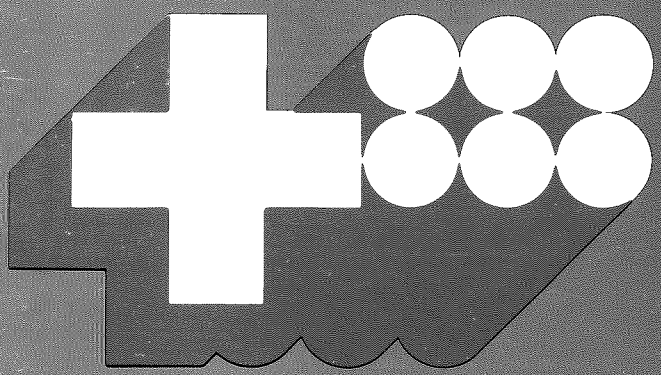
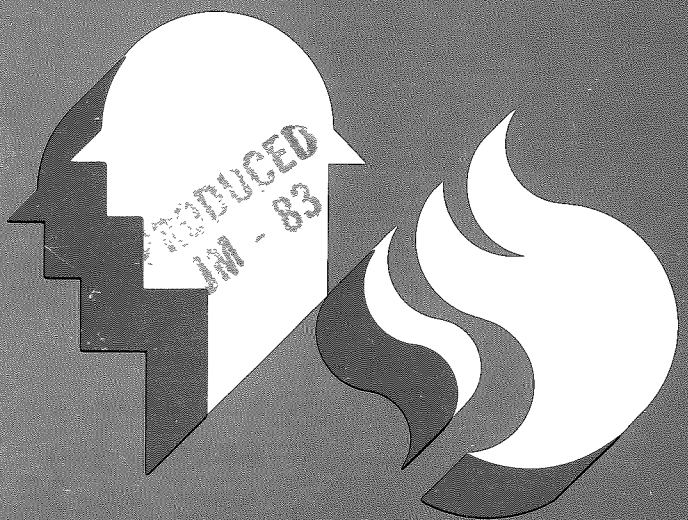
Johns-Manville

Health, Safety and Environment Catalog 1980-81





PRODUCED
JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/1

1 "... no Johns-Manville employee will ever be asked or allowed to risk his or her health or safety in the pursuit of any production or financial goal of the corporation. We will make every effort to provide every employee with the safest and healthiest work environment that is possible."

John A. McKinney

Chairman of the Board and
Chief Executive Officer

Johns-Manville Corporation

REPRODUCED
83

REPRODUCED
83

Table of Contents

		Page
2	**Introduction**	3
	HS&E Contact	3
	Codes Used in Catalog	4
	Distribution Policies	5
	Catalog of Programs	6
	Asbestos	6
	Back Injuries/Lifting	8
	Diatomite	9
	Driving	9
	Eye Injuries	9
	Fibrous Glass	10
	Fires/Explosions	11
	Hand Injuries	11
	Hearing Conservation	11
	Industrial Hygiene	12
	PVC	12
	Respiratory Protection	13
	Safety/Accident Prevention	13
	Silica	17
	Smoking	17
	Miscellaneous Material	18
	HS&E Bulletins	20
	Model Education Programs	21
	Asbestos	21
	Diatomite	22
	Fibrous Glass	23
	PVC	23
	Respiratory Protection	24
	Safety/Accident Prevention	24
	Other HS&E Services	26
	Index	28

PRODUCED JM - 83

Introduction

3 Over the years, the Health, Safety and Environment Department (HS&E) has developed a variety of internal and external education and information programs. This catalog is an attempt to compile all the programs and services currently available in one booklet.

This catalog should be permanently maintained by every member of management in every J-M facility, all safety and health coordinators, and all supervisory personnel charged with the responsibility of training employees and maintaining a safe and healthy workplace.

Extra copies of this catalog can be obtained by contacting the HS&E Department at World Headquarters in Denver, Colorado.

Since a variety of programs and services are offered, it was necessary to use various codes in this catalog pertaining to the availability and use of the listed materials. It is recommended that all users of this catalog familiarize themselves with those codes and policies listed on the following pages.

New programs and materials are constantly being developed and added. Therefore, it is recommended that plant personnel contact the HS&E Department if a specific need arises that is not covered in this catalog. Chances are the department has the material or information you need, or can develop it for you.

Your Contact is:

Internal
HS&E Library
Denver 1-06
Extension: 2580 or 2539

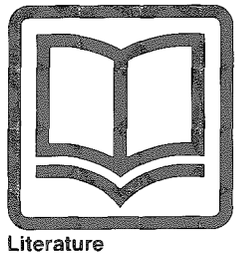
External
HS&E Library
Johns-Manville Corp
Ken-Caryl Ranch (1-06)
Denver, CO 80217
Phone: 303/979-1000, Ext. 2580

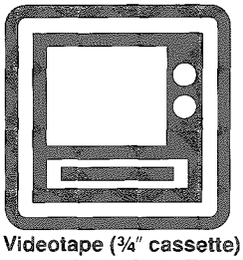
Use the contact addresses and phone numbers listed above to obtain any of the material or services listed in this catalog, or to refer any questions or problems. The appropriate person to handle your needs will be assigned and contact you personally.

