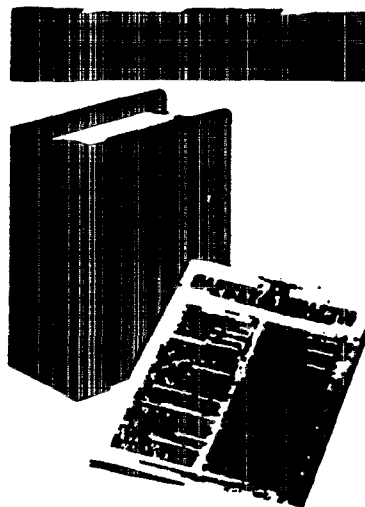




**Now you can develop a
worker safety and health
program that protects
your employees while
complying with all OSHA
standards and state laws
and regulations.**

- Right-to-Know Policies and Practice
- Drug Testing in the Workplace
- Respecting Employee Confidentiality
- Smoking and Indoor Air Quality
- Video Display Terminal Guidelines
- Robotic Safety
- AIDS and Other Blood-Borne Diseases
- Plus all the other safety and health problems, standards, regs, and laws you must deal with today

**Review this easy-to-follow guide for
45 days without obligation or risk.**

DUP 0914970

DU 030704

See how you can develop a worker safety and health program that protects your company *and* its employees for 45 full days without obligation or risk.

Now you can create and manage the kind of safety and health program that makes sure you're in full compliance with all tough new standards with Job Safety and Health, the information service that helps you find fast, authoritative answers to today's complex worker health and safety issues.

In it you'll find plain English guidelines for dealing with today's toughest safety and health issues, including OSHA's Right-to-Know (Hazard Communication) standard, new Lock Out/Tag Out standards that mandate strict procedures for maintenance of office and industrial machines, and employees' rights to confidentiality in the current atmosphere of increased drug-testing in the workplace.

You'll also find guidance for dealing with problems of alcohol and other substance abuse, smoking, and AIDS... the growing number of claims for work-related stress... carpal tunnel syndrome related to using video display terminals... and other problems that are now making your job harder to handle than it's ever been before.

You'll also count on *Job Safety and Health* for specific guidance that will help you avoid the harsh penalties that many of your colleagues are now paying.

Plain language approach to regulation keeps you on course and in compliance

The core of *Job Safety and Health* is a loose-leaf Reference File that serves as your practical, ready-to-use guide to complying with all OSHA and some safety and health requirements.

Unlike many other resources, the Reference File is easy to use. It contains everyday language descriptions of all the laws, regulations, and standards you must follow in your safety and health programs.

It's subject-indexed and exhaustively cross-indexed and cross-referenced to speed you right to the precise information you need to know.

With the Reference File in front of you, it's easy to learn what regulations apply to your situation at any given moment... and what you can do to create a more effective worker health and safety program.

Additional time and money saving features

A handy "How-to-Use Card" at the front of the binder speeds you right to the solution to your trickiest problems.

You'll have sample OSHA forms at your fingertips — along with guidelines on how to complete them.

Convenient check-lists can be used as starting points to help identify problems.

And you'll even get details of tested procedures that others have used to successfully solve today's most demanding worker safety and health problems.

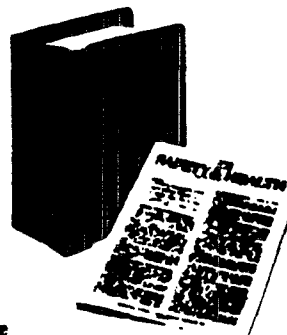
Biweekly alerts keep you on top of new problems before they come to trouble

You also receive BNA's exclusive *Job Safety and Health* newsletter every other week at no additional cost.

Your fast-reading pages brief you on all the latest safety and health developments you must know about... such as new federal and state agency policies, enforcement trends, court decisions, arbitrations, and much more, including practical solutions to safety and health problems in the workplace, both everyday and unique.

Receiving the newsletter every other week rewards you with the confidence of knowing you are up to date — and guides you to sections of the Reference File that provide more detailed information on situations that affect you directly.

