

PLAINTIFF'S EXHIBIT

TEX-142



WA-TEX 001918

JOB BREAKDOWN

B-1
Page 1

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: I Routine Operation
B-1 Responsible for RP&S Operations

IMPORTANT STEPS	KEY POINTS
1. Personnel	As head operator you are in charge of your shift crew. Your responsibilities are many and varied and you are the determining factor as to whether you have a good, mediocre or poor shift crew.
2. Work Performance	As head operator you must know and be able to perform all items listed on the Job Contents of the Pumper Helper B, Pumper Helper A and Assistant Pumper. Under general supervision of the Shift Foreman, and the direct supervision of your department Foreman, the head operator directs the work performance of the shift crew. It is your job to teach and direct the work of your crew so that they will become a dependable and efficient operating group in as short a time as possible.
3. Safety	The Pumper should: a. Instruct, consult with and advise his crew of safety precautions, safety information, safe practices, and known or anticipated hazardous conditions. b. Be constantly on the alert for unsafe conditions. c. Report unsafe equipment and conditions.
4. Fire Protection	It is your job to be certain that the fire equipment on the Unit is ready and available at all times in case of an emergency. Specifically, you shall: a. Check fire extinguishers, monitor nozzles, steam hose locations. b. Check that equipment is in proper place and in working order.

JOB BREAKDOWN

B-1
Page 2

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: I Routine Operation
B-1 Responsible for RP&S Operations

IMPORTANT STEPS	KEY POINTS
4. Fire Protection (Continued)	c. Report damaged or missing equipment by noting in Unit Log Book. d. When on day shift, review with your crew the fire hazards and fire fighting techniques. e. In case of fire, assist in fighting fire or directing the control of the fire. Consult with the Shift Foreman (Fire Marshal) as quickly as possible.
5. Training	When necessary, you will instruct and train others in the performance of your work or the work of other lower classifications. Normally, the head operators will be given special training (Job Instruction Training) in the techniques required to train others.
6. General	The other responsibilities of the head operator for the safe and efficient operation of the Unit is covered in detail in the Job Breakdowns of each operation.

JOB BREAKDOWN

B-2

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-2 Review Operations with Relief

IMPORTANT STEPS	KEY POINTS
1. Review Present Conditions	Read operating log and discuss with relief any changes in rate, temperatures or pressures and reasons why changes were made.
2. Review Any Upsets on Previous Shift	a. Causes and results of upset. b. What needs to be done. c. Steps taken to prevent recurrence.
3. Review Status of Equipment Repairs	a. What has been done. b. What needs to be done. c. Who is to finish job and when. d. Any Permits required.
4. Discuss Anticipated Changes	a. Other Units starting up or shutting down. b. Charge stock changes, etc.
5. Discuss Stream Tests	a. Laboratory or unit reports. b. Samples awaiting test. c. Samples needed.
6. Other Pertinent Detail	Necessary to maintain continuity of operations and on test stream.

JOB BREAKDOWN

B-3

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-3 Acknowledge and Acquaint Personnel With
Operating Orders

IMPORTANT STEPS	KEY POINTS
1. Read Log Book and Operating Instructions	a. With crew members on your shift. b. Be sure you and they understand the instructions and discuss assignments.
2. Review and Analyze Flow Sheets	a. Issue orders, if necessary, for any change.
3. Issue Orders to Crew Members	a. Check equipment. b. Lubricate equipment. c. Clean up. d. Inspect instruments. e. Check for leaks on vessels, lines, etc. f. Take required or special samples, etc.

JOB BREAKDOWN

B-4

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-4 Check Unit Operations

IMPORTANT STEPS	KEY POINTS
1. Check Run Sheets	a. Check and analyze run sheets at least twice per shift under normal conditions. b. When operations are upset additional observation and checks should be made. c. Keep run sheets clean and in orderly condition.
2. Check Tank Gauges	a. Regularly to be sure stock is available to maintain steady operation of unit. b. If necessary, have charge tanks switched.