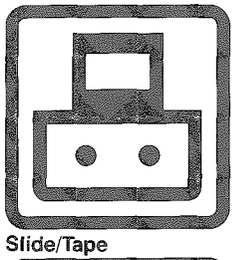
PRODUCED JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/4

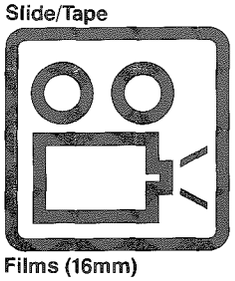
Codes Used in This Catalog

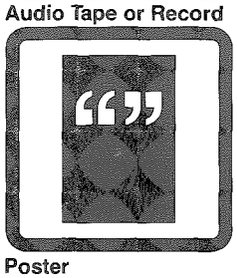

Literature


Videotape (¾" cassette)


Slide/Tape


Audio Tape or Record


Films (16mm)


Poster

*Denotes programs or material produced by Johns-Manville. All other materials are produced by outside sources and are made available to J-M.

Distribution:
(A) All Employees
(B) Internal Use Only
(C) External Use Approved
(D) Management Audiences
(E) Restricted Use (Check distribution policy)

Distribution Basis:
(W) Permanent Use
(X) 15 to 30 day loan only
(Y) Quantities available for internal distribution
(Z) Small quantities or loan program available for external distribution

PRODUCED IN 83

Note: Most literature items produced by J-M include a reference code in parenthesis following the material listing, such as HSE-34L-6711. This code indicates the order number for that item and should be included on all literature requests when one is listed.

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/5

Distribution Policies

5

1 *None of the material* listed in this catalog may be copied or reproduced in any way without the express written permission of the Health, Safety & Environment Department. J-M employees wishing to reproduce material listed herein should contact the Manager of Environmental Communications at World Headquarters (1-06, Ext. 3120). For any external reproduction of J-M-produced material, a written request and written permission from HS&E is mandatory. Material not produced by J-M (not noted with an *) cannot be copied or reproduced without the written permission of the original owners or producers. Contact HS&E if there is any question about this policy

2. Material marked for *Restricted Use* may not be distributed to other internal or external audiences without the written permission of HS&E.

3. *Literature* designed for employee distribution within J-M facilities will be supplied free of charge in sufficient quantities. External requests for literature are limited to sample or small quantities, which vary with the item requested.

4 All *films* noted in this catalog are 16mm color and sound unless otherwise noted. Initial postage on loans will be paid by HS&E, but the borrower is responsible for return postage and insurance. All films damaged during internal use will be repaired or replaced at the expense of HS&E, but such damage from external use will be assessed to the borrower.

5 *Slide/tape programs* listed herein may be available in several formats, so it is best to check with the HS&E library first Some slide/tape programs include synchronized tapes that enable the program to be run automatically without operator assistance, while others must be advanced by an operator listening to audible signals. Some programs also may be supplied with scripts for individualized presentations

6. All *videotapes* listed in this catalog are supplied in the ¾" cassette format unless otherwise noted. If "Beta" or "VHS" formats are desired, check first to determine if available or to request permission to transfer

7. Some J-M produced *films* and *slide programs* are available for sale at cost to external groups. It is desirable to check first for instructions on ordering before submitting such a request

PRODUCED JM - 83

8. HS&E reserves the right to reject any external, non-J-M request for any of the materials listed in this catalog on the basis of availability. Internal requests always will be given first priority.

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/6

Asbestos

6

A Study of the Problem of Asbestos in Water
(22 pg., C-D-W-Y-Z)
Reprint of report by The American Water Works Association Research Foundation. The result of intensive study and literature search, this report covers all aspects of the use and safety of asbestos-cement pipe materials.

Asbestos Facts*
(series, A-C-D-W-Y-Z)
A series of one-page fact sheets covering various aspects of the asbestos and health issue (Published by Corporate Relations Dept.)

Asbestos Minerals in Modern Technology*
(66 pg., C-D-W-Y-Z)
A comprehensive review of asbestos mineralogy for more technical audiences. Reviews occurrence, crystal structure, chemical composition, surface and chemical characteristics, synthesis, physical properties and identification of fibers. Photos.

Before You Begin*
(12 pg., A-C-W-Y-Z)
For new employees in asbestos-using operations Outlines health concerns related to asbestos fiber inhalation, what J-M is doing to protect employees and what new employees will be required to do on the job. A tear-off section completed by employee goes into permanent records. (HSE-34L-6711)

Does Asbestos-Cement Pipe Pose a Health Hazard?
(1 pg., C-D-W-Y-Z)
Reprint of article in California Builder & Engineer on health questions regarding a/c pipe. Concludes that such pipe does not pose a health hazard.

Dust Control Techniques in the Asbestos Industry*
(10 pg., C-D-W-Y-Z)
Reprint of article with diagrams on proven engineering controls for asbestos operations. Covers elements of dust control, mining, conveyor enclosures, screens, chutes, packers, manufacturing, wetting, exhaust ventilation, duct design, air filtration, fans and vacuums.

PRODUCED
JM - 33

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/7

7



Handling Asbestos Fiber*
(11″ x 17″, A-C-W-Y-Z)
For posting in asbestos-using operations. Lists general precautions to prevent hazardous exposures, including loading and unloading, storage, transport, protective equipment and waste disposal (HSE-9PR-676)



Handling Asbestos Fiber*
(pamp., A-C-W-Y-Z)
Pocket-size leaflet covers same material as in poster noted above. For employees in asbestos-using operations and "pick-up" information in those areas (HSE-11PR-676)



Occupational Health Guide — Asbestos*
(pamp., C-D-W-Y-Z)
For supervisory personnel managing people in asbestos-using operations. Covers characteristics of asbestos, production, health concerns, latent periods, research programs, regulations and emission controls Also discusses finished products and public health issues. (HSE-26L-672)



The Asbestos Issue: A Matter of Principle*
(16 pg., A-C-D-W-Y-Z)
Reprint of report in 1978 Annual Report on issues related to asbestos health concerns. Covers research efforts, J-M health programs and actions. (Published by Corporate Relations Dept.)



