

JVH
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To: Distribution

From: C. W. Turner
Date: February 28, 1986

Subject: VINYL SAFETY AUDIT FORM

Interoffice
Communication

VISTA

Attached is a copy of the updated Vinyl safety audit forms. Each shift supervisor will conduct an audit of each of his operators at least once per month. After completing the form, the shift supervisor will privately discuss the audit results with each individual operator. The purpose of these audits is to heighten everyone's safety awareness by providing a mechanism to improve safe work habits. The audit forms should not be considered a comprehensive list so do not limit your audits to the items on the forms.

If there are any questions or comments, please contact me.

C.W. Turner

C. W. Turner
Vinyl Operations Supervisor

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attachment

Distribution: BFH, RAC, DEJ, ALR, BGK
cc: DWH, MLN, AKS

"A" OPERATOR REACTORS

1. The operator demonstrates his adherence to plant rules by wearing proper respiratory protection as required. Yes _____ No _____
2. The operator wears proper hearing protection in restricted areas.
Yes _____ No _____
3. The operator is equipped with a working flashlight.
Yes _____ No _____
4. The operator is equipped with proper radio equipment including a radio, mike, and holster. Yes _____ No _____
5. The operator is equipped with a pair of channel locks in good condition.
Yes _____ No _____
6. The operator has protective gloves and wears them as appropriate in the field. Yes _____ No _____
7. The operator demonstrates his safety awareness as evidenced by all gas cylinders being supported by a security chain. Yes _____ No _____
8. The operator demonstrates his safety awareness as evidenced by all gas cylinders not in use being capped. Yes _____ No _____
9. The operator recognizes the importance of restricting vehicle traffic in his unit by enforcing entry equipment by permit and keeping the yellow barrier chains in an upright position. Yes _____ No _____
10. The operator demonstrates his attention to emergency equipment in that all eyewashes and safety showers are functional. Yes _____ No _____
11. The operator demonstrates his attention to emergency equipment in that all emergency AMS kill systems have proper operating pressures and correct piping lineups. Yes _____ No _____
12. The operator demonstrates his conformation with department rules and does not leave the initiator bomb with the high pressure service water on.
Yes _____ No _____
13. The operator demonstrates his attention to housekeeping;

a) No hoses strung across walkways	Yes _____	No _____
b) Sewer gratings in place and free of trash	Yes _____	No _____
c) No empty pallets or drums in the unit	Yes _____	No _____
d) No uninstalled filters in unit (fresh or dirty)	Yes _____	No _____
e) No clutter on the condenser level	Yes _____	No _____
f) Concrete area around catbombs is clear of buildup (scraped up)	Yes _____	No _____
g) Top manway level of reactors free of clutter	Yes _____	No _____
14. The operator demonstrates his environmental awareness in that no blown rupture discs are found on reactors, RVCM condensers, or emergency AMS kill pots. Yes _____ No _____

"A" OPERATOR REACTORS - Continued

15. The operator demonstrates his attention to procedure and proper operating guidelines in that reactor agitator seals are provided with proper seal oil and lip seal flow. Yes _____ No _____
16. The operator demonstrates his attention to procedure and proper operating guidelines in that recovery vacuum pump and compressors are provided with high pressure flows to pressure mechanical seals. Yes _____ No _____
17. The field operator is responsible^{ve?} to VCM leaks, i.e. the area by taking proper detection steps and clearing personnel from the area if greater than one ppm VCM. Yes _____ No _____
18. The operator demonstrates his attention to housekeeping in that all used respirators are placed in the used respirator bin. Yes _____ No _____
19. The operator demonstrates his attention to procedures in that all initiator bottles are stored vertically and the local freezer lid is completely closed to prevent initiator decomposition. Yes _____ No _____
20. The operator demonstrates his attention to procedure that all spent initiator bottles are cut. Yes _____ No _____
21. The operator demonstrates his attention to slipping hazards in that no algae spots exist in his area. Yes _____ No _____
22. The operator spreads salt, sand, or de-icer on icy areas in his unit to prevent slipping. Yes _____ No _____
23. The operator demonstrates his attention to housekeeping in that there is no clutter on the receiver decks. Yes _____ No _____
24. The operator demonstrates his attention to housekeeping in that there is no clutter on the batch water stripper or BDT. Yes _____ No _____
25. The operator does not leave a forktruck running unattended.
Yes _____ No _____
26. The operator does not use forktruck as a "taxi" and uses only to carry loads. Yes _____ No _____
27. The operator demonstrates good drum handling practices. Yes _____ No _____
28. The operator moves gas cylinders with the green cylinder carts with security chains attached. Yes _____ No _____
29. The operator pays attention to housekeeping and there are no initiator bottle caps on ground around reactor areas. Yes _____ No _____
30. Do all manual valves in the unit have valve handles. Yes _____ No _____
31. Does the operator stop the forktruck at stop signs (or just roll through)
Yes _____ No _____

"A" OPERATOR REACTORS - Continued

32. Does the operator routinely discuss safety topics on-shift and make suggestions concerning safety. Yes _____ No _____
- a) How many times within last week? _____ (number)
33. Does the operator slow down and blow horn before driving forktrucks through strip doors. Yes _____ No _____
34. Does the operator personally participate in monitoring the work activities o of maintenance/contractors in his/her unit for safety practices and work permit compliance. Yes _____ No _____
35. Does the operator actively participate in the monthly safety meetings. Yes _____ No _____
36. Does the operator use proper lifting techniques. Yes _____ No _____
37. Does the operator know where the Material Safety Data Sheet books is (ask them!) and how to use it. Yes _____ No _____

