PLAINTIFF'S EXHIBIT

UC-2347

UNION CARBIDE CORPORATION

SILICONES AND URETHANE INTERMEDIATES

SOUTH CHARLESTON, W. VA.

MAINTENANCE DEPARTMENT

TO: Maintenance Area Superintendents

FROM: Wayne E. Williams

DATE: May 4, 1984

SUBJECT: Safety Meeting Topic for May 9, 1984

The topic for the monthly safety meeting May 9, 1984 is Asbestos Material Removal and Disposal.

The caramate program prepared in 1982 for Asbestos Handling is still valid and each maintenance area should have their own copy. It is almost impossible to schedule everyone to a caramate presentation at the same time so if used this system will need some planning.

Because the newly published mandatory Safety and Health Training manuals allow for exemption from retraining when one can pass the inventory, we shall review - then test. Please use the April issue of maintenance provision - the form in the mandatory Safety and Health Training Manual is out of date.

Enclosed is a copy of the Leader's Guide, a copy of the Answer Key for the Asbestos Inventory, and a copy of the revised Asbestos Handling - Checklist. Also enclosed is a copy of "Asbestos Inventory" to be copied.

If you have questions please call "Willie" on extension 2856.

WEW:mb

Enclosure

UCC 003272

LEADER'S GUIDE

MAINTENANCE SAFETY MEETING

STAIRS Code: 514-3022

MATERIALS NEEDED:

- Asbestos Inventory for each participant
- Asbestos Inventory (Answer Key) for leader
- Asbestos Handling-Checklist for leader
- Leader's Guide (this copy) - Suggested Outline

TIME: 1 Hour maximum

PROCEDURE:

1. Leader should read and be familiar with Chapter XVIII - (April 1984) Maintenance Safety Manual on Asbestos Handling.
2. Prepare meeting place for written quiz use.
3. Have each participant sign in on STAIRS sheet.
4. Ask group what they remember about Asbestos Handling from previous training - create discussion on same as a review.
5. Introduce new Asbestos Handling checklist - read or explain.
6. Give each an Asbestos Inventory for Maintenance.
7. Allow time for completion - then grade and discuss.
8. A grade of 80% or better will exempt the person from retraining.
9. All others should be scheduled to view the caramate presentation and then be retested.
10. Leader should complete the STAIRS input sheet and send to Marge Toney, Building 314-2. Keep a copy for area records.

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