Today: Special Asbestos Update*
(8 pg., A-C-D-W-Y-Z)
Special issue of J-M newspaper. Covers asbestos policy, benefits and applications, types of diseases and groups affected Other features include interview with J A McKinney and Dr Paul Kotin, discussion of pertinent issues and government responsibility. (Published by Corporate Relations Dept)

PRODUCED 1980-83



What You Should Know About Asbestos and Health*
(12 pg., A-C-W-Y-Z)
For employees who may be exposed to asbestos. Focuses on occupational health concerns — including mines, mills, plants and field operations Role of smoking in health risks is emphasized. OSHA regulations are summarized and work practices outlined. (HSE-20L-579) Also available in Canadian edition.



Working With Asbestos*
(25 min., A-C-X)
For general audiences. Concentrates on occupational health risks associated with asbestos fiber. Tells what asbestos is, where found, mining and milling and important applications. Health discussion includes animation showing respiratory system. Regulations, monitoring, medical surveillance and work practices are outlined.



Working With Asbestos*
(20 min., A-C-X)
For employees in asbestos operations. Discusses occupational health risks, emphasizing latent periods, synergism of smoking. Effectiveness of engineering controls discussed, along with monitoring, medical exams, use of respirators, regulations and recommended work practices.

Back Injuries/Lifting



Bend Your Knees
(22 min., A-B-X)
For employees. Focuses on proper way to lift objects to prevent back injuries. Designed to motivate employees to follow safe procedures



Danger Zone: Your Back
(19 min., A-B-X)
A motivational film for employees. Shows proper lifting techniques to avoid back injuries. Uses case histories to emphasize the consequences of not lifting correctly



Facts on Backs
(18 min., A-B-X)
For employees. Concentration is on major causes of back injuries in industrial environments and how to prevent them.



Oh, My Aching Back
(10 min., A-B-X)
An informational slide show for employees. Explains some of the common causes of back pain and sprains. Proper lifting techniques are explained.

PRODUCED
JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/9

9



Towhead Busts His Back
(10 min., A-B-X)
An accident prevention film for general employee audiences that uses a fictional back injury situation to stress the importance of paying attention to safety procedures

Diatomaceous Earth (Diatomite)



Diatomaceous Earth*
(12 pg., C-D-W-Z)
For users of diatomaceous earth products. Explains what it is, how produced and major uses. A medical report, "Summary of the Effects of Diatomaceous Earth on Human Health" is summarized. Complete medical report is available as a supplement. Covers health concerns, regulations, safe handling and industrial hygiene. (HSE-43L-776 & HSE-44L-776)



Diatomite and Health*
(pamp., A-C-W-Y-Z)
For employees in diatomite operations. Discusses health concerns, J-M efforts to protect employees, regulations, and proper work practices. Also reviews types of diatomite products. (HSE-52L-873)

Driving



A Matter of Adjustment
(10 min., A-B-X)
A film for general audiences designed to make drivers aware of hazardous driving situations and how to adjust to them.



A Matter of Passing
(10 min., A-B-X)
A general awareness film on safe driving techniques, concentrating on proper passing procedures under different situations

Eye Injuries



Guard Your Sight
(10 min., A-B-X)
Tells employees why it is necessary to constantly guard against eye injuries and how to do it properly.

PRODUCED
JM - 8

It's Still Up To You
(12 min., A-B-X)
Motivates employees to wear eye protection when required by listing major reasons and using a graphic case history.

Fibrous Glass

Health Aspects of Glass Microfibers*
(pamp., C-D-W-Y-Z)
Covers issues related to health concerns of small diameter glass fibers. Discusses injection studies, human exposure data and other experimentation (HSE-45L-779)

Occupational Health Guide — Fibrous Glass*
(pamp., C-D-W-Y-Z)
For supervisory personnel in fibrous glass operations. Covers characteristics, major uses, production and health concerns — skin irritation, inhalation and environmental exposures. Regulations, protective equipment and work practices also are reviewed. (HSE-37L-776)

Special Report: Repudiation of Japanese Case Study of Fibrous Glass Lung Disease*
(8 pg., C-D-W-Y-Z)
The final report, previously issued in bulletins to all J-M employees, on Japanese study that alleged one case of lung disease was caused by fibrous glass exposure. Follow-up studies and reports show original diagnosis to be erroneous. (HSE-57L-974)

Vitreous Insulations: Are They Hazardous?*
Reprint of article in ASHRAE Journal, examining medical studies on health aspects of vitreous fiber insulations, including fibrous glass. Epidemiological and industrial hygiene aspects are discussed.

What You Should Know About Fibrous Glass*
(12 pg., A-C-W-Y-Z)
For employees in fibrous glass manufacturing operations. Discusses health concerns related to exposure — including skin effects — efforts to protect J-M employees, regulations, and work practices (HSE-38L-779)

PRODUCED
JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/11

Fires/Explosions

11



Fire Extinguishers
(10 min., A-B-X)
An ideal training film for all employees on the proper use of fire extinguishers, including information on basic fire prevention and control.



Flashpoint
(10 min., A-B-X)
Describes the safe handling procedures for flammable and combustible liquids and the proper fire suppression techniques to use on them.

Hand Injuries



Hands Off Danger
(17 min., A-B-X)
An educational film for employees on the frequency and causes of hand injuries in industrial operations and how to prevent them.

