

AIR PRODUCTS

CALVERT CITY PLANT
INTEROFFICE MEMORANDUM

To: DISTRIBUTION Date: 14 October 1985

From: R. M. DeBernardi Copies:

Re: November Plant-Wide
Safety Training Topic -
"Vinyl Chloride"

E. E. Anderson
C. L. Cook
B. A. Gebbia
B. D. Helms
R. D. Hennip
P. L. Latta
H. D. Lockett
T. R. Low
J. F. Marschhauser
H. Ortega
S. W. Portner
F. C. Rehberg
B. L. Rose
F. C. Rydzewski
J. N. Santa Cruz
L. A. Smith
W. F. Smith
D. G. Topolski
E. F. Watson
R. S. Young

The plant-wide safety topic for November, 1985 is "Vinyl Chloride". A 3/4" tape entitled, "Facts About Vinyl Chloride", is available for use through the Safety department. This video covers OSHA required annual training for all employees on vinyl chloride, and health hazards and necessary protective steps for both employer and employee.

If your area has recently completed this training topic, then please select another appropriate topic or see me.

R. M. DeBernardi
R. M. DeBernardi

AP00045168



CALVERT CITY PLANT
INTEROFFICE MEMORANDUM

To: DISTRIBUTION

Date: 31 March 1983

From: D. I. Hawes

Copies: E. E. Anderson

Re: Plant-wide Safety Topic -
April, 1983

B. A. Gebbia
W. D. Greer
B. D. Helms
R. D. Hennip
P. L. Latta
R. C. Lietzau
H. D. Lockett
T. R. Low
E. K. McIntyre
T. C. Noll
H. Ortega
F. C. Rehberg
B. L. Rose
J. P. Russell
J. R. Russell
F. C. Rydzewski
J. N. Santa Cruz
M. G. Seaton
W. F. Smith
M. H. Stermon
D. G. Topolski
R. E. Varilek

The plant-wide safety topic for April 1983 will be the revised and approved "Plant Safety and Work Rules". Ensure that each employee receives a copy of the attached procedure for review prior to your meetings.

If you wish to reserve the gatehouse conference room for your meetings, contact Kaye Herbert at extension 435.

"Think Safety" hard hat stickers are available at the Safety office.


D. I. Hawes

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SUBJECT: PLANT SAFETY AND WORK RULES

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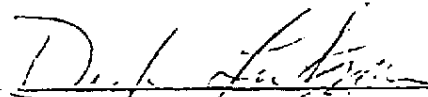
SUBJECT: PLANT SAFETY AND WORK RULES

I. SAFETY POLICY

Air Products is firmly committed to making its work environment a safe place for its employees. Safety, and completing work assignments in a safe manner, have the highest priority among the things we do.

It takes the effort of every employee to achieve this objective, and all employees are responsible for following and obeying safety rules that have been established for their protection.

This booklet provides the new employee with the basic safety rules and procedures that are established at the Calvert City plant. Employees should familiarize themselves with these rules as strict adherence is expected from everyone. Failure to comply with the established safety rules will result in disciplinary action up to and including discharge.



Plant Manager



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II. PLANT SAFETY RULES

A. General

1. ALL accidents, injuries, and near misses must be reported to your supervisor immediately, regardless of how minor they may appear to be. This will assure appropriate treatment and will also provide valuable information to supervision to take corrective action.
2. Employees are expected to report unsafe acts and conditions. When corrected on time, this can prevent someone from getting injured.
3. There will be no horseplay allowed in the plant. Horseplaying has the potential for injuring a person and it is considered a very serious violation.
4. The equipment in the facility is to be operated by authorized personnel only, and when needed as part of performing an employee's duties. Unauthorized use is prohibited since it can result in damage to equipment and serious injury to people.
5. Smoking beyond the gate is not permitted, except when "Smoking Permitted" signs are posted. Matches that strike anywhere are not permitted in the plant.

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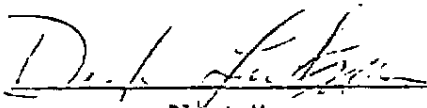
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6. The work area should be kept clean at all times to make it a safe place to work. Littering creates safety hazards. Trash should be disposed of in trash cans clearly marked for this purpose.
7. Solid and liquid chemical wastes must be disposed of only as instructed in each individual plant. All hazardous wastes must be properly identified to insure proper handling and safety.
8. Employees are not expected to take shortcuts and risks when performing their duties. The only acceptable way is the safe way.
9. All employees must comply with all safety rules and practices, wear protective safety equipment and use specified safety devices.

B. Aisles/Roadways

1. Use passageways as directed. SHORTCUTS behind machines, over conveyors, climbing over, between, or under railroad cars, under a crane load, under elevated fork lift load, and off platforms are prohibited and DANGEROUS.
2. Running is not permitted at any time.