JOB BREAKDOWN

B-5
Page 1

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-5 Check RP&S Equipment

IMPORTANT STEPS	KEY POINTS
1. Make Routine Checks	a. Check all operating equipment at least once per shift.
2. Check Pumps	a. Lubrication - see that oil cups are full. b. Cooling water is O.K. c. Packing glands or seals O.K.
3. Check Instruments	a. Note action. b. See that charts are in place and marking properly. c. Keep Instrument Dept. advised on any requiring attention.
4. Check Regulators	a. Packing glands for leakage. b. Air connections for leakage. c. Proper operation. d. Call Instrument Dept. regarding any faulty operation.
5. Check Pressure Gauges	a. Periodically to observe if they are indicating accurately.
6. Check Plug Cocks	a. Follow up greasing schedule on plug cocks. b. Have cocks greased according to schedule.
7. Check Steam Traps	a. Watch for faulty operation. b. Have repairs made if necessary.

JOB BREAKDOWN

B-5
Page 2

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-5 Check RP&S Equipment (Cont.)

IMPORTANT STEPS	KEY POINTS
8. Check for Leaks	a. Check unit regularly each shift. b. Look out for leaks at: 1. Lines 2. Tanks 3. Drums 4. Pumps, etc. c. Have repairs made promptly.

JOB BREAKDOWN

B-6

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-6 Coordinate Activities of Crew

IMPORTANT STEPS	KEY POINTS
1. Check Attendance	a. Note any absence of crew member. b. Notify shift Foreman of absence and arrange for holdover.
2. Assign Personnel	a. Other than routine duties. b. In an emergency assign crew to closely coordinate work.
3. Check on Progress	a. Keep close contact at all times and observe whether assignments are being properly carried out.
4. Promote Cooperation	a. Endeavor to do everything possible to have crew members cooperate to bring about good operations and a good shift crew.
5. Keep Crew Informed	a. Keep members advised of changes or new orders whether they affect him or not.
6. Offer Help	a. Always offer help and advice as the situation requires.

JOB BREAKDOWN

B-7

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-7 Check Tank Inventories

IMPORTANT STEPS	KEY POINTS
1. Charge Tanks	a. Check gauges on gauge sheet. b. Contact Unit Operators for information on tanks and gauges.
2. Blending Tanks	a. Contact Unit Operators when required and give them information on tanks and gauges. b. Record tank used and time of any change.

JOB BREAKDOWN

B-8

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-8 Maintain Operating Materials and Supplies

IMPORTANT STEPS	KEY POINTS
1. Make Daily Check	a. On each shift, make daily check of materials and supplies as listed below. b. Report any shortages to 8 to 4 shift who will order.
2. Check Chemical Supply	a. Notify Foreman of shortage. b. Foreman must sign Storehouse Order.
3. Check Lubricating Oils and Greases	a. Notify Foreman of shortage.
4. Check Stationery Supply	a. Pumping records, carbon, pencils, sample tags, time sheets, log book, Hot Work and Safety Work Permits, paper, etc. b. Prepare stationery order and give to Foreman.
5. Tools and Equipment	a. The Foreman will order rags, wrenches, gauge tapes, etc.
6. Check Sampling Supplies	a. Order from Laboratory - sample bottles, tags, RVP Bombs.

JOB BREAKDOWN

B-9

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-9 Maintain Safety Equipment

IMPORTANT STEPS	KEY POINTS
1. Check Fire Blankets	a. For condition and to assure their being in the proper place.
2. Check Safety Showers and Eye Fountains	a. Periodically to assure that they are ready for use. b. Promptly report any defective.
3. Check Equipment and Conditions	a. Be alert for unsafe conditions and have corrected promptly. b. Report any unsafe equipment. c. Consult with and advise shift crew regarding safety. d. Periodically review with crew the safety precautions as outlined in the Basic Training section of the Job Breakdowns.

JOB BREAKDOWN

B-10

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-10 Direct Safe Performance

IMPORTANT STEPS	KEY POINTS
1. Hold Safety Discussions	a. Each Pumper should consult with the Foreman and secure suitable information to hold safety discussions with his shift crew. b. Hold safety discussion at least once each month as operating conditions permit. c. Cover all safety phases of unit operations.
2. Review Safety Precautions	a. Refer to Basic Training Job Breakdown. b. Ask Foreman to review Safety Manual instructions.
3. Follow-up	a. Insist on shift crew following safety precautions at all times during normal operations. b. Review Hot Work and Safety Work Permit Instructions.