Hearing Conservation



Management Briefing on Hearing Conservation*
(20 min., B-D-Y)
For supervisory personnel coordinating the J-M Hearing Conservation Program. Covers employee protection and types of noise problems, emphasizing the various aspects of the J-M program — engineering controls, hearing protection, monitoring, audiometric testing, employee education.



Now Hear This*
(In production, available early 1981)
For employees in all J-M operations. Discusses basics of hearing conservation, how hearing is damaged and its impact on people, use of hearing protection, and J-M efforts to protect employees.

PRODUCED JM - 83



The Sound of Sound
(22 min., A-B-X)
A motivational film for employees emphasizing the required and proper use of hearing protection in high noise areas. Describes what it is like to suffer a hearing loss.

Note. Other programs were under development or in production stages when this catalog was published — including an employee booklet, posters and a management guide.

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/12

Industrial Hygiene

12



Industrial Hygiene Programs at J-M*
(25 min., A-C-X)
For employee audiences Outlines the scope and objectives of the various industrial hygiene monitoring programs at J-M. Methods of monitoring for dusts, gases, fumes, odors, noise and safety hazards are discussed Employee cooperation is emphasized.



Industrial Hygiene Survey*
(post., pamp., A-W-Y)
Poster designed for hanging in work areas. Includes box containing pamphlets outlining J-M industrial hygiene program, focusing on employee cooperation during surveys. Should be made available prior to plant survey. (HSE-55L-973)



The Human Factor*
(15 min., A-C-X-Z)
For employees in all J-M operations. Concentration is on motivating employees to help protect themselves from hazardous exposures on the job, while noting J-M efforts to provide a safe work environment.

PVC (Polyvinyl Chloride)



Occupational Health Guide — PVC*
(pamp., C-D-W-Y-Z)
For supervisory personnel in PVC operations. Outlines PVC characteristics, production, health concerns from residual VCM and possible exposure sites in J-M plants. Regulations are outlined and migration studies in pipe are summarized. (HSE-27L-672)



What You Should Know About PVC*
(12 pg., A-C-W-Y-Z)
For employees in PVC operations. Focuses on potential health hazards from exposure to residual vinyl chloride monomer (VCM) gas Emphasis is on J-M measures to control exposures, regulations, monitoring, use of respirators and warning signs. (HSE-21L-574)



What You Should Know About PVC*
(20 min., A-C-W-X)
For employees in PVC operations Covers potential health hazards from exposure to residual vinyl chloride monomer (VCM) gas. Emphasis is on PVC pipe operations J-M control efforts, regulations, monitoring, medical surveillance and protective equipment is discussed

PRODUCED JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/13

Respiratory Protection

13



The Mask of Life*
(15 min., A-C-X-Y-Z)
For employees who may have to use respirators on their job. Discusses various types in J-M facilities, their effectiveness, and when to use. Proper fit, care and maintenance are discussed.



There's Something in the Air
(10 min., A-B-X)
A general safety program on the use of respirators in contaminated environments. Describes the various types of respirators, their care and proper use.

Safety/Accident Prevention



Aftermath
(10 min., A-B-X)
General safety awareness film dealing with the impact of an industrial accident on the "taken-for-granted" abilities of one employee



Attitude and Emotions
(10 min., A-B-X)
A discussion of the effect that attitudes and emotions have on health and safety. The emphasis is on driving, but also applies to workplace accident prevention.



Confined Space Hazards
(16 min., A-B-X)
An awareness film designed to motivate employees to follow safe work procedures when working within confined spaces such as tanks, silos, boilers, and hoppers.



Employee Safety Training Program
(28 & 31 min., A-B-X)
Produced by the Asphalt Roofing Manufacturers Association, this is a specialized training program for employees in roofing manufacturing facilities. It depicts conditions in roofing plants and felt mills that might present accident threats and outlines corrective actions. The program is designed to encourage group discussions about important sections.

PRODUCED
JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/14

14



Employer/Employee Rights and Responsibilities Under OSHA
(168 slides, B-D-X)
Aimed at supervisory audiences. Includes Instructor's Manual and student materials. Objective is to develop a knowledge, understanding and appreciation of OSHA and its requirements, and to guide facilities in developing and implementing an accident prevention program. Consists of presentation by instructors and self-study materials.



Hoist Safety
(25 min., A-B-X)
Explains the safe and proper uses of various types of hoisting equipment.



If You Hear the Explosion, the Danger Has Passed
(12 min., A-B-X)
A general safety film focusing on the importance of being alert to hazardous situations and knowing the proper emergency procedures



I'm Your Worst Enemy*
(8½" x 11", A-B-W-Y)
A general safety message poster with a warning of dramatic impact. Designed for posting in hazardous work areas. (HSE-40P-775)



Introduction To Biohazard Control
(10 min., A-B-X)
Designed for employees in research and other laboratory environments, this program outlines the hazards of working with various biological agents.



Keep It Clean
(10 min., A-B-X)
A discussion of why and how good housekeeping procedures on the job reduce losses and prevent accidental injuries

PRODUCED JM - 85



OSHA and You
(10 min., A-B-X)
A brief overview of OSHA requirements on safety and health, emphasizing the employee's personal role in maintaining a safe workplace

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/15



President's Bulletin on Accident Prevention*
(9½" x 12", A-B-W-Y)
For posting in all J-M operations. Outlines the company's general safety philosophy and objectives. (HSE-59P-083)



Safe Work Dress
(10 min., A-B-X)
A general safety film focusing on the type of clothing that should or should not be worn on the job.



Safe Work Manual*
(16 pg., A-W-Y)
A basic safety manual for J-M employees, outlining general safety precautions in the workplace. Also available in Spanish "Manual Para La Seguridad En El Trabajo".



Safety Alerts*
(8½" x 14¼", A-B-W-Y)
A series of monthly accident prevention bulletins for all J-M facilities, including monthly safety message and statistics on accidents in J-M operations.



Safety Attitudes
(10 min., A-B-X)
For general employee audiences. Discusses influences on behavior that can lead to choosing the safe or unsafe way to perform work



Safetys Other Side
(10 min., A-B-X)
Outlines various procedures employees can follow to protect themselves from hazardous chemical and physical agents in the workplace.

PRODUCED JAN - 83



Step Right Up
(20 min., A-B-X)
An educational film for employees focusing on the proper use of portable ladders. Shows many of the common but improper uses as well



The Other Half of the Safety Team
(12 min., A-B-X)
A general safety orientation film that emphasizes the importance of proper safety attitudes on the job.

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/16



The Safe Way Around Machines
(10 min., A-B-X)
This general accident prevention film explains the major machine hazards in the workplace and ways that workers can protect themselves against them



The Wheelchair
(15 min., A-B-X)
A motivational film for employees on the need to practice on-the-job safety. Shows how one careless moment on the job can literally wreck a person's life.



To Last a Lifetime
(20 min., A-B-X)
A motivational safety film narrated by Pat Summerall, confronting the attitude and behavior factors that are involved with our own safety.



Towhead Blows His Chance
(10 min., A-B-X)
A general safety awareness film stressing that each individual is responsible for his own actions.



Towhead the Gun Slinger
(10 min., A-B-X)
A general safety awareness film concentrating on the importance of following proper work procedures



Towhead's Terrible Temper
(10 min., A-B-X)
A general safety awareness film focusing on how individual anger can be an important determinant in accidental injuries



You Are Management
(10 min., B-D-X)
A short training course for new supervisors on safety and accident prevention, and a good refresher course for seasoned safety supervisors Can be used as basis for two-hour expanded course using student workbooks and an instructor's guide.

PRODUCED
JM - 83

17

You're in the Act (A Safety Rulebook)
(36 pg., A-B-D-W)
General safety rules are outlined for machines, power tools, live wires, fire, clothing, lifting, hand and power trucks, ladders, elevators and other hazards.

Silica

Silica*
(4 pg., A-C-W-Y-Z)
For employees who might be exposed to silica and customers of silica-containing products. Discusses health concerns and proper handling procedures (HSE-58L-974)

Smoking

No Smoking, Please*
(10 min., A-C-X)
An introduction to the J-M smoking cessation program in asbestos-using facilities. Discusses reasons for program, health concerns, and implementation aspects Should be shown annually at plants with no-smoking program and to new employees

No Smoking, Please*
(pamp., A-C-W-Y-Z)
Designed to supplement the film program previously noted. Outlines the J-M smoking cessation program (HSE-49L-871)

No Smoking Program Report*
(20 pg., B-D-W-Z)
Review of the J-M smoking cessation program Report covers policies, program history, implementation and educational material

PRODUCED JM - 83

Miscellaneous Material

18

Health, Safety & Environmental Quality Manual*
(E)
A general educational manual for operating management in J-M facilities on the proper safety and health procedures established by the company.

Catalog of HS&E Programs*
(C-D-W-Y-Z)
A listing of occupational health programs produced by HS&E, designed mainly for distribution to internal supervisory personnel Replaced by this catalog (HSE-31L-676)

Medical Manual*
(E)
A notebook designed for those administering the J-M medical surveillance program Discusses policies, examination procedures and medical standards Samples of the various medical forms used are included. (HSE-33B-676)

Color Your Environment*
(45 rpm, C-W-Z)
A record of original songs about environmental concerns designed for school-age children Ideal for J-M distribution to schools for environmental learning programs No commercial aspects Not for sale. (HSE-36R-679)

All About OSHA*
(34 pg., B-D-W)
For supervisory management Discusses the purpose and coverage of OSHA, standards, recordkeeping and reporting, employee information, workplace inspections, citations and penalties, and appeals process.

What Every Employer Needs to Know About OSHA Recordkeeping
(30 pg., B-D-W)
Covers the most frequently asked questions regarding injury and illness recordkeeping and reporting requirements under the Occupational Safety and Health Act of 1970

PRODUCED JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/19

19

Material Data Sheets*
(E)
A notebook of safety data sheets, listing handling procedures and precautions for all raw materials used by J-M facilities (HSE-54L-971)

What Every Supervisor Must Know About . . . OSHA
(64 pg., B-D-W)
For supervisor education. Covers the OSHA law, checking danger points, model injury report, training, fire prevention, and safety fundamentals.

PRODUCED
JM - 83

HS&E Bulletins

20 (On occasion the HS&E Dept. will issue special position papers, policy statements and safety information on various subjects. Following are those bulletins that may still be of value today.)

