8/31/87

REYNOLDS METALS COMPANY
EXEMPT JOB DESCRIPTION
R-340-14 (Rev. 9-83)

PLAINTIFF'S EXHIBIT
RMC-420

JOB TITLE	JOB CODE	HAY TITLE
DIRECTOR OF INDUSTRIAL HYGIENE		

LOCATION	DIVISION	DEPARTMENT	SECTION
GOB	Personnel	Medical	Industrial Hygiene

POSITION SUMMARY

The Director of Industrial Hygiene advises and confers with, and makes policy recommendations to, management on industrial hygiene and toxicology matters; plans, implements, and maintains programs to protect employees' health; conducts industrial hygiene surveys of, and evaluates and approves chemicals for use in, RMC facilities; advises and consults with trial attorneys and provides expert witness testimony in conducting defense of product liability and workers' compensation claims against the company; establishes position, approves staffing, and supplies direction to field and corporate industrial hygiene personnel; represents RMC in professional organizations and occupational health committees, and supervises the corporate health center.

DIMENSIONS FOR THE YEAR: 1986

Supervise: (Directly) 2 Corporate Exempt; 2 Corporate Non-exempt.
(Indirectly) 5 Area/Plant Industrial Hygienists; 5 I.H. Chemists

Annual Budget Requirements: (a) departmental operating budget, including payroll, of $389,000; (b) corporate budget initiated for I.H. preventative function, up to $25 million.

Design and manage all of the company's on-going programs for major health hazard prevention.

Provide industrial hygiene and toxicological advice and information on a daily basis to plant management covering all U.S. employees of RMC and consolidated subsidiaries.

Testify as an expert witness in lawsuits involving claims by employees for workers' compensation and by non-employees for personal injury caused by RMC products or related RMC activity.

WORKING RELATIONSHIPS

TX TINER
RMC0036411

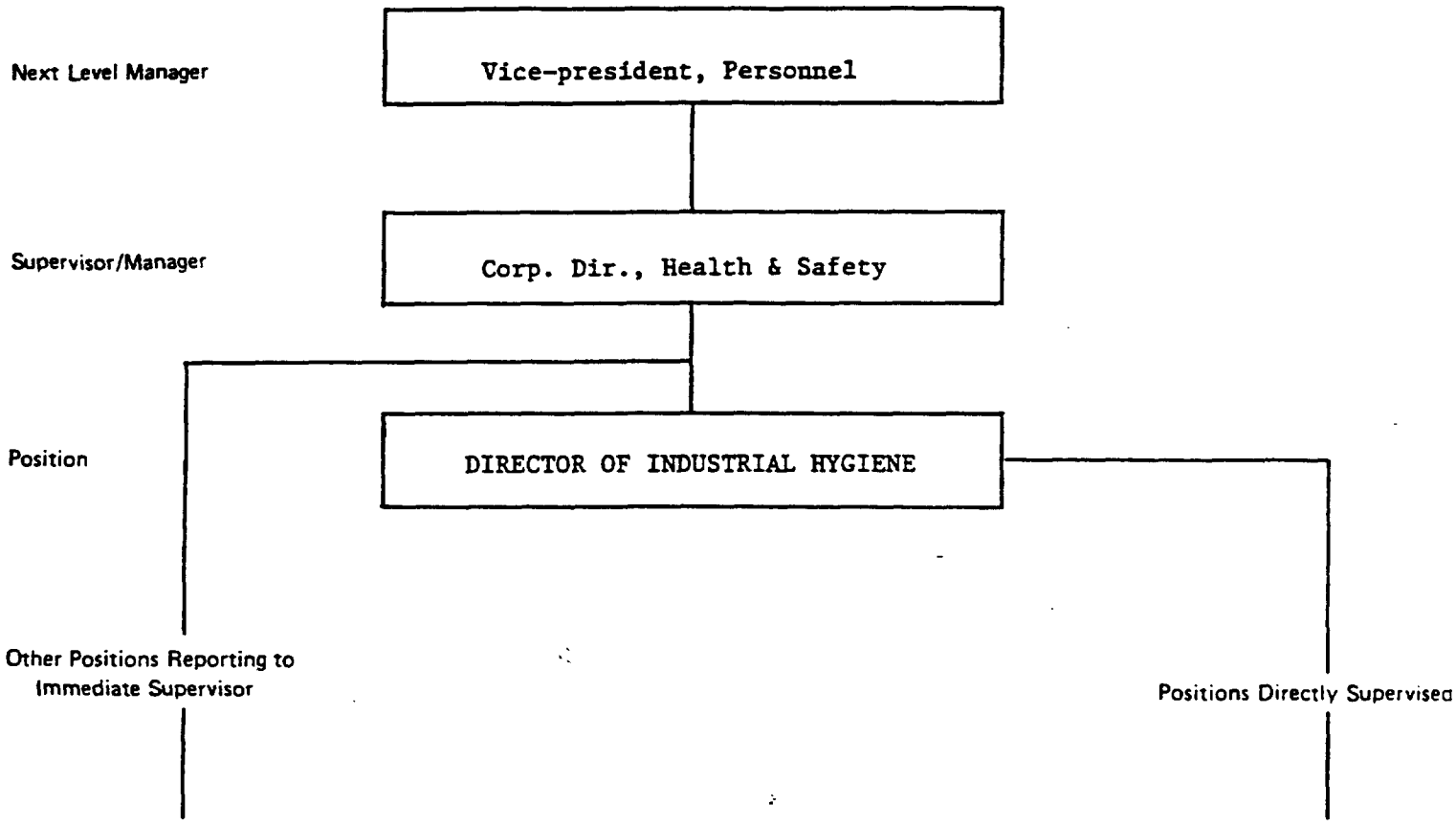
CONTACT	INTERNAL FREQUENCY	REASON
aw Dept.	Daily	OSHA/Wkrs.Comp./Liab. cases.
ivision/Plant Managers	Daily/Weekly	IH Surveys/problems, etc.
lant IH Representatives	Daily	Coordinate IH activities.
abor Relations/Personnel	Weekly	Union/OSHA activities.
ngineering-Corp. & Plant	Daily	Control Procedures.
esearch & Development	Daily	IH analytical needs.
isk Management	Weekly	Workers' Comp. - Oc. Disease.
afety	Weekly	OSHA matters.