"A" OPERATOR - DRYERS

1. The operator demonstrates his adherence to plant rules by wearing proper respiratory protection as required; respirator atop blend tanks; dust mask when deboxing. Yes _____ No _____
2. The operator wears proper hearing protection in restricted areas.
Yes _____ No _____
3. The operator is equipped with a working flashlight. Yes _____ No _____
4. The operator is equipped with proper radio equipment including a radio, mike, and holster. Yes _____ No _____
5. To minimize the potential of a transfer hose blowing off, the "cam lock" type ears are wired down. Yes _____ No _____
6. The operator pays close attention to good housekeeping practices and hoses not in use are neatly coiled. Yes _____ No _____
7. The operator pays close attention to procedure of switching lines.
Yes _____ No _____
8. Do all manual valves in the unit have valve handles. Yes _____ No _____
9. To prevent unnecessary resin dusting transfer lines that are not in use to be properly capped. Yes _____ No _____
10. The operator pays close attention to area housekeeping in that sewer gratings are free of clutter. Yes _____ No _____
11. The operator does not leave a forktruck running unattended.
Yes _____ No _____
12. The operator is equipped with a pair of channel locks in good condition.
Yes _____ No _____
13. The operator demonstrates his understanding of proper operating procedures in the unplugging centrifuges. Yes _____ No _____
14. The operator adheres to plant rules and uses gloves in the field as required. Yes _____ No _____
15. The operator demonstrates his attention to housekeeping as his area is free of resin and spills and that they are properly cleaned up.
Yes _____ No _____
16. The operator follows fluid bed inhibitor makeup procedures.
Yes _____ No _____
17. When operating the forktrucks, does the operator pay close attention to the people and equipment around him (to avoid accidents/damage).
Yes _____ No _____
18. The operator demonstrates his attention to housekeeping by no discarded gloves in area. Yes _____ No _____

"A" OPERATOR - DRYERS - Continued

19. The operator wears a dust mask when deboxing. Yes _____ No _____
20. The operator pays attention to housekeeping and the top of the 400 series silos to make sure they are clean and free of clutter and resin.
Yes _____ No _____
21. The operator pays attention to housekeeping and the top of the 600 series silos to make sure they are clean and free of clutter and resin.
Yes _____ No _____
22. Does the operator stop the forktruck at the stop signs (or just roll through). Yes _____ No _____
23. The operator is accurate and timely in completing his operator checklists.
Yes _____ No _____
24. The yellow V-11 dock chains are in the up position. Yes _____ No _____
25. Does the operator slow down and blow horn before driving forktruck through the strip doors. Yes _____ No _____
26. Sifter overflow boxes are not overfull. Yes _____ No _____
27. Operator attentive to safety in that all slurry pump coupling guards are securely bolted down. Yes _____ No _____
28. Does the operator personally participate in monitoring the work activities of maintenance/contractors in his/her unit for safety practices and work permit compliance. Yes _____ No _____
29. Does the operator actively participate in the monthly safety meetings.
Yes _____ No _____
30. Does the operator know where the Material Safety Data Sheet book is and how to use it (ask them!). Yes _____ No _____

GENERAL HELPERS - (Use the A-operator checklists to evaluate General Helpers if they are qualified to fill temporary vacancies)

1. The operator demonstrates his attention to plant rules in that he wears proper hearing protection. Yes _____ No _____
2. The operator does not have a forktruck running unattended.
Yes _____ No _____
3. The operator has protective gloves and wears them as appropriate in the field. Yes _____ No _____
4. The operator wears goggles for eye protection when bagging.
Yes _____ No _____
5. The operator is attentive to housekeeping and the bagging area is kept neat and orderly. Yes _____ No _____
6. The operator is attentive to housekeeping and keeps the dumpster and compactor area neat and orderly. Yes _____ No _____
7. The operator wears a dust mask when deboxing. Yes _____ No _____
8. The operator is attentive to housekeeping and the roof and bagging silos are clean, free of resin and clutter. Yes _____ No _____
9. The operator uses proper lifting techniques when bagging.
Yes _____ No _____
10. The operator is active as a firewatch and not stationary.
Yes _____ No _____
11. Does the operator actively participate in monthly safety meetings.
Yes _____ No _____
12. Does the operator ask questions and demonstrate an interest in learning safe work practices. Yes _____ No _____

PANEL OPERATOR

1. The operator is attentive to panel lights and all are in working condition.
Yes _____ No _____
2. The operator is attentive to panel alarm lights and all are in working condition. Yes _____ No _____
3. Does he help/assist in the training of other operators.
Yes _____ No _____
4. The operator has initiated a field action on any VCM lights on Honeywell.
Yes _____ No _____
5. The panel operator is knowledgeable on any alarms lights on and has initiated corrective measures. Yes _____ No _____
6. No reactors are being operated in the emergency mode. Yes _____ No _____
7. The control room is neat and orderly. Yes _____ No _____
8. Does the operator monitor the Honeywell FPM closely and investigate readings. Yes _____ No _____
9. Does the operator mention safety recommendations in his communication with his A-operator. Yes _____ No _____
10. Does the operator know where the Material Safety Data Sheet book is and how to use it. Yes _____ No _____
11. Does the operator actively participate in monthly safety meetings.
Yes _____ No _____
12. Are work permits noted in proper locations on the control panel?
Yes _____ No _____
13. Does the Lead Operator know what work is going on in his unit?
Yes _____ No _____
14. Does the Lead Operator shut down hot work in his/her unit at the proper times (steps) in each reactor batch cycle. