



PLAINTIFF'S EXHIBIT

FD 1087

Inter Office

1900 SEP 22 PM 2 06

Personnel and
Organization Staff

September 18, 1980

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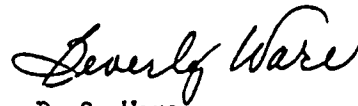
Subject: Employee Respirator Training Program

Thank you for your comments, both direct and indirect, written and verbal, on the proposed respirator training program. The attached document reflects these responses as well as several hours more work with personnel from Photomedia.

You will notice I have starred * some of the slides to indicate the possibility that such a slide might be available in the Company already. Please inform me if you have such slides in your files. In fact, as you read the script would you also indicate availability of slides that might be used at other points.

While work on this production is being started in order to have a product in the near future, I would like to have the opportunity to discuss any changes and details of production. That would be the time to clarify supplemental materials (e.g. handouts, guidelines).

This meeting has been scheduled for Tuesday, September 30 at 2:00 p.m. in the Conference Room, Suite 900 Parklane Towers West. I hope you will attend this "last chance" for input.


B. G. Ware

Attachment

8004 1244

SCF-FORD-2135

Script For Slide Presentation
"Respirator Training Program"

FINAL DRAFT 9/17/80

RESPIRATOR TRAINING PROGRAM

CU of collection of respirators

Respiratory Protection to:

- . conserve health and prevent disease
- . assure handling of emergencies
- . prevent irritation
- . control nuisance odors

Photo

People wearing respirators in several settings

*Photo

Slides of respirators being worn in actual situations

Type

Contaminants

gas	smoke
vapor	fiber
dust	oil mist
liquid	paint overspray

NARRATOR: (VO)

THIS VIDEO PRESENTATION EXPLAINS FORD MOTOR COMPANY'S RESPIRATOR PROGRAM WHICH HAS BEEN DEVELOPED TO MEET OSHA REGULATIONS AND PREVIOUSLY ESTABLISHED GUIDELINES TO PROTECT WORKER'S SAFETY AND HEALTH. FORD AND ITS EMPLOYEES HAVE A MUTUAL RESPONSIBILITY TO ASSURE THAT RESPIRATORS ARE USED PROPERLY.

A RESPIRATOR IS A BREATHING DEVICE THAT IS DESIGNED TO PROTECT AGAINST INHALATION OF AIRBORNE CONTAMINANTS WHICH MAY BE HARMFUL TO YOUR HEALTH. PROTECTION IS ACHIEVED BY REMOVING THE CONTAMINANT FROM THE AIR BEFORE IT'S INHALED OR BY SUPPLYING CONTAMINANT-FREE AIR TO THE RESPIRATOR.

A CONTAMINANT MAY BE A GAS, SUCH AS CHLORINE. . . A VAPOR SUCH AS SOLVENT VAPOR; A DUST SUCH AS SILICA, A FUME SUCH AS WELDING FUME; SMOKE SUCH AS OIL SMOKE; FIBERS SUCH AS ASBESTOS; OIL MIST OR PAINT OVERSPRAY.

8004 1245

9/17/80

*Photos

- A) Emergency Use Respirator
in Plant Location
- B) Spillage of Hazardous Material

RESPIRATORS ARE USED IN EMERGENCY SITUATIONS THAT INCLUDE. . . SPILLS OF HAZARDOUS MATERIALS. . . OR DURING FIRES.

THEY ARE SOMETIMES A TEMPORARY MEASURE UNTIL A SUBSTITUTE MATERIAL IS ADOPTED OR ENGINEERING CONTROLS AND WORK PRACTICES CAN BE INTRODUCED TO LIMIT EXPOSURE TO AIR CONTAMINANTS.

Photo

Person Wearing Respirator (while scrubbing out a tank?)

THEY ARE ALSO WORN WHEN REPAIRS ARE MADE AND POTENTIAL FOR EXPOSURE TO A TOXIC SUBSTANCE EXISTS.

Photo

CU of person in above operation

PROPER WEARING OF PROTECTIVE EQUIPMENT PREVENTS EXPOSURE TO POTENTIALLY HARMFUL AIR CONTAMINANTS. SOMETIMES RESPIRATORS ARE USED BECAUSE NUISANCE ODORS ARE PRESENT.