CONTACT/ORGANIZATION	EXTERNAL FREQUENCY	REASON
overnmental AGencies (OSHA,NIOSH)	Weekly	OSHA inspections/NIOSH studies.
torneys at Law	Weekly	Dev. WC claims/3rd party cases.
onsultants (analytical)	Monthly	Spec. project studies as needed.
ademic contacts	Monthly	Maintain contact/spec. studies.
. Organ. (AIHA, ABIH, etc.)	Monthly	Maintain professional contacts.
istomers	Weekly	Mat. Safety Data Sheets/Labels.
ndors' representatives	Weekly	Equipment needs.
ions	When necessary	Resolve problems in plants.
GNA-Insurance companies	Weekly	W.C. claims and surveys.

NOTE: This Job Description reflects the general nature and scope of the job. This is not intended to be all inclusive.

ORGANIZATION CHART

(Record Job Title Rather Than Name)



Associate Corporate Medical Director	Technical Manager, Industrial Hygiene
Director of Employee Assistance	Corporate Industrial Hygienist
Director of Safety	Industrial Hygiene Administrator
Secretary (1)	Manager, Health Center
Regional Medical Director - Richmond	
Regional Medical Director - West Coast	

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JOB TITLE
DIRECTOR OF INDUSTRIAL HYGIENE