JOB BREAKDOWN

B-11

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-11 Check Fire Equipment

IMPORTANT STEPS	KEY POINTS
1. Inspect	a. Regularly inspect fire equipment on Unit. b. Effort should be made to inspect each shift. c. Observe that all equipment is in place and in working order.
2. Check	a. Monitor nozzles to be sure water pressure is at control valves at all times. b. To assure nozzles have not become plugged. c. Hand extinguishers and foam carts (if any), to be sure they are ready to use.
3. Replace Equipment	a. When equipment is moved for protection during welding or during down periods, have it replaced to regular location as soon as possible.
4. Protect in Cold Weather	a. Check hydrants and foam equipment regularly and protect against freezing.
5. Safety Steam Hose	a. See that safety steam hose remains at the proper location. b. Check to see that it is used only for designated purpose.

JOB BREAKDOWN

B-12a

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-12a Inspect and Approve Vessels and Equipment
for Repairs and Maintenance
Drain, Flush and Gas Free

IMPORTANT STEPS	KEY POINTS
1. Prepare Equipment	a. Before any enclosed equipment, vessel or line is entered for inspection or work, it must be made "gas-free" of hydrocarbon vapors. b. See that blinds are in as required. c. After steam purging, arrange for gas-test. See Job Breakdown B-12b. d. Make visual inspection that vessel is o.k. e. If pumps or lines are to be opened, make sure blinds are in, or that block valves are securely closed and holding. If product is hot or there is pressure against the block valves, have blinds installed as extra safety precaution.
2. Issue Permits	a. See Job Breakdowns B-12c and B-12d for detailed procedure.

JOB BREAKDOWN

B-12b

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-12b Inspect and Approve Vessels and
Equipment for Repairs and Maintenance
Arrange for Gas Tests

IMPORTANT STEPS	KEY POINTS
1. Responsibility	a. Whenever a gas test is required by the instructions covering Hot Work and Safety Work Permits, it will be the responsibility of the Pumper to see that arrangements are made to have tests taken.
2. Procedure	a. Determine from Foreman or craft department involved the time workmen will be available to do the work. b. Call the Laboratory or Fire Equipment Inspector and arrange to have the necessary gas tests within two (2) hours of the time work is expected to begin if between 4 PM and 12 MN, or otherwise scheduled. c. Notify Laboratory whether it will be necessary to make tests for H ₂ S (hydrogen sulfide) or CO (carbon monoxide) in addition to test for combustible hydrocarbons.
3. Prepare Permit	a. Have Hot Work and/or Safety Work Permits prepared in accordance with instructions on Job Breakdowns B-12c and B-12d. b. Have person making gas tests specify results and conditions and sign Permits.

JOB BREAKDOWN

B-12c
Page 1

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-12c Inspect and Approve Vessels and Equipment
for Repairs and Maintenance
Prepare Safety Work Permit R-241-A

IMPORTANT STEPS	KEY POINTS
1. Responsibility	a. The Pumper is responsible for preparing the signing Safety Work Permits, Form R-241-A, to unhead, enter disconnect, work in or on vessels, tanks, and other enclosed equipment, and lines, pumps, buildings, sumps, floating roof tanks, and similar equipment, wherever a hazard to personnel may exist from combustible or toxic gases, oils, chemicals, lack of oxygen, steam, heat, air, water or electricity. b. The Pumper is also responsible for assuring that conditions on the unit vessel, tank, line, equipment or surrounding area are such that the safety of both personnel and equipment is assured. c. Responsibilities also include draining, flushing, steaming or otherwise purging and ventilating, inspecting and having tests made for combustible or toxic gases. d. The Pumper is responsible for securing gas tests. e. The Pumper is responsible for notifying the Foreman and securing proper countersignatures as required by Standing Instructions whenever: 1. The vessel tank or line to be unheaded, entered or disconnected is not gas free of combustible and toxic gases, or toxic chemicals and materials, such as hydrogen sulphide (H_2S), carbon monoxide (CO), tetraethyl lead (TEL) or other toxic chemicals or additives.

JOB BREAKDOWN

B-12c
Page 2

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-12c Inspect and Approve Vessels and Equipment
for Repairs and Maintenance
Prepare Safety Work Permit R-241-A (Cont.)

IMPORTANT STEPS	KEY POINTS
1. Responsibility (Continued)	2. A line or vessel still contains products and/or is still under pressure. 3. Personnel are required to go on or work on a floating roof tank or a "Poison Gas" tank.
2. Prepare Equipment and Work Site	a. Check to see that such items as pumping out, stripping, draining or otherwise freeing equipment of product is done. (NOTE: Equipment such as valves, pumps, exchangers, etc., which are to be removed to the Maintenance Shops for repair <u>must</u> be purged of hydrocarbon vapors, acids, caustic, etc., which may cause injury to Maintenance forces, and Safety Work Permit attached showing equipment is O.K. to perform required work.) b. Have Gas Tests taken.
3. Prepare Permit	a. In duplicate. b. Have person making gas test to sign permit. c. Follow detailed instructions printed inside of cover of pad of Form R-241-A (<u>ALSO REVIEW STANDING INSTRUCTION NO. 2</u> and be sure you understand the instructions). d. Sign permit. e. Have proper person countersign, if necessary.

JOB BREAKDOWN

B-12c
Page 3

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-12c Inspect and Approve Vessels and Equipment
for Repairs and Maintenance
Prepare Safety Work Permit R-241-A (Cont.)

IMPORTANT STEPS	KEY POINTS
3. Prepare Permit (Continued)	f. <u>THE SAME PERSON CANNOT SIGN AND COUNTERSIGN THE PERMIT.</u> g. Give permit to craftsman or operator responsible for perform- ing the work.

JOB BREAKDOWN

B-12d
Page 1

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-12d Inspect and Approve Vessels and Equipment
for Repairs and Maintenance
Prepare Hot Work Permit, Form R-241

IMPORTANT STEPS	KEY POINTS
1. Responsibility	a. The Pumper is responsible for preparing and signing Hot Work Permits, Form R-241, whenever "hot work" must be performed anywhere in the department. b. "Hot Work" is carefully defined in Standing Instruction No. 3, which should be read and understood by every Operator. c. The Pumper is also responsible for assuring that conditions on the unit, vessel, line, etc., and surrounding area are safe to perform "hot work". d. He is also responsible for having gas tests made and personally assuring himself that the vessel, line, or other equipment is safe for the performance of "hot work". e. The Pumper must <u>SIGN</u> the permit and is responsible for having the permit properly countersigned before it is issued.
2. Prepare Equipment and Work Site	a. Have equipment free of product and gases. b. Blind off where necessary. c. Clear away combustible materials in area. d. Cover sewers, ditches, and drains. e. Wet down planks, scaffolds, etc.

JOB BREAKDOWN

B-12d
Page 2

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-12d Inspect and Approve Vessels and Equipment
for Repairs and Maintenance
Prepare Hot Work Permit, Form R-241 (Cont.)

IMPORTANT STEPS	KEY POINTS
2. Prepare Equipment and Work Site (Continued)	f. Provide for fire protection, and fire guard if necessary. g. Install flashing red light where possible.
3. Prepare Permit	a. In duplicate. b. Have Gas Tester sign. c. Follow detailed instructions printed on inside cover of Form R-241. (Also review Standing Instruction No. 3). d. Sign permit. e. Have countersigned. f. <u>THE SAME PERSON CANNOT BOTH SIGN AND COUNTERSIGN.</u> g. Issue permit to person responsible for performing the work.

NOTE: IN CASE OF EMERGENCY OR UNUSUAL OPERATING CONDITIONS WHICH MAY CAUSE THE ESCAPE OF FLAMMABLE VAPORS OR LIQUID AFTER PERMIT IS ISSUED OR WORK BEGINS, THE PUMPER SHOULD PROMPTLY HALT ALL "HOT WORK" AND HAVE ALL OPEN FIRES EXTINGUISHED BOTH ON THE UNIT AND SURROUNDING "OPEN AREAS". A SERIES OF SHORT BLASTS ON THE CENTRAL CONTROL HOUSE WHISTLE SHOULD BE BLOWN TO HALT THE WORK, IF NECESSARY.

"HOT WORK" CANNOT THEN BE RESUMED UNTIL AUTHORIZED BY THE MANAGER, ASSISTANT MANAGER, SUPERVISOR OF OPERATIONS, OR SHIFT FOREMAN IF AFTER REGULAR HOURS.

JOB BREAKDOWN

B-12e

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-12e Inspect and Approve Vessels and Equipment
for Repairs and Maintenance
Direct Placement of Blinds

IMPORTANT STEPS	KEY POINTS
1. Responsibility	a. The Pumper should personally direct the placement of blinds while the unit is operating.
2. Inspect Location	a. Inspect location and area nearby to be sure equipment and conditions are safe. b. Tag or mark blind location for identification to prevent error.
3. Prepare Permit	a. Prepare Safety Work Permit, when required by instructions, and issue permit to person doing work. b. Assure yourself personally that equipment or line is depressured, clear of product and safe to place or remove blind. If not, then specify all precautions which must be taken to assure safety of personnel and equipment.

JOB BREAKDOWN

B-13a

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-13 Maintain Records and Reports
a. Operating Log

IMPORTANT STEPS	KEY POINTS
1. General	a. A record will be kept on a standard log form with an original and one carbon copy. b. The copy goes to the Foreman with the morning reports while the original remains in the log book at the control room.
2. Information Included	a. Changes in or unusual operating conditions. b. Changes in scheduled unit operating personnel. c. Repair items: 1. Routine 2. Emergency 3. Completed d. Operating Recommendations. e. Contacts with other departments.
3. Sheets to be Kept Clean and Neat	a. The Operating Log is not to be defaced with drawings or writing not pertinent to the information listed above.

JOB BREAKDOWN

B-13b

PLANT: Puget Sound
DEPARTMENT: RP&S - Decks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-13 Maintain Records and Reports
b. Run Sheets

IMPORTANT STEPS	KEY POINTS
1. General	a. These sheets, kept in the unit control room, maintain a continuing record of operating conditions.
2. Check for Proper Entries	a. Proper spaces and column. b. Rates. c. Flows. d. Temperature. e. Pressures.
3. Review	a. Recheck entries and information.

JOB BREAKDOWN

B-13c

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-13 Maintain Records and Reports
- c. Repair List

IMPORTANT STEPS	KEY POINTS
1. General	a. A repair list shall be kept on each unit and the information shown entered in the Operating Log at the end of each shift.
2. Routine Repair Items	a. List equipment, location and repairs needed such as cleaning, changing, repairing, etc.
3. Emergency Repair Items	a. List equipment and location, nature of repairs, changes, etc., to be made.
4. List Items for Down Period	a. See that any remaining items are scheduled for repair and maintenance during down period, if necessary.

JOB BREAKDOWN

B-14

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-14 Direct Clean Up and Housekeeping

IMPORTANT STEPS	KEY POINTS
1. Check Each Operators Duties	a. Pumper should check during his shift to see that each member of shift crew is doing his share of clean up in the area assigned him by the foreman. b. See that unit area is kept in neat, clean and orderly condition and <u>SAFE</u> .
2. Check Pumps and Equipment	a. See that pumps, lubricators, etc. are kept clean, excess oil cleaned up and bases kept neat. b. See that water and steam hose, and other equipment is in place or on racks provided.
3. Assign Special Duties	a. Whenever necessary to clean up spills or other unusual conditions, or catch up on clean up, assign duties to available operators.
4. Report Needed Maintenance	a. Whenever pumps or other equipment require painting for appearance or to prevent rust or deterioration, list on repair list or leave note for foreman.

JOB BREAKDOWN

B-15

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-15 Direct Running Maintenance

IMPORTANT STEPS	KEY POINTS
1. Responsibility	a. Pumper is responsible for seeing that normal running maintenance is performed by each crew member, such as:
2. Adjust Packing Glands	a. As necessary to avoid waste of steam or products, and to protect equipment and personnel against escaping vapors, caustic, or acid and the possibility of explosion. b. <u>DO NOT ATTEMPT TO ADJUST PUMPS EQUIPPED WITH MECHANICAL SEALS. CALL MACHINIST.</u>
3. Replace Pressure Gauges	a. <u>BE SURE TO CLOSE VALVE OR COCK TO LINE. AVOID CAUSING STRAIN WHICH MAY CAUSE LINE TO BREAK. BEFORE REPLACING PRESSURE GAUGE, TAKE ALL NECESSARY SAFETY PRECAUTIONS.</u>
4. Ink Recording Pens	a. Whenever necessary.
5. Make Minor Adjustments	a. To machinery or equipment as necessary to avoid breakdowns.

JOB BREAKDOWN

B-16

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-16 Coordinate Unit Operations With Other
Units and Departments

IMPORTANT STEPS	KEY POINTS
1. Responsibility	a. Pumper is responsible for coordinating the operations of RP&S with other units and departments.
2. Coordinate Charge and Production Rates	a. Check availability of charge stock with VPS & FCCU. b. Give units charge rates when necessary. c. Check with Alky and other units concerning ability to receive production.
3. Coordinate Tests	a. Keep close check on Laboratory and unit test results.
4. Coordinate Utilities	a. Keep Boiler House advised of any changes in steam or power requirements.
5. Coordinate Waste Waters	a. Keep Effluent Plant advised of any oil spills, or approximate amount of ships ballast.

JOB BREAKDOWN

B-17

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-17 Relieve Crew Members

IMPORTANT STEPS	KEY POINTS
1. Emergencies	a. Should a crew member become sick, injured or for some other unusual condition, find it necessary to leave the job, the Pumper should take over his duties and remain until the crew member returns or relief can be provided. b. Never leave any job unattended for any great period of time.
2. Training	a. Pumper may, from time to time, relieve crew members for short periods or time in order that they may receive training on some phase of their jobs or the next higher classification.
3. Temporary Relief	a. Temporary relief may be made by the Pumper for short periods of time for other good reasons.

JOB BREAKDOWN

B-18
Page 1

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-18 Train and Direct Training of Crew Members

IMPORTANT STEPS	KEY POINTS
1. Train Others	a. Pumper is responsible for training and directing the training of other crew members as assigned by the Foreman.
2. Use Job Training Materials	a. Training should be given in accordance with the Job Content and Job Breakdowns of the Classification for which the man is being trained. b. The method of training should follow the J.I.T. pattern outlined below. c. As training is given any changes in procedure, method of operation, safety precautions, etc., which may differ from the prepared Job Breakdowns should be noted and called to the Foreman's attention. d. The trainee should also be taught how to use the Job Contents, Job Breakdowns and Operating Manuals as a ready reference should he be undecided at some future time as to the correct procedure to follow.
3. Job Instruction Training (J.I.T.) Method	a. Put trainee at ease. b. Make him feel welcome.
a. Tell and Show	a. Tell and show trainee: How to trace flow - What equipment is used for - When each operation is to be done - Why it is done a certain way - Where equipment, tools, chemicals, etc., are to be found. How to handle equipment - What he must learn and know in the way of Basic Training - How to secure necessary Basic Training.

JOB BREAKDOWN

B-18
Page 2

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-18 Train and Direct Training of Crew Members

IMPORTANT STEPS	KEY POINTS
3. Job Instruction Training (J.I.T.) Method (Cont.)	b. CAUTION: DON'T CONFUSE HIM - GIVE HIM ONLY WHAT HE CAN ABSORB. NO TWO PERSONS LEARN AT THE SAME RATE.
b. Correct Mistakes	a. Allow trainee to perform each operation after explaining it to him. b. Have him explain <u>WHAT</u> he is doing and <u>WHY</u> . c. Correct mistakes as they occur.
c. Repeat	a. As often as necessary until you are sure he understands the job.
d. Use Job Contents and Breakdowns	a. Have trainee refer to his copy of Job Contents and Breakdowns after you have reviewed each job. b. USE YOUR COPY WHILE INSTRUCTING SO UNIFORM TRAINING CAN BE DONE.
e. Put Trainee on His Own	a. Let him try the job alone. b. Tell him to come to you, refer to Job Breakdowns or see other designated persons or references if he needs help.
f. Check Results	a. Occasionally, until only normal direction is needed. b. Encourage questions.
4. Maintain Record of Training	a. Pumper should see that each crew member assigned to train others shows the training accomplished by dating and initialing the Training Schedule (Job Content) as training is completed on each item. b. Foreman will then determine what degree of proficiency the trainee has attained.

JOB BREAKDOWN

B-19

PLANT: Puget Sound
DEPARTMENT: RP&S - Docks
CLASSIFICATION: Pumper
OPERATION: II Routine Operation
B-19 Direct Emergency Procedures

IMPORTANT STEPS	KEY POINTS
1. Responsibility	a. Each Pumper should see that the crew members on his shift are thoroughly familiar with the partial and emergency shut-down procedures outlined in the Job Contents and Job Breakdowns of their respective classifications. b. Pumper should also see that crew members are alerted to the possibility of other emergencies which are not covered by training materials.
2. Actual Emergency	a. When confronted by an actual emergency quickly analyze the situation and type of emergency. NOTE: TIME IS A FACTOR IN MANY EMERGENCIES, HOWEVER, A MOMENT SPENT IN ANALYZING THE SITUATION MAY SAVE TIME AND AVOID ERRORS. <u>KEEP CALM.</u>
3. Direct Control Measures	a. Direct each crew member to carry out their part in handling the emergency. b. Assist as necessary. c. Call for assistance as soon as possible - Notify Foreman or Shift Foreman. d. Notify other departments that may be affected by the emergency as soon as possible.