

Exhibit No. 4

PNEUMOTOXIC - ENVIRONMENTAL SAFETY REGULATIONS

The following are areas of good safety practice which are now covered by Federal regulations. These not already in our Safety Procedures book will ultimately become part of our permanent safety rules. These should now be given special emphasis in our normal work practices.

October 16, 1972

NO. 1

Bayhew

GUIDELINES FOR HANDLING ASBESTOS MATERIALS

The inhalation of asbestos dust may be injurious to the health of our employees. The following guidelines should be followed to minimize this exposure when asbestos materials have to be handled. Some examples of exposure are:

- . Installation of asbestos insulation.*
- . Hand sawing or cutting asbestos insulation.**
- . Removal (rip-off) of asbestos insulation.**
- . Cleanup operations involving asbestos materials.
- . Sawing or cutting cement asbestos materials (Transite, Marinite, etc.).

The procedures to be followed when handling materials that contain asbestos are:

1. Install signs to show asbestos dust may be present. (Jobs of significant size and duration only.) These signs can be obtained from No. 1 tool room.
2. Schedule work to minimize number of people in area. All personnel whose presence is not required shall be restricted from the immediate area unless they are protected with approved single-use respirators.
3. All personnel working in the area shall wear approved single-use respirators (Symbol No. 77700-090).

These respirators shall be discarded at the end of the day or at the end of the job, whichever is the shorter period.
4. Employee should as far as practicable stand upwind from source of asbestos dust to minimize accumulation of dust on clothing.
5. Remove fibers and dust from clothing using a vacuum cleaner before removing respirators. Change coveralls as necessary.
6. Perform work in such a manner as to minimize exposure.

(a) Installation work

- 1) Precut and score asbestos, whenever possible, using band saw with

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dust collector. When possible this should be done at a location remote from other work.

- 2) Pick up broken insulation and scraps immediately and place in plastic bags. Dampen asbestos to minimize generation of dust.

(b) Removal of asbestos

- 1) Clip wiring on bands holding jacket.
- 2) Remove jacket.
- 3) Remove insulation in pieces as large as practical. Cut or break carefully to minimize dusting. When practical dampen insulation to reduce dusting.
- 4) Place all material in plastic bags (Stores Symbol No. 18103-003) for disposal. Where practical place drop cloths under work area to retain broken materials (i.e., on tower platforms, etc., where material otherwise could be spread over several levels).
- 5) Area should be cleaned up prior to lunch break and at end of shift. Dampen asbestos to minimize generation of dust.

- (c) When insulation materials are removed to do mechanical work and are replaced at end of job, use asbestos-free materials for the replacement.

- (d) Do not spray asbestos materials.

* Do not use materials containing asbestos if suitable asbestos-free materials are available. The Baytown Refinery engineering specifications and purchase specifications have been changed to specify materials that are "asbestos-free." If a nonstandard material is required for a special job, asbestos-free material should be specified on the requisition. All insulation supplied as kits such as Exomet should be assumed to be asbestos unless the kit is labeled asbestos-free.

** All existing high-temperature insulation should be assumed to be asbestos or to contain asbestos as a binder.

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