The complete *Job Safety and Health* information service helps you develop and implement a workable program centered around your specific needs. You can also use it as an authoritative source to develop training programs for your employees and as a guide to applying for variances to OSHA standards. It also helps you set up and maintain a labor-management safety committee.



Preview the entire service for 45 days without risk or obligation of any kind

Now, through this special offer, BNA invites you to put *Job Safety and Health* to the test in your own facility without risk, obligation, or pressure to subscribe.

Simply say "YES" now and we'll send you the Reference File and put you on the newsletter list for 45 days.

After your 45-day approval period, we'll advise you to subscribe for one year. You can either accept our invitation at that time, or cancel and owe nothing. We'll even pick up the materials at no cost to you.

Use *Job Safety and Health* for 45 days to answer your questions about OSHA, safety training, and a hundred other safety and health issues. And see how it can help you make your safety programs more proactive, while still saving time. Accept your no-risk approval now while this special offer is still in effect.



DUP 0914971



All the information you need to develop a more effective worker safety and health program... while complying with all standards, regulations, and laws that affect you... is at your fingertips in *Job Safety and Health*.

Employer's Duties

Tells you what you have to do in practice to keep your workplace healthy and safe, including special guidelines on respecting your employees' confidentiality.

Occupational Health

Brings you the latest tips on handling today's most pressing problems, including smoking, AIDS, stress, drugs, VDTs, and more.

Hazard Communication

Your complete rundown on CFR 1910.1200, popularly known as the worker Right-to-Know standard. Includes specific guidance on Material Safety Data Sheets that you must make available to every employee.

Safety and Health Standards

Alphabetical listings of OSHA Safety and Health Standards.

Inspections

Let you know what will happen before the inspector walks through the door.

Employer Defenses

Tips you off to what others have done to prevail in enforcement actions.

Training

The rules and hints on which required by OSHA standards, plus valuable training guidelines.

Additional sections help you create and implement an effective safety and health program.

Enforcement, Signs and Labels, Monitoring and Measuring, Guides to Specific Industries, Variances from Standards, Recordkeeping and Posting, Employee Relations, Directories, Key Word Index.

Request your No-Risk 45-Day Approval Today! Just mail the card below or call TOLL-FREE 1-800-372-1033

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DUP 0914972

DU 030706

Don't risk heavy penalties, fines, and even jail!

*Let BNA's Job Safety and Health take all the
work and uncertainty out of OSHA and state
law compliance.*

*See for yourself for 45 days without risk or
obligation.*

Today's health and safety concerns in the workplace are more complex than they've ever been before — with stringent penalties to match!

Even the most conscientious and careful managers are subject to severe enforcement actions if they don't keep completely on top of all new federal and state laws and regulations... as well as new interpretations and arbitrations of existing ones.

Now you can be sure your facility is in complete compliance with *Job Safety and Health*, the two-part information service from BNA, the acknowledged leader in occupational health and safety.

The loose-leaf Reference File offers you precise descriptions of all federal and state laws in a handy, easy-to-use format. Whenever a question or problem arises, you simply turn to the tabbed section that covers it, and find the information you need.

Convenient sample forms and checklists make it the easiest problem-solving tool in your arsenal... and everything is written in plain English that's easy to understand and put to use!