RESPONSIBILITIES

IMPORTANCE FACTOR	
25	1. RECOMMEND AND IMPLEMENT CORPORATE POLICY GUIDELINES TO SAFEGUARD EMPLOYEE HEALTH, ADVISE MANAGEMENT ON INDUSTRIAL HYGIENE AND TOXICOLOGY MATTERS, AND ASSURE RMC'S COMPLIANCE WITH FEDERAL AND STATE LAWS AND HEALTH STANDARDS. A. Anticipate potential problem areas. B. Advise management on union demands/concerns, regarding industrial hygiene. C. Consult industry counterparts, as well as Law, Industrial Relations, Medical, and other departments. D. Advise management on studies conducted by NIOSH and OSHA. E. Communicate corporate policy through Industrial Hygiene Bulletins. F. Represent Industrial Hygiene on Environmental Control and Occupational Disease Committees.
25	2. PLAN, IMPLEMENT, AND MAINTAIN PROGRAMS TO PROTECT EMPLOYEES' HEALTH AT ALL RMC LOCATIONS AND RMC SUBSIDIARIES' LOCATIONS. A. Issue directives outlining company policy on all industrial hygiene and toxicology matters. B. Evaluate and approve chemicals for use in RMC facilities. C. Direct and implement RMC Hazard Communication Program: MSDS/Labels/Trng. D. Direct Hearing Conservation Program, to prevent employee hearing loss. E. Direct Urinary Fluoride Program in Reduction Division, to prevent musculoskeletal disease. F. Direct Asbestos Control Program, to prevent inhalation exposure to asbestos-containing materials, toward prevention of asbestosis and lung disease (as well as expensive litigation). G. Direct RMC Heat Stress Control Program, in avoidance of heat illness. H. Direct RMC Manadatory Respiratory Protection Program, in prevention of lung disease.
15	3. DIRECT INDUSTRIAL HYGIENE SURVEYS OF MANUFACTURING AND LABORATORY OPERATIONS, EQUIPMENT, AND PROCESSES, IN ORDER TO ASSESS THE EXPOSURE OF EMPLOYEES TO ENVIRONMENTAL HAZARDS AND TO EVALUATE THE EFFECTIVENESS OF CONTROL SYSTEMS AND METHODS UTILIZED FOR THE PREVENTION OF DISEASE. A. Establish survey priorities. B. Anticipate potential health hazards. C. Develop, supervise, and conduct sampling strategies. D. Interpret exposure data to determine potential health problems. E. Recommend corrective action for health hazards.
10	4. ADVISE AND REPRESENT RMC IN DEFENSE OF PRODUCT LIABILITY AND WORKERS' COMPENSATION CLAIMS. A. Develop and review industrial hygiene and toxicology data to determine risk. B. Analyze alleged claims and provide technical advice to attorneys for trial preparation. C. Recommend whether case should be contested or settled, to Law Dept. D. Provide expert industrial hygiene or toxicological testimony in litigation. E. Assist in analyses of testimony of adverse witnesses in contested cases brought against the company.
TOTAL 75	

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NOTE: This Job Description reflects the general nature and scope of the job. This is not intended to be all inclusive.

PROBLEMS/CHALLENGES
(List 3–5)

1. Maintain effective industrial hygiene/toxicology programs, despite a reduced staff and budget and increased demands due to new federal and state statutes and regulations.
2. Develop accurate estimate of short and long-range effects of new processes and/or chemicals and their potential health risks.
3. Automate and computerize industrial hygiene function to facilitate increased productivity and effectiveness.
4. Keep abreast of new developments in occupational health, toxicology, and industrial hygiene.

DECISIONS/RECOMMENDATIONS
(List 3 for each of the following)

1. Decisions made by employee: (A) Review and approval of corporate budgets related to industrial hygiene and toxicology matters. (B) Evaluation and approval of chemicals for use in RMC facilities (C) Evaluation and approval of Material Safety Data Sheets and labels for RMC purchased products. (D) Design and execute the publication of Material Safety Data Sheets and labels for products sold by RMC. (E) Evaluation of personal injury claims and recommendations on technical basis for defense of claims.

2. Decisions referred to Supervisor:
   A. Medical surveillance requirements regarding employee exposure.
   B. Adequacy of existing medical surveillance programs.
   C. Approval of recommended departmental budget.

3. Recommendations made:
   A. Policy recommendations to corporate management for compliance with new and existing laws.
   B. Recommend control procedures to minimize or eliminate employee exposure.
   C. Recommend programs to bolster RMC's defense of third party claims, including product liability.

WORKING CONDITIONS
(Environment, Physical Effort, Exposure to Hazards)

Approximately 75% of time spent in office environment. Remaining 25% spent conducting industrial hygiene surveys, during which employee may be exposed to potentially hazardous physical and chemical hazards. Work may involve the physical effort necessary to inspect various working environments (e.g. climbing, crawling, etc.).

ADDITIONAL INFORMATION

Position requires competence as a manager and an administrator. Minimum requirement: Master's degree, with 10 years' experience in industrial hygiene and toxicology; certification by the American Board of Industrial Hygiene.
Travel: Approximately 30% of time (May involve international travel).
Work is subjected to external audit (OSHA and various state and federal agencies).

DATE PREPARED	EMPLOYEE APPROVAL	DATE	SUPERVISOR APPROVAL	DATE
DEPARTMENT HEAD APPROVAL	DATE	DATE REVISED	J. A. APPROVAL	TX TINER RMC0036414

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