Photo

Paint Sprayer Wearing Respirator

RESPIRATORS MAY BE REQUIRED DURING CERTAIN CONDITIONS OR AT PROCESSES WHERE ENGINEERING CONTROLS ARE NOT FEASIBLE.

Photos

- A) Montage of air purifying respirators on a table
- B) Montage of air supplied respirators on a table

THERE ARE TWO BASIC TYPES OF RESPIRATORS: AIR PURIFYING AND AIR SUPPLIED.

8004 1246

Photo

CU of air purifying respirators

AIR PURIFYING RESPIRATORS DO NOT
SUPPLY OXYGEN. THEY ARE DESIGNED
FOR CERTAIN CONTAMINANTS AND FOR
CERTAIN CONCENTRATIONS. THEY MUST
NOT BE USED IN AN ATMOSPHERE IN WHICH
THERE MAY BE ^{INSUFFICIENT} ~~A LACK OF~~ OXYGEN. ^{TO}
~~SUSTAIN LIFE.~~

Photo

Test of oxygen

WHEN AN OXYGEN DEFICIENCY IS SUSPECTED
OR ENTRY INTO A CONFINED SPACE IS RE-
QUIRED, REQUEST OXYGEN TEST PRIOR TO
ENTRY. A SELF-CONTAINED BREATHING
APPARATUS MAY BE REQUIRED IF THERE IS A
LACK OF OXYGEN.

Photos

A) Self-contained respirator

B) Airline respirator

AIR SUPPLIED RESPIRATORS PROVIDE AIR
FROM A SOURCE INDEPENDENT OF THE SUR-
ROUNDING ATMOSPHERE. ONE KIND IS A SELF-
CONTAINED BREATHING APPARATUS. OTHERS
SUPPLY AIR THROUGH A HOSE ^{FROM} ~~OR BY~~ A
COMPRESSOR.

Photo

CU of person wearing monitoring
device

SELECTION OF A SPECIFIC RESPIRATOR IS ^{OFTEN}
BASED ON INFORMATION GAINED FROM AN INDUS-
TRIAL HYGIENE SURVEY. THIS SURVEY
MAY INCLUDE SAMPLING OF THE ATMOSPHERE,
MEASURING EXPOSURE OR ASSESSING RISKS TO
HEALTH FROM AN EMERGENCY SUCH AS A SPILL.
FROM THIS SURVEY, A PROTECTION FACTOR
CONSISTENT WITH FEDERAL AND STATE OCCU-
PATIONAL HEALTH REGULATIONS IS DETERMINED

8004 1247

AND SELECTION IS MADE. SOMETIMES RESPIRATORS ARE PROVIDED AFTER AN INFORMAL SURVEY BY PLANT PERSONNEL MAKES THE NEED FOR THIS PROTECTION OBVIOUS.

Photo

CU of respirator being given to employee

RESPIRATORS ARE PROVIDED TO EMPLOYEES

BASED ON SURVEY RESULTS, WHETHER FORMAL OR INFORMAL.

Photo

Approved list

THESE RESPIRATORS ARE SELECTED FROM AN APPROVED LIST PREPARED BY INDUSTRIAL HYGIENE. ALL RESPIRATORS ON THE COMPANY APPROVED LIST ARE APPROVED BY THE NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH OR BY THE MINE SAFETY AND HEALTH ADMINISTRATION.

Photos

- A) Particulate Removing Respirator
- B) Vapor and Gas Removing Respirator
- C) Combination

THERE ARE TWO MAIN FORMS OF AIR-PURIFYING RESPIRATORS: PARTICULATE-REMOVING AND VAPOR AND GAS-REMOVING. IT IS ALSO POSSIBLE TO HAVE A RESPIRATOR IN WHICH THESE TWO FUNCTIONS ARE COMBINED.

Photo

CU of filters

PARTICULATE REMOVING RESPIRATORS PREVENT DUST, SMOKE, FUME, FIBERS AND MISTS FROM ENTERING THE EMPLOYEE BREATHING ZONE BY FILTERING THEM.

Photo

CU of cartridges

VAPOR AND GAS REMOVING RESPIRATORS USE CHEMICAL CARTRIDGES OR CANISTERS TO TRAP GAS AND VAPOR.

Photo

Montage of Particulate-Removing Respirators

Type

Particulate Removing Respirators

THERE IS A WIDE VARIETY OF PARTICULATE-REMOVING RESPIRATORS. THESE RESPIRATORS USE A FILTER TO REMOVE AIRBORNE PARTICLES SUCH AS DUST, FIBERS, SMOKE, FUME, MISTS OR AEROSOL MIXTURES. THEY MUST NOT BE USED FOR VAPORS OR GAS EXPOSURES.

*Photo

CU of disposable mask

ONE TYPE, USED IN SEVERAL COMPANY LOCATIONS, IS THE DISPOSABLE MASK WHICH REMOVES DUST AND FIBERS.

*Photo

Person wearing respirator at coke oven

ANOTHER TYPE OF PARTICULATE-REMOVING RESPIRATOR IS EQUIPPED WITH A DISPOSABLE FILTER. THIS TYPE OF RESPIRATOR IS MATCHED TO A PARTICULAR NEED. FOR EXAMPLE, IT CAN BE USED TO FILTER COKE OVEN EMISSIONS.

Photo

Montage of vapor and gas-removing respirators

VAPOR AND GAS-REMOVING RESPIRATORS USE A CARTRIDGE OR CANISTER AS THE ELEMENT TO TRAP VAPORS OR GASES. THEY CONTAIN A MATERIAL WHICH ABSORBS THE CONTAMINANT AS IT PASSES THROUGH THE CARTRIDGE OR CANISTER. ACTIVATED CHARCOAL IS COMMONLY USED FOR SOLVENT VAPORS. CANISTER RESPIRATORS MAY BE CHIN, FRONT, OR BACK MOUNTED.

- 6 -

Photo

Show List

SINCE VAPOR AND GAS-REMOVING CARTRIDGES AND CANISTERS ARE DESIGNED FOR PROTECTION AGAINST SPECIFIC CONTAMINANTS, A COLOR CODE FOR THE VARIOUS TYPES HAS BEEN ESTABLISHED.

Photo

CU of cartridge

THE COLOR IDENTIFIES THE CONTAMINANT THE CARTRIDGE IS DESIGNED TO PROTECT AGAINST.

Photo

Display List

KNOWING THE COLORS AND ALWAYS READING THE LABEL ARE IMPORTANT MEASURES FOR CORRECT RESPIRATOR USE.

(List)

Atmospheric Contaminants to be
Protected Against

Color Assigned

Acid gases.	White
Chlorine gas.	White with $\frac{1}{2}$ inch yellow strip completely around the canister near the bottom
Organic vapors.	Black
Ammonia gas	Green
Acid gases & organic vapors	Yellow
Particulates (dusts, fumes, mists, fogs, or smokes) in combination with any of the above gases or vapors	Canister color for contaminant, as designated above with $\frac{1}{2}$ inch gray stripe completely around the canister near the top
All of the above atmospheric contaminants.	Red with $\frac{1}{2}$ inch gray stripe completely around the canister near top

Photo

Plant shot - looking at list

8004 1250

Photos

Simulation

A) In area - leaving

B) Outside area - changing cartridge

VAPOR AND GAS-REMOVING CARTRIDGE OR CANISTER RESPIRATORS HAVE LIMITED CAPACITIES. IF THE WEARER DETECTS AN ODOR OR TASTE, OR FEELS EYE OR THROAT IRRITATION, HE SHOULD LEAVE THE AREA AS SOON AS PRACTICABLE AND CHANGE THE CARTRIDGE OR CANISTER. IN SOME CASES, THEY MAY REQUIRE MORE FREQUENT CHANGES. THEY MUST NOT BE USED FOR DUSTS, FIBERS, MISTS, SMOKE OR FUMES.

Photo

Paint sprayer wearing combination respirator in paint environment.

A TYPICAL EXAMPLE OF A COMBINATION RESPIRATOR IS WORN BY PAINT SPRAYERS. PROTECTION IS ACHIEVED BY THE INDEPENDENT COMPONENTS OF THE RESPIRATOR, ONE FOR VAPOR, AND ONE FOR PARTICULATES. THE COLOR CODE FOR CARTRIDGES AND CANISTERS APPLIES TO THESE RESPIRATORS.

Photo

CU full face, air-purifying respirator

FULL-FACE AIR PURIFYING RESPIRATORS ARE AVAILABLE AND USED WHEN INDICATED.

Photo

Employee wearing respirator with other safety equipment: goggles, hard hat, gloves, overalls.

OTHER PROTECTION SUCH AS SAFETY GOGGLES, HARD HATS, GLOVES AND OVERALLS MAY BE REQUIRED.

Photo

Person breathing with air-purifying
respirator

MOST AIR-PURIFYING RESPIRATORS ARE
NEGATIVE PRESSURE RESPIRATORS. THIS
MEANS THAT AIR FROM THE SURROUNDING
ENVIRONMENT IS DRAWN INTO THE RESPIRATOR
BY THE WEARER'S ACT OF INHALING.

Photo

CU of Respiratory Inlet

AS THE WEARER INHALES, A PARTIAL VACUUM
IS CREATED WITHIN THE RESPIRATOR WHICH
CAUSES AIR TO PASS THROUGH THE FILTERS.
THE FILTERS OFFER SOME SLIGHT RESISTANCE
TO INHALING.

Photo

CU of Blower Respirator

SOME AIR-PURIFYING RESPIRATORS USE A
BLOWER TO PASS AIR THROUGH A FILTER TO
REMOVE CONTAMINANTS. THEN, PURIFIED AIR
IS SUPPLIED TO A RESPIRATOR INLET WHICH
MAY BE A FACEPIECE, HELMET OR HOOD. THE
ADVANTAGE IS THAT THERE IS A CONSTANT
AIR FLOW AND NO CHANCE FOR ^{SEALAGE} LEAKAGE.
OF CONTAMINANTS INTO THE BREATHING
ZONE.

Type

Do not use air-purifying respirators
where there is no oxygen!

REMEMBER, THESE RESPIRATORS MAY NOT BE
USED IN ATMOSPHERES WHERE THERE IS OR
MAY BE A LACK OF OXYGEN.

Photo

Plant physician marking document
to approve use of respirator

EMPLOYEES, WHO MUST USE A RESPIRATOR, WILL
BE ASSIGNED ONE SPECIFIC FOR HIS OR HER
OWN USE. YOUR PLANT PHYSICIAN WILL APPROVE
THE WEARING OF A RESPIRATOR ^{IF NECESSARY}

Photos

- A) Tightly fitting
- B) Poor fitting

Type

- Poor fit caused by:
- . frames on glasses
 - . moustaches
 - . beard
 - . sideburns
 - . facial structure

Type

- . Qualitative fit
- . Quantitative fit

*Photo

Demonstration of Qualitative Fit

- A) Covering exhalation valve
- B) Covering cartridges

NEGATIVE PRESSURE AIR PURIFYING RESPIRATORS SHOULD BE TIGHTLY FITTED TO THE FACE TO ASSURE A GOOD SEAL. WITH THIS TYPE OF RESPIRATOR, WHERE A PRESSURE DIFFERENCE EXISTS INSIDE THE FACEPIECE, A TIGHT FIT IS ESSENTIAL TO ASSURE THAT CONTAMINANTS DON'T COME IN THROUGH CRACKS. A POOR FIT TO THE SKIN CAN BE CAUSED BY: FRAMES ON GLASSES, MOUSTACHES, BEARDS, SIDEBURNS, AND FACIAL STRUCTURE.

THERE ARE TWO KINDS OF TESTS THAT ARE REQUIRED AND NECESSARY FOR PROPER RESPIRATOR FIT: QUALITATIVE OR QUANTITATIVE FIT.

USUALLY, QUALITATIVE FACE FIT TESTS ARE EASY TO MAKE AND THEY RELY ON THE WEARER'S ABILITY TO JUDGE THE FIT.

QUALITATIVE FIT TESTS INCLUDE TWO BASIC APPROACHES. THE FIRST, A POSITIVE-NEGATIVE PRESSURE TEST, SHOULD BE USED EVERY TIME AN AIR-PURIFYING RESPIRATOR IS PUT ON. THIS TEST INVOLVES COVERING THE EXHALATION VALVE WITH THE HAND AND BLOWING INTO THE RESPIRATOR. THE RESPIRATOR SHOULD DEVELOP A PRESSURE INSIDE THE MASK WHICH ONLY LEAKS

OUT SLOWLY IF THE FIT IS PROPER.

NEXT, THE CARTRIDGE OR CARTRIDGES ARE COVERED AND THE WEARER BREATHE IN.

IF THE FIT IS PROPER, A VACUUM SHOULD BE CREATED INSIDE THE MASK AND THE RESPIRATOR SHOULD COLLAPSE AROUND THE FACE.

Photo

Demonstration of Banana Oil Test

THE SECOND APPROACH INVOLVES THE USE OF BANANA OIL OR OTHER SIMILAR ^{DISTINCT COLOR} MATERIALS.

IF THE RESPIRATOR IS PROPERLY WORN, THE WEARER WILL NOT SMELL THE TEST SUBSTANCE.

Photo

Show procedure

THERE ARE SPECIFIC PROCEDURES FOR THESE AND OTHER QUALITATIVE TESTS AVAILABLE THROUGH INDUSTRIAL HYGIENE SERVICES.

Photo

CU of Single-Use Respirator

THESE APPROACHES CANNOT BE USED WITH SINGLE USE, DISPOSABLE RESPIRATORS. ^{why?}

Photo

Demonstration of Quantitative Fit Test

QUANTITATIVE FIT TESTS WILL BE CONDUCTED WHERE OSHA STANDARDS REQUIRE ITS USE, OR EMPLOYEE EXPOSURE WARRANTS SUCH TESTING.

QUANTITATIVE TESTS INVOLVE PLACING THE WEARER IN AN ATMOSPHERE CONTAINING AN EASILY MONITORED GAS, VAPOR OR AEROSOL. SAMPLES OF AIR ARE TAKEN FROM INSIDE THE RESPIRATOR TO COMPARE THE OUTSIDE CONTAMINANT

CONCENTRATION WITH THAT IN THE RESPIRATOR.
THIS DETERMINES ^{THE} PROTECTION FACTOR PROVIDED
BY THE RESPIRATOR.

EMPLOYEES WHO HAVE NOT WORN RESPIRATORS,
OR WHO USE A DIFFERENT RESPIRATOR, ^{CLAY} ~~ARE~~ ^{ARE}
REQUIRED TO ATTEND A TRAINING SESSION,
HAVE A FITTING AND TAKE THE TIME TO GET
ACCUSTOMED TO WEARING THE RESPIRATOR
PRIOR TO USE IN A CONTAMINATED AREA.

Type

Respirator Care:

Regular Cleaning
Daily Inspection
Safe Storage

RESPIRATORS NEED CARE. WEARING A DEFECTIVE
ONE DOES NOT PROVIDE THE PROPER PROTECTION.
MAINTENANCE IS ESSENTIAL TO ENSURE THE
PROPER FUNCTIONING OF YOUR RESPIRATOR.
AN ADEQUATE MAINTENANCE PROGRAM CONSISTS
OF REGULAR CLEANING, DAILY INSPECTION,
AND SAFE STORAGE.

Photo

Person Cleaning Respirator

- A. Washing in soapy water
- B. Rinsing in clear water
- C. Air drying

FOR RESPIRATORS THAT ARE ASSIGNED. CLEAN-
ING SHOULD BE DONE AT THE END OF THE
SHIFT. THE GENERAL PROCEDURE FOR CLEAN-
ING IS TO REMOVE THE CARTRIDGE CANISTER.
WASH THE FACEPIECE IN MILD SOAPY WATER.
AND RINSE THOROUGHLY. AIR DRY AND STORE
IN A CLEAN NONCONTAMINATED AREA.

Photo

Person Inspecting Respirator

THE MOST IMPORTANT ACT YOU CAN PERFORM
IN MAINTAINING A FUNCTIONING RESPIRATOR
IS INSPECTION. YOU MUST INSPECT IT
CAREFULLY EVERY DAY FOR. . .

Photos

- A) CU of tear in facepiece
- B) CU of exhalation valve
- C) CU of matched cartridges

. . .TEARS OR RIPS IN THE FACEPIECE;
BROKEN OR MISSING STRAPS; PROPERLY
FUNCTIONING EXHALATION VALVE; NO MISSING
PARTS; CORRECT CARTRIDGE, CANISTER OR
FILTER; ANY DETERIORATION OF THE RESPIRA-
TOR, SUCH AS WORN PARTS, CRACKS, OR
DAMAGE.

Photo

Person giving respirator to other
person responsible for repair (in
crib)

TAKE ANY RESPIRATOR NEEDING REPAIR TO
THE PLACE OR PERSON IN YOUR AREA THAT
HAS BEEN ASSIGNED TO REPAIR ^{OR REPLACE} THIS EQUIP-
MENT.

Photos

- A) Respirator in plastic bag
- B) Respirator stored on shelf

REMEMBER, YOUR RESPIRATOR MUST BE STORED
UNDER PROTECTIVE CONDITIONS, AWAY FROM
CONTAMINATION. BE SURE THAT IT IS PLACED
IN A CLOSED CONTAINER, SUCH AS A PLASTIC
BAG, TO KEEP IT CLEAN. IT SHOULD BE KEPT
AWAY FROM DIRECT SUNLIGHT, OR HEAT, AND
STORED IN A DESIGNATED AREA FREE FROM
HAZARDOUS CONTAMINANTS.

Photo

CU of disposable respirator being
thrown away

IN THE CASE OF DISPOSABLE RESPIRATORS.
YOU WILL BE INSTRUCTED ON HOW LONG THESE

CAN BE WORN. THEY MUST BE ^{DISCARDED} ~~THROWN AWAY~~
AT THE END OF THE DESIGNATED TIME PERIOD.

Photo

Inspecting respirator outside
work area

IF YOUR RESPIRATOR CLOGS, OR IF BREATHING
BECOMES DIFFICULT, OR YOU SMELL AN ODOR,
LEAVE THE CONTAMINATED AREA WHEN POSSIBLE.
INSPECT YOUR FACEPIECE FOR THE PROBLEM
AND ARRANGE FOR REPAIR AND ~~OR~~ REPLACEMENT.

Photo

Demonstrate emergency procedure
where person is wearing respirator
appropriate for emergency use

IN CASES OF AN EMERGENCY SUCH AS A SPILL
OR LEAK, WHICH RELEASES A LARGE AMOUNT
OF CONTAMINANT, LEAVE THE AREA IMMEDIATELY.
YOU MAY RETURN TO THE AREA WEARING A
RESPIRATOR, APPROPRIATE FOR EMERGENCY
USE, TO AFFECT EMERGENCY PROCEDURES
NECESSARY, SUCH AS SHUTDOWNS OR SPILL
CLEANUPS.

FOR YOUR RESPIRATOR TO FUNCTION PROPERLY
YOU MUST USE AND MAINTAIN IT CORRECTLY.

IN ORDER TO DO THIS, YOU MUST:

USE YOUR RESPIRATOR ONLY FOR THE CONDI-
TION FOR WHICH IT WAS DESIGNED; CHECK THE
FIT EACH TIME YOU WEAR IT; DO NOT WEAR A
DAMAGED RESPIRATOR; DO NOT ATTEMPT TO
REPAIR A RESPIRATOR; CLEAN YOUR RESPIRATOR
DAILY; THOROUGHLY INSPECT YOUR RESPIRATOR
DAILY; KEEP YOUR RESPIRATOR IN A PROTECTIVE
CONTAINER; AND CHANGE FILTERS AND

Type

Things to Remember

- A) . Use for intended condition
 - . Check fit
 - . Don't wear one that's damaged
 - . Do not repair
- B) . Clean daily
 - . Inspect daily
 - . Keep in protective container
 - . Change filters and cartridges
as required

8004 1257

CARTRIDGES WHEN REQUIRED.

Photo

Typical view of person wearing
respirator in use.

REMEMBER. ALWAYS FOLLOW THE GUIDELINES
COVERED IN THIS PRESENTATION. YOU'LL
FIND YOUR RESPIRATOR EQUIPMENT WILL
SERVE YOU RELIABLY.

Credit Frame

Produced for Employee Health Services

Credit Frame

~~Produced~~ by Photomedia Department

Logo

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