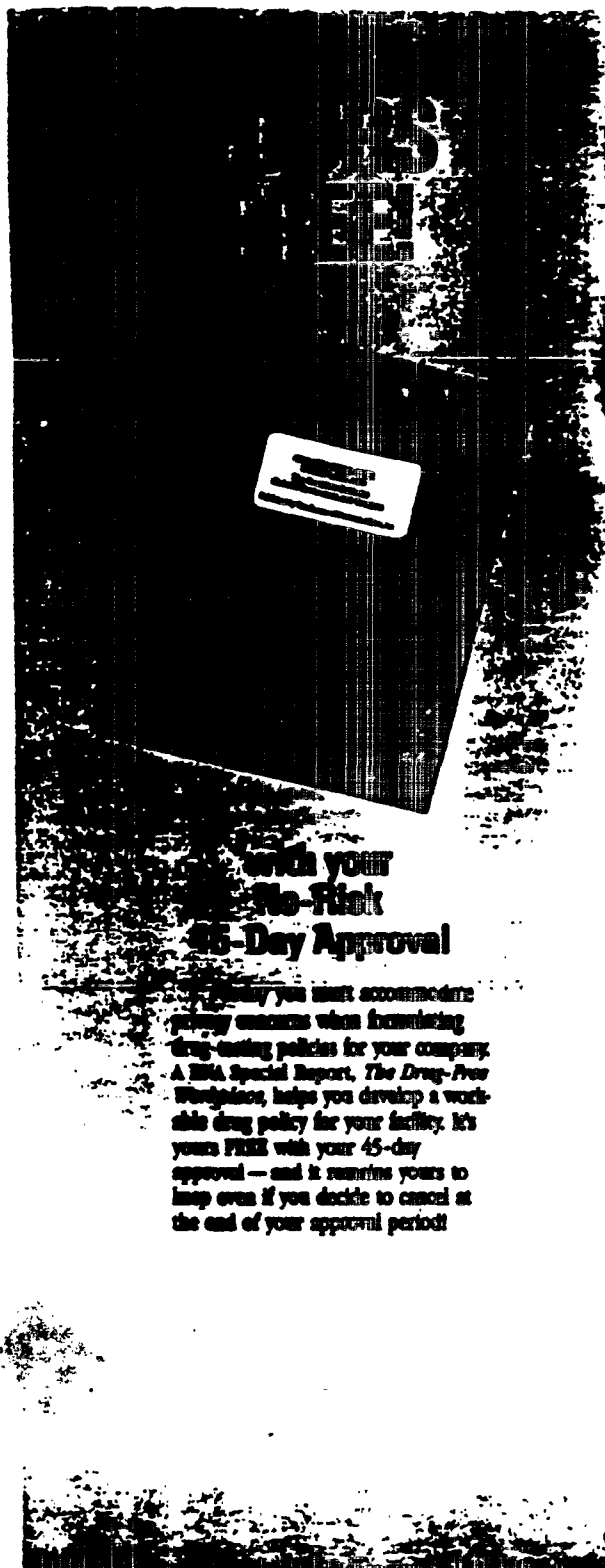
And BNA's *Job Safety and Health* newsletter brings you completely up-to-date on all worker health and safety developments that will affect you... and points you toward specific action you can take to protect yourself and your company.

Try the complete service — the Reference File and newsletter — for 45 days without risk or obligation. Simply detach and return the card at left or call TOLL-FREE right now:

1-800-372-1033



DUP 0914973



**with your
No-Risk
45-Day Approval**

...because you must accommodate
...concerns when formulating
...drug-testing policies for your company.
A NIA Special Report, *The Drug-Free
Workplace*, helps you develop a work-
able drug policy for your facility. It's
yours FREE with your 45-day
approval — and it remains yours to
keep even if you decide to cancel at
the end of your approval period!

DUP 0914974

DU 030708

**BNA'S Job Safety and Health
45-Day Approval Reservation Card**



I want to see if *Job Safety and Health* will help me solve my compliance problems and help me develop a more effective safety and health program for my company! I accept your offer to try the service for 45 days without risk or obligation. At the end of 45 days, I'll either accept your invoice of \$484 (plus state sales tax where applicable) for a one-year subscription effective from the start of my approval period, or I'll cancel and pay nothing, in which case you will pick up the materials at no cost to me. My FREE copy of *The Drug-Free Workplace* is mine to keep without charge in either case. (1236-01)