Health Concerns Related to Asbestos Products

Built-Up Roofing Utilizing Asbestos Felt

Monolithic A/C Sheet Products

Colorlith Laboratory Table Tops

Health Aspects of Fiber Glass

Health Aspects of Fiber Glass Specialty Mat

President's Awards for Accident Prevention (annually)

Safety Hazard. 3M Overhead Projector

New Respiratory Protective Device

Warning to Users of Butane Cigarette Lighters

Alert on IBM Copier Chemical

PRODUCED
JM - 83

Employee Education Program

Asbestos

21 **Material Used:**

1. Before You Begin (booklet)
2. Occupational Health Guide — Asbestos
3. What You Should Know About Asbestos and Health
4. Working With Asbestos (slide/tape)
5. Working With Asbestos (film)
6. Handling Asbestos Fiber (poster and leaflet)
7. Today' Special Asbestos Update
8 Asbestos Facts
9. The Asbestos Issue. A Matter of Principle

Model Program:

Prospective employees and all new hires in J-M asbestos-using operations should first receive a copy of the booklet, *Before You Begin* After reading the booklet and completing the tear-off section, that section should be retained in the employee's records. This booklet may be distributed as part of the benefit information package given all new employees.

REPRODUCED JAN. 83

The booklet, *What You Should Know About Asbestos and Health,* remains the main information piece for asbestos-using operations and should be given to all employees working with asbestos. It should be made available at least *annually* to all employees and copies should be left in areas where employee information is circulated

The slide program, *Working With Asbestos,* should be shown at least *annually* to all employees, as part of regular safety meetings

The pamphlet, *Occupational Health Guide – Asbestos,* is the main information tool for all persons supervising others in asbestos-using operations. All supervisors should have a copy of this pamphlet

The poster and leaflet, *Recommended Safety Practices for Handling Asbestos Fiber,* also should be available to all employees. Posters should be placed in prominent areas where asbestos is handled or used Every employee should receive a copy of the pamphlet and copies should be available throughout the facility

The film, *Working With Asbestos,* is an optional tool for employee education. It is best used when alternated with the slide program with the same title at regular safety meetings

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/22

22 The special issue of "*Today: Special Asbestos Update*" previously has been sent to the homes of all employees. Copies of this report should be available in each facility and distributed to any employee with a question about what the company is doing in this area. The *Asbestos Facts* sheets and other material — "*The Asbestos Issue: A Matter of Principle*" and position papers such as *Health Concerns Related to Asbestos Products* also are available to employees with questions about health matters.

Other materials recommended for a balanced employee education program include. *The Human Factor, Industrial Hygiene Programs at J-M, The Mask of Life, Industrial Hygiene Survey, No Smoking, Please* (film and booklet), and other general health and safety materials listed in this catalog.

All questions from employees about asbestos and health concerns that cannot be answered with these materials or by local plant management, should be referred to the HS&E department. A quick response is assured

Diatomite

Material Used:
1. Diatomite and Health (booklet)

2. Diatomaceous Earth

Model Program:
The booklet *Diatomite and Health* should be given to all employees in diatomite operations and should be made available at least *annually.* All new hires should receive a copy of this booklet

The brochure, *Diatomaceous Earth,* and the accompanying medical report, is recommended for use as educational material for supervisory personnel and should be made available to interested employees as well.

Other materials recommended for an employee education program include: *The Human Factor, Industrial Hygiene Programs at J-M, The Mask of Life, Industrial Hygiene Survey, Silica,* and materials listed under *Hearing Conservation* and other general health and safety material listed in this catalog.

All employee questions not answered by this material or by plant management should be referred to the HS&E department for a quick response

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/23

Fibrous Glass

23

Material Used:
1. What You Should Know About Fibrous Glass (booklet)

2. Occupational Health Guide — Fibrous Glass

Model Program:
Every employee and new hire should receive a copy of the booklet, *What You Should Know About Fibrous Glass.* Copies of this booklet should be distributed at least *annually* at each location.

Every supervisor in fibrous glass operations should receive a copy of the pamphlet, *Occupational Health Guide – Fibrous Glass.*

Other materials recommended for use in a model education program include *The Human Factor, Industrial Hygiene Programs at J-M, The Mask of Life, Industrial Hygiene Survey,* and other general health and safety material listed in this directory. In view of the possibility of high noise levels in fibrous glass operations, the materials listed under *Hearing Conservation* also should be used in the employee education program.

All employee questions not answered by this material or by local management should be referred to the HS&E department for a quick response.

PRODUCED JM - 83

PVC (Polyvinyl Chloride)

Material Used:
1. What You Should Know About PVC (booklet)

2. What You Should Know About PVC (slide program)

3. Occupational Health Guide — PVC

Model Program:
All employees in J-M operations using PVC should have received a copy of the booklet, *"What You Should Know About PVC",* and this booklet should be distributed *annually* to all employees who have not received it. It also should be given to every new employee in these operations.

The slide program, *What You Should Know About PVC,* is required by Federal regulation to be shown to every employee in a PVC operation at least *annually* so that they are informed about the hazards of exposure to residual vinyl chloride monomer (VCM). It should be scheduled as part of the regular plant safety meetings.

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/24

24 The pamphlet, *Occupational Health Guide – PVC,* should be given to every supervisor who manages people in PVC operations.

Other educational programs that can be used in a PVC employee education program include, *The Human Factor, Industrial Hygiene Programs at J-M, Industrial Hygiene Survey, The Mask of Life,* and other general health and safety material listed in this catalog.

Respiratory Protection

Material Used:
1. The Mask of Life

2 Other pertinent material

Model Program:
Any employee who may be required to use a respirator as part of his or her job should be educated about its use. A person-to-person discussion is preferable, using a trained supervisor. The film, *The Mask of Life,* should be used to supplement this educational discussion.

Educational material pertaining to the possible exposures of employees using respirators also should be used, such as those for asbestos, diatomite, silica, fibrous glass and PVC. General health and safety material listed in this directory also should be included in the employee's education program

All employee questions not answered by this material or by plant management should be referred to the HS&E department for a quick response.

PRODUCED IN CK - 83

Safety and Accident Prevention

Material Used:
1. All programs pertinent to specific exposure hazards

2. A selection of other materials listed in this catalog.

Model Program:
After making sure that employees have been educated about the specific exposure hazards pertinent to their work areas — asbestos, PVC, etc. — an organized safety education program should be undertaken in each location.

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/25

25 While J-M does not recommend any specific order of educational material used in safety and accident prevention programs, a model program for each facility can be developed with the cooperation of the Safety Manager in HS&E

An effective program will utilize a wide range of offered materials on a regular basis, alternating subjects as much as possible For example, programs about specific safety hazards such as back injuries and eye injuries can be alternated with general programs on safety attitudes and good work practices Employee groups may be surveyed about their specific interests and programs can be modeled around those needs.

The best approach would be to consult with the Safety section of HS&E to develop an effective, organized program.

PRODUCED
JAN - 83

Other HS&E Services

26

A wide variety of other services are available to all J-M locations on health, safety and environmental concerns. Whatever your educational need on an employee, supervisor or public education problem, HS&E probably can help.

A short description of other services offered are listed below for reference

Medical/Health Information
The HS&E library maintains copies of all medical research pertinent to J-M operations. Thousands of medical papers on asbestos, fibrous glass, PVC, diatomite, silica, hearing conservation, smoking and other exposure concerns are on file. Copies of regulations also are on file. Periodic information sheets on public concerns also are issued to selected audiences.

Person-To-Person Presentations
Members of HS&E are available on a request basis to make presentations to internal and external groups on a variety of subjects, including no smoking programs, occupational health, accident prevention and industrial hygiene.

Industrial Hygiene
Although HS&E has a regular schedule of industrial hygiene monitoring at all J-M facilities, special surveys can be arranged. Such surveys may be necessary when new processes or materials are to be used, when new engineering controls are installed, or whenever a potential exposure problem is suspected

Material Safety Data Sheets
Supervisory personnel may request from HS&E a material safety data sheet on any material used in J-M operations. These data sheets list special handling precautions, exposure data and regulations, and all other procedures necessary to protect employees from harmful exposures or hazards

Environmental and Pollution Control
A wide variety of assistance is available through HS&E to assist plants in compliance with environmental and pollution control programs mandated by regulations or established by J-M. Air, water and waste disposal programs have been established for all facilities and operations. Assistance in gaining operating permits and establishing engineering needs also is available.

PRODUCED
JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/27

27

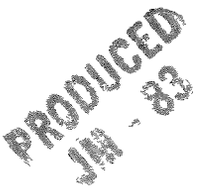
Toxicology Research
HS&E can assist local facilities in determining the hazards and precautions to be followed when any new material is being used in J-M facilities. HS&E should be notified when new materials are introduced and it will supply the necessary toxicology information or arrange for its development

Safety Inspections
HS&E personnel can arrange for special safety and accident prevention surveys of all J-M facilities. These comprehensive surveys are conducted regularly, but special inspections can be arranged by contacting HS&E.

Public and Community Relations
Programs to educate customers about J-M operations, especially health and safety programs, can be developed to meet specific local needs. In cooperation with the Corporate Relations Department, a variety of special presentations and materials are available

Whatever Else You Need
Although this catalog lists most of the program materials and services offered by the HS&E department, it is by no means a complete listing. If you have a specific need, it is wise to contact HS&E first to see if a program exists or if help is available.

Of course, if you have a suggestion for new programs or materials, HS&E welcomes your suggestions



Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/28

Index

		Page
28	Aftermath	13
	Alert on IBM Copier Chemical	20
	All About OSHA	18
	A Matter of Adjustment	9
	A Matter of Passing	9
	Asbestos Facts	6
	Asbestos Minerals in Modern Technology	6
	A Study of the Problem of Asbestos in Water	6
	Attitude and Emotions	13
	Before You Begin	6
	Bend Your Knees	8
	Built-Up Roofing Utilizing Asbestos Felt	20
	Catalog of HS&E Programs	18
	Color Your Environment	18
	Colorlith Laboratory Table Tops	20
	Confined Space Hazards	13
	Danger Zone: Your Back	8
	Diatomaceous Earth	9
	Diatomite and Health	9
	Does Asbestos-Cement Pipe Pose a Health Hazard?	6
	Dust Control Techniques in the Asbestos Industry	6
	Employee Safety Training Program	13
	Employer/Employee Rights and Responsibilities...	14
	Facts on Backs	8
	Fire Extinguishers	11
	Flashpoint	11
	Guard Your Sight	9
	Handling Asbestos Fiber (poster, leaflet)	7
	Hands Off Danger	11
	Health Aspects of Glass Microfibers	10
	Health Aspects of Fiber Glass	20

PRODUCED JM - 83

29	Health Aspects of Fiber Glass Specialty Mat	20
	Health Concerns Related to Asbestos Products	20
	Health, Safety & Environmental Quality Manual	18
	Hoist Safety	14
	I'm Your Worst Enemy	14
	If You Hear the Explosion the Danger Has Passed	14
	Industrial Hygiene Programs at J-M	12
	Industrial Hygiene Survey	12
	Introduction to Biohazard Control	14
	It's Still Up To You	10
	Keep It Clean	14
	Management Briefing on Hearing Conservation	11
	Material Data Sheets	19
	Medical Manual	18
	Monolithic A/C Sheet Products	20
	New Respiratory Protective Device	20
	No Smoking, Please (film)	17
	No Smoking, Please (pamphlet)	17
	No Smoking Program	17
	Now Hear This	11
	Occupational Health Guide — Asbestos	7
	Occupational Health Guide — Fibrous Glass	10
	Occupational Health Guide — PVC	12
	OSHA and You	14
	Oh, My Aching Back	8
	President's Awards for Accident Prevention	20
	President's Bulletin on Accident Prevention	15
	Safety Alerts	15
	Safety Attitudes	15
	Safety Hazard: 3M Overhead Projector	20
	Safety's Other Side	15