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C. Bypassing Safety Devices

It is the policy of this work location not to bypass or otherwise render ineffective any safety device, which has been installed on any piece of equipment without first following an established procedure. This procedure is to insure, (a) that the purpose for which the safety device was originally intended no longer exists, or (b) that in the interim while the safety device is bypassed adequate measures are taken by those in responsible charge to see that another method of obtaining the same degree of protection is in force at the time of the bypass, and for the entire time that the safety device is bypassed. The Safety department is to be notified in writing every time a safety device is bypassed. Specific procedures are included in the Safety Manual.

D. Compressed Air, Use Of

1. Compressed air used for cleaning purposes shall not exceed 30 psi (a safety nozzle is required).
2. Do not use compressed air to blow dust from your clothing or body. A vacuum cleaner or brush should be used. EYES CANNOT BE REPLACED.
3. Refer to section 49 of the Safety Manual for more details.

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E. Compressed Gas Cylinders

1. Valve protection caps shall be in place when compressed gas cylinders are transported, moved or stored.
2. Cylinder valves shall be closed where work is finished.
3. Compressed gas cylinders shall be secured at all times.
4. Refer to section 49 of the Safety Manual for more details.

F. Electrical Safety Rules

1. When working on electrical equipment, follow the "Plant Lockout Procedures". (See section 11 of Safety Manual for more information.)
2. It is the responsibility of every employee operating electrical equipment to report all defects to his foreman as soon as they are discovered.
3. All portable power tools must be grounded or double insulated.



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4. No one except qualified electricians should work on electrical repairs in motor control centers except to throw breaker switches. This includes accessing any motor control doors.
5. When working on or near electrical equipment or machines, do not wear metal jewelry.
6. Reference section 5B, "Electrical Cord and Equipment Inspections" for more information.

G. Fire Prevention

1. OBEY the "Smoking Permitted" signs and follow the smoking policy.
2. Matches that strike anywhere are not permitted in the plant.
3. Always use ash trays and containers. Never toss matches or butts into trash containers.
4. When flammable liquids are used, BEWARE! Positively NO open flames, smoking or electric sparks; follow HOT WORK PROCEDURES.
5. Fire doors, extinguishers, sprinklers and exits must be kept clear for instant use--ALWAYS!
6. Know the procedure for fire reporting, fire exits and fire extinguishing. Be ready for emergencies.

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H. Fire Safety Rules

1. If you spot a fire, call the Safety Officer immediately at the emergency number 300, at extension 254, or use a radio (Safety unit is "Base").
2. Familiarize yourself with the location of the fire extinguishers, safety showers, hose carts and fire hydrants in your work area.
3. Do not hang clothing or stack material around fire extinguishers or block off hose carts or fire hydrants.
4. When you use a fire extinguisher, notify the Safety department so it can be recharged. Obtain a recharged extinguisher from the Safety Officer at the gate.
5. Gasoline must be transported in safety cans and shall not be used for cleaning purposes.
6. Fire hoses are not to be removed from their location and used except for fire protection, except by Safety department permission. After being used, fire hoses must be properly cleaned before storing.
7. Only safety cans or approved portable tanks will be used for the storage and handling of flammable and combustible liquids outside of the operating area of a plant.
8. Transfer of flammable liquids from drum to drum must be grounded.



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I. Guards

1. Do not operate a power transmission apparatus (belts, gears, etc.) unless it is grounded.
2. If machinery guards are removed to repair a machine, they must be replaced when the work is finished.

J. Heights, Working From

1. Trash and other material must not be thrown from the upper levels of any structure without roping off the area below. Dusty materials should be contained in bags if at all possible.
2. Never work above a passageway or work area unless you have roped off the area below or placed suitable warning signs.
3. When working above 4 feet from the ground, either be protected by guard rails or be tied off with a safety harness or belt unless working from a ladder (see ladder policy).

K. Hot Work, Welding, Operating Vehicles in Restricted Areas

1. The "Hot Work Procedure" is to be followed in all locations of the plant except as follows:

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- a. In and immediately adjacent to Maintenance shops.
 - b. Vehicles moving on plant roads that are not barricaded, etc., because of possible high flammable vapor concentrations.
2. Never smoke, light a torch, or weld around a manway until covered by hot work procedure.
 3. Refer to Section IV for more details.

L. Housekeeping

1. Help make your work place healthy, pleasant, and safe by keeping it clean.
2. Pick up those small or large items that can cause a slip, trip, or fall.
3. A job is not complete until all leftover and scrap material is removed.
4. All eating waste and soft drink cans are to be disposed of in covered trash receptacles.
5. Follow individual plant's procedures for disposing of its chemical wastes.