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Signature _____

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correct if necessary.*

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DU 030709

SAFETY PERSONNEL TRAINING RECORD

Division Training

	Industrial Hygiene	Noise	Sampling	Respiratory Protection	Crew Training	Eff. Pres.	Supervisory Dev. Program	Imp. Writing	Trans. Analysis	Computer Literacy	Time Management	Other
Cole, B. C.	10/78-SWP 2/80-ESD	4/85 ESD	3/85- NIOSH	2/79-SWP 3/82-AIIM	12/79-CICB 2/85-NCS	4/82			3/85	4/85	4/85	
Deffenbaugh, H. C.	11/78-LINC 1981-NSC	4/85 ESD	1981 HAGER		8/79 CICB	3/84		3/84		4/85	4/85	Process Hazard Analysis- 6/88-ESD
Derricks, N. J.	6/78-NSC	4/72 ESD	1981 HAGER	2/80 NIOSH	8/79 CICB							
Ferguson, L. W.	4/75-NSC	4/85 ESD	3/86 NIOSH	12/79 NIOSH	7/81 CICB		9/87					
Gaddy, D. A.	3/78-ESD 11/78-SE Safety Co	4/85 ESD	3/86 NIOSH	3/78-SWP 3/82-AIIM	7/84/79 CICB	12/82	9/87		3/85			
Jamison, M.	2/80-ESD	4/85-ESD	4/86 ESD	3/82-AIIM	2/85-NCS	1/84		3/84		3/85	3/85	
Jenkins, J. C.	2/78-NSC 1979-AIIM	1971 ESD	8/78 NIOSH		6/81 CICB		10/74					
Kierulick, R. S.	10/82-NSC	4/85-ESD	4/86 ESD	3/85- D. Boyle	3/85-NCS	4/84		9/85		3/85	3/85	
Dilwer, R. H.	2/80-ESD	4/85-ESD	3/85- NIOSH	3/82-ESD	10/79- CICB	4/85		3/84		3/85	3/85	
					7/81-CICB 2/85-NCS							
Paulay, R. H.	2/78-NSC	4/72-ESD		3/79- Bealle	6/81 CICB	4/84			10/82			
				3/82-AIIM								
Prichett, T. L.	2/75-NSC	4/85-ESD	4/78 ESD	12/79 NIOSH	8/79 CICB	10/80	9/81	9/85				
Steinboer, G. F.	4/75-NSC	4/78-ESD		3/80- NIOSH	7/84/79 CICB	9/81	9/82	3/85				

NC-National Crane Service

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DUP 0914990

DU 030710

DON- LETS DISCUSS IN DETAIL WHAT
TYPE PROGRAM WE NEED TO BRING
FROM THIS OFFICE, FEEL WE HAVE
MUCH WORK TO DO IN THIS AREA

HP

- ENVIRONMENTAL
- IS INDUSTRIAL HYGIENE PROGRAM STILL
AVAILABLE? NEED COUNSELING ETC
- INCLUSION OF M.K.
- WHAT TO PROVIDE EPPC