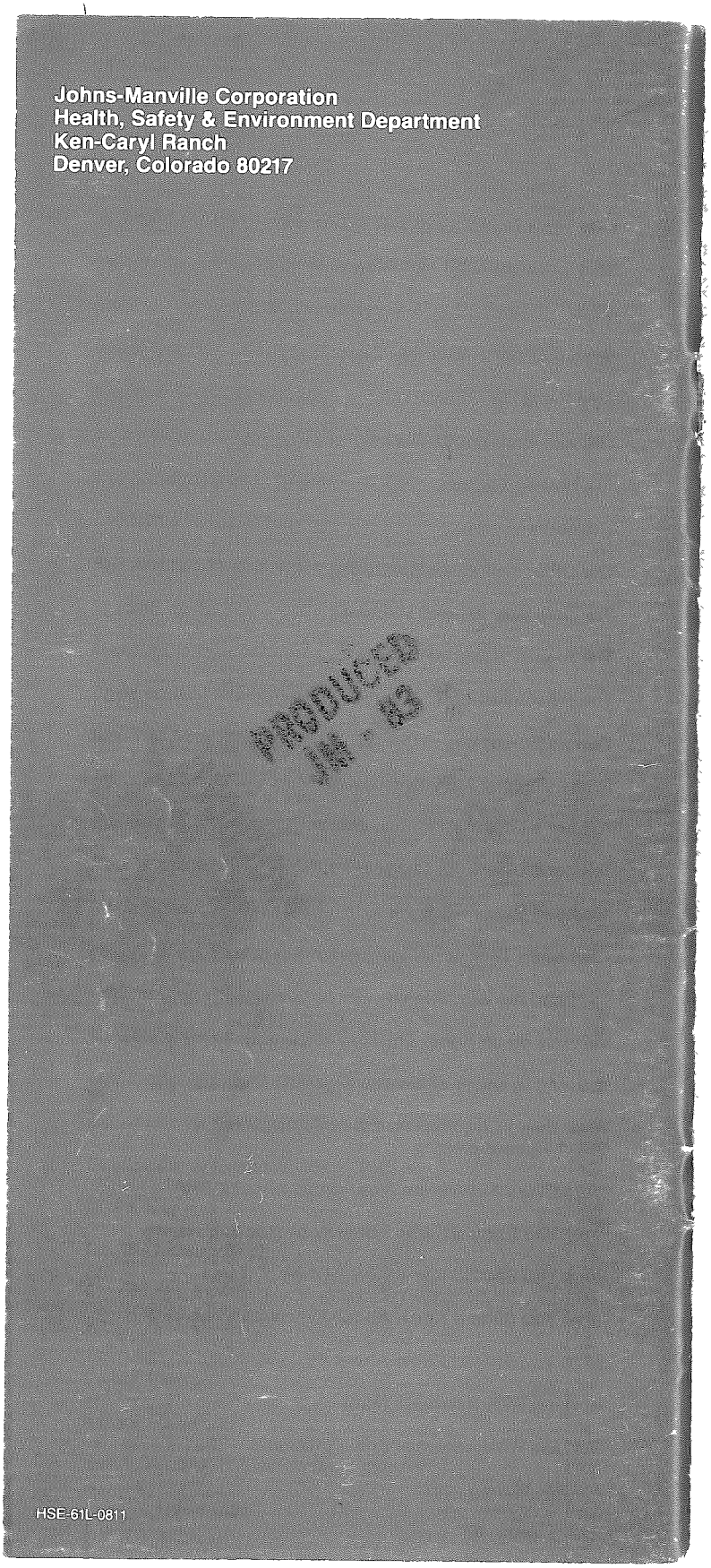
PRODUCED JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/30

30	Safe Work Dress	15
	Safe Work Manual	15
	Silica	17
	Special Report: Japanese Case Study	10
	Step Right Up	15
	The Asbestos Issue: A Matter of Principle	7
	The Human Factor	12
	The Mask of Life	13
	The Other Half of the Safety Team	15
	The Safe Way Around Machines	16
	The Sound of Sound	11
	The Wheelchair	16
	There's Something in the Air	13
	Today: Special Asbestos Update	7
	To Last a Lifetime	16
	Towhead Blows His Chance	16
	Towhead Busts His Back	9
	Towhead's Terrible Temper	16
	Towhead the Gun Slinger	16
	Vitreous Insulations: Are They Hazardous?	10
	Warning to Users of Butane Cigarette Lighters	20
	What Every Employer Needs to Know About OSHA Recordkeeping	18
	What Every Supervisor Must Know About OSHA	19
	What You Should Know About Asbestos and Health	7
	What You Should Know About Fibrous Glass	10
	What You Should Know About PVC (slide program)	12
	What You Should Know About PVC (booklet)	12
	Working With Asbestos (film)	8
	Working With Asbestos (slide program)	8
	You Are Management	16
	You're in the Act	17

PRODUCED JM - 83

Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/31



Published by AsbestosClaims.Law
asbestosclaims.law/library/24514/32