major training groups and should take approximately three months.

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COST AND SCHEDULE (Continued)

All training package preparers should attend a two-hour orientation session to be held in August 1978. This session should be started immediately after approval by the team sponsor, Mr. L. S. Slaughter.

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 should include information about the Personnel Safety and Health Training Program.

Supervisors should 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 preparation.

TEAM LIFE

It is recommended that Messrs. J. L. McVey and G. L. Wharton be assigned to monitor the implementation of our recommended Personnel Safety and Health Training Program. The team will remain available as support to Messrs. J. L. McVey and G. L. Wharton if needed.

Respectively submitted by,

TEAM MEMBERS

D. L. Bloss	Inspection Expediting
C. W. Carman	Tech Center Safety
R. C. Ellis	Mechanical Design Engineering
C. F. Ho	Process Engineering
R. C. Landfried	Special Instrument Applications
J. L. McVey	Training & Development Specialist
E. R. Levy	Control Systems & Electrical Engineering
J. K. Sheppard	Materials Management
G. L. Wharton	Process Safety & Fire Protection
T. H. Wilson	Environmental Protection/Occupational Health Eng.

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ATTACHMENT NO. 1

ENGINEERING DEPARTMENT PERSONNEL SAFETY AND HEALTH TRAINING

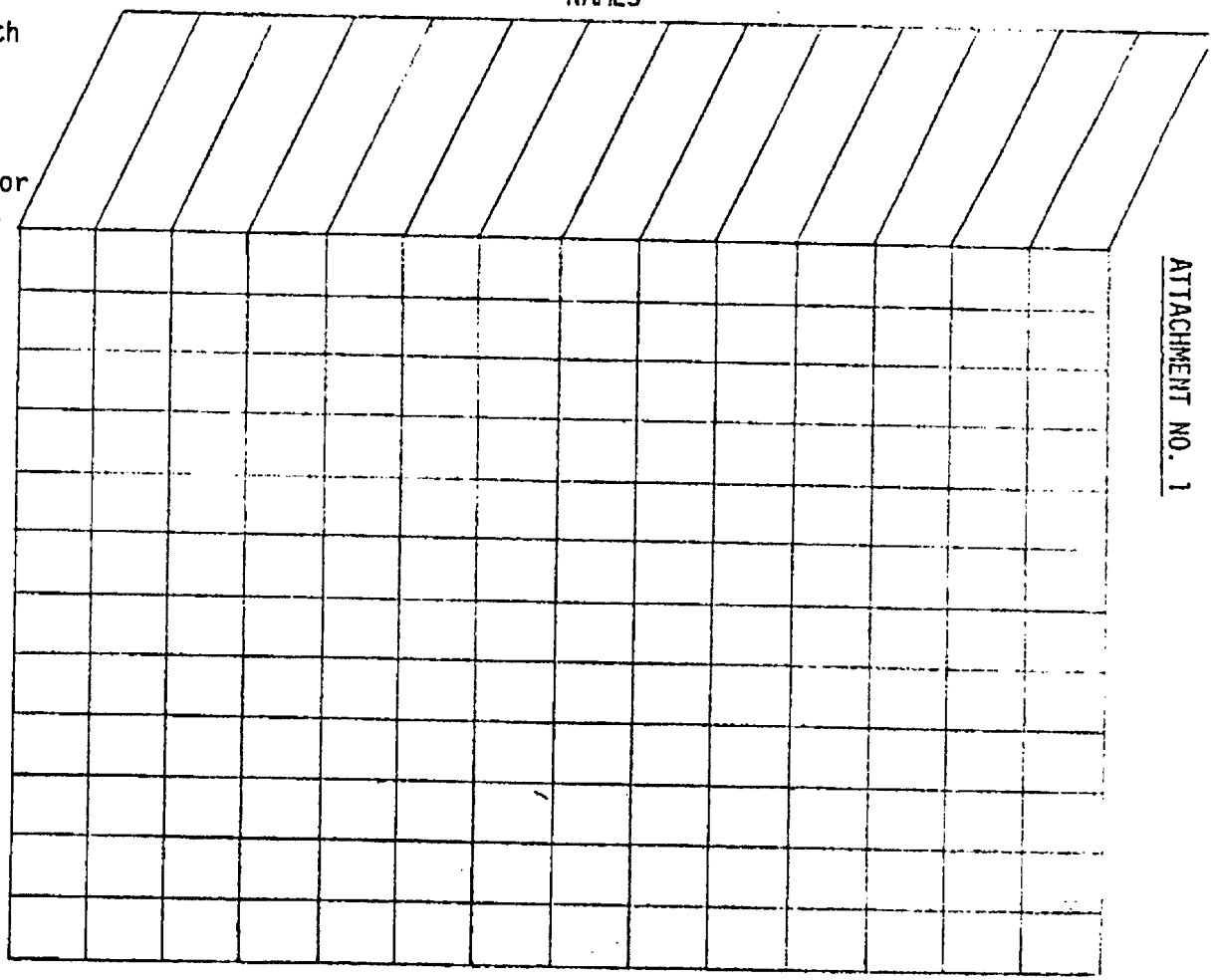
PLANNING LIST

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.

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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ATTACHMENT NO. 2

Suggested list of sponsors and preparers of safety and health training packages.

	Package	Sponsor	Package Preparer
1.	Program Orientation	J. J. Potter, Jr.	G. L. Wharton
2.	Vehicle Safety	E. D. DelGrande	C. W. Carman
3.	Procedures for Visiting Plants	J. J. Potter, Jr.	Tom Ferrell
4.	Procedures for Visiting Work Areas (Other Than Normal Work Areas)	E. D. 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	R. C. Landfried
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

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