DUP 0914991

DU 030711

SAFETY PERSONNEL TRAINING RECORD

DIVISION TRAINING

	Industrial Hygiene	Noise	Sampling	Respiratory Protection	Cross Training	Eff. Prog.	Supervisory Dev. Program	Imp. Writing	Trans. Analysis	Computer Literacy	Time Management	Successful Negotiation	Other
DeLoe, B. C.	10/78-SWP 2/80-ESD	4/85 ESD	3/85- NOSH	12/78-SWP 3/82-AIHM	12/78-ESD 2/83-MCS	4/82			3/83	4/85	4/85	Process Hazard Analysis- 4/80-ESD	
Derrinbaugh, H. C.	11/78-UNC 12/81-MSC	4/85 ESD	1981 NOSH		8/79 CICB	3/80							
Derrick, M. J.	4/78-MSC 4/75-MSC	4/72 ESD	1981 NOSH	2/80 NOSH	8/79 CICB	5/84							
Ferguson, L. W.	4/78-MSC 4/78-MSC	4/85 ESD	3/80 NOSH	12/79 NOSH	7/81 CICB		4/87						
Gaddy, D. A.	3/78-ESD 11/78-SE	4/85 ESD	3/85 NOSH	3/78-SWP 3/82-AIHM	7/84/79 CICB	12/82	9/87		3/83				
Jackson, H.	2/80-ESD 2/78-MSC	4/85-ESD 1971	4/85 ESD	3/82-AIHM 8/78 NOSH	2/83-MCS 4/81 CICB	1/84	10/74	3/84	3/85	3/85	3/85		
Jenkins, J. C.	2/78-MSC 12/79-AIHM	1971 ESD	8/78 NOSH	5/85- R. Boyle	3/85-MCS 10/77- CICB	4/85		9/83	3/84	3/85	3/85		
Kerrich, R. S.	10/78-MSC 2/80-ESD	4/85-ESD 4/85-ESD	ESD NOSH	3/85- 3/82-ESD	10/77- CICB	4/85							
McGraw, R. W.					7/81-CICB 2/85-MCS								
Paul, R. B.	2/78-MSC 4/77-ESD	4/77-ESD		3/79- Boille	4/81 CICB		4/84		10/82				
Precht, T. L.	2/75-MSC 4/85-ESD	4/85-ESD	4/78 ESD	3/82-AIHM 12/79	8/79 CICB	10/80	9/82	9/83					
Steinhart, G. F.	4/75-MSC 4/78-ESD	4/78-ESD		3/80- NOSH	7/84/79 CICB	9/81	9/82	3/83					

McGraw-Hill Crane Service

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DUP 0914992

DU 030712

Safety Personnel Training Record

Division Training

	Industrial Hygiene	Noise	Sampling	Respiratory Protection	Crane Training	Eff. Pres.	Supervisory Dev. Program	Imp. Writing	Trans. Analysis	Computer Literacy	Time Management	Other
Barbour, R. A.		4/85 ESD	9/84 SWP					7/84				
Claud, D. J.		4/85 ESD						3/85				
Podgall, W. S.				1-SWP								
Prohacek, R.	X	4/85 ESD		10/82 D. Boyle	1/84 CICB			9/85				
Schoen, A. R.		4/85 ESD										
Smith, S. K.		4/85 ESD										
Stevens, F. W.		4/85 ESD		10/82 D. Boyle				3/84				
Thompson, S. W.		4/85 ESD						9/84				

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DU 030713

SAFETY PERSONNEL TRAINING RECORD

DIVISION TRAINING

	Industrial Hygiene	Noise	Sampling	Respiratory Protection	Crane Training	Eff. Pres.	Supervisory Dev. Program	Imp. Writing	Trans. Analysis	Computer Literacy	Time Management	Other
Mont-Fleming Marbour, K. A.								7/84				
Olaski, L.		4/85 ESD	9/84 SP									
Cloud, D. J.		4/85 ESD										
Padgett, M. S.				1-88P				3/84				
Probenzo, R.	X	4/85 ESD		10/82 B. Boyle CICB	1/84 CICB			9/83				
Schoen, A. R.		4/85 ESD										
Smith, S. K.		4/85 ESD										
Stevens, F. N.		4/85 ESD		10/82 D. Boyle				3/84				
Stichling, S.		4/85 ESD										
Thompson, S. M.		4/85 ESD						3/84				

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DU 030715

SAFETY PERSONNEL TRAINING RECORD

DIVISION TRAINING

	Industrial Hygiene	Noise	Sampling	Respiratory Protection	Crane Training	Eff. Pres.	Supervisory Dev. Program	Imp. Writing	Trans. Analysis	Computer Literacy	Time Management	Other
Her-Exempt Barbour, K. A.								7/8				
Black, L.		4/85 ESD	9/84 SP									
Cloud, D. J.		4/85 ESD										
Podgill, W. S.				X-SWP				3/84				
Prohacek, R.	X	4/85 ESD		10/82 D. Boyle	1/84 CICB			9/83				
Schoen, A. R.		4/85 ESD										
Smith, S. K.		4/85 ESD										
Stevens, F. H.		4/85 ESD		10/82 D. Boyle				3/84				
Steffens,		4/85 ESD										
Thompson, S. H.		4/85 ESD						3/86				

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4/85

DU# 0915008