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6. Work areas must be kept clean and tools in their proper places.
7. Do not leave leftover or scrap material lying in the work area. Put scrap material in the dumpster or return to the salvage yard and return new leftover material to the storeroom.
8. Do not leave nails protruding from boards or crating lying in work areas.

M. Lockout--Using Equipment

1. Never work on any mechanical equipment until it has been stopped and the switches locked out. (See plant Lockout Procedure #11.)
2. No unauthorized person shall ever start up or shut down a piece of equipment in any department without having first received permission from the foreman of the department where the work is being done.

N. Material Handling (Especially Lifting)

1. Size up the load which must be handled. If the load is too big to handle, do one of three things:
 - a. Get help.
 - b. Use special equipment.
 - c. If the material can be broken up in smaller amounts that can easily be handled, do so.

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2. Laws of Lifting

- a. Feet parted - one alongside, one behind object.
- b. Sit-down position with spine straight, but not completely vertical.
- c. Chin tucked in to line up neck with spine.
- d. Grip object with whole hand using palm, not just fingers.
- e. Elbows and arms tucked in for more power.
- f. Body weight directly over feet. Start lift with thrust by legs--not your back.
- g. Weight not to exceed approximately 52 pounds at one lift.

3. Before you lift any load, know where you are going with it. Plan a direct, obstacle-free route.

4. When carrying long pieces, look out for others. As a general rule, the leading end of long pieces should be high and the trailing end should be low.

D. Railroad

1. Warning signals (blue sign) must be placed on the railroad car or track before loading, unloading or sampling cars. The railroad car must be chocked while loading or unloading.



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2. All rail cars must be properly grounded before loading or unloading flammable materials.
3. No one shall attempt to open or close a boxcar door when the car is in motion.
4. No one shall ride or mount a railroad car while it is in motion by a switch engine or trackmobile.
5. No rail car can be moved unless the lids and doors are closed and secured.
6. Rail cars can only be moved by a switch engine or trackmobile (not end loaders, etc.). Once the car has been put in place, the rail car brake must be set.

P. Safety Showers, Eyewashes, Corrosive Materials

1. If any corrosive material touches your body, rinse it off immediately with large amounts of water, then report to First Aid for treatment.
2. Know the location of safety showers and eyewashes in your work area. Any defect in these should be reported immediately to the supervisor.

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Q. Stairs

1. Avoid a crippling fall. Take one step at a time. NO RUNNING!
Hold handrail. See your way.
2. Do not carry shovels, sledges, or other heavy or sharp-edged tools over your shoulder when going up or down stairs.
3. All spills on stairs must be cleaned up immediately.

R. Storage

1. All material stored in tiers shall be stacked or secured to prevent sliding, falling or collapse.
2. Aisles and passageways shall be kept clear.
3. No exits, fire extinguishers, or standpipe fire hoses shall be obstructed.

S. Temporary Hazardous Areas

1. Rope, tape, or barricade all areas that could be dangerous to someone passing through. Wherever possible, use a warning sign that states the hazard. This includes:



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- a. Using a hoist overhead.
 - b. Unplugging a transfer line.
 - c. Excavations, pits, ditches, or open manholes.
 - d. Toxic vapor concentrations in excess of the permissible exposure limits. Use signs to explain the hazard.
 - e. When working overhead.
 - f. Throwing from roofs or elevated structures.
 - g. Bleeding down pressured equipment.
2. A black-yellow striped tape means a temporary restricted area that can be entered only by persons knowing the hazards, and properly protected from these hazards.

T. Tools

1. USE ONLY TOOLS IN GOOD CONDITION. Wrenches shall not be used when jaws are sprung to the point that slippage occurs. Impact tools shall be kept free of mushroomed heads. Wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tool.
2. Always use the right tool for each job and use it correctly. An adjustable wrench (crescent type) should generally not be used. Whenever possible, box end wrenches are to be used.
3. Put tools away after use. Tools carried in the pocket or misplaced can cause painful injuries.

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U. Toxic Materials

All materials and substances are harmful to some degree. To control your exposure to these materials, it is necessary to have a well-rounded program to keep your exposure to toxic materials low. It is essential that you do the following action as a part of your work day:

1. Follow established practices and procedures on doing a specified job.
2. When procedures are not available, try to contain materials in equipment, especially organic vapors, or control the release through local ventilation.
3. When exposure is unavoidable except by wearing respirators, gloves, etc., wear the necessary protective equipment.
4. The toxicity of any material in the plant can be determined by referring to the "Industrial Hygiene Manual".

V. Trenches

Do not enter a trench or excavation more than 4 feet deep unless it is properly shored or sloped and has a ladder every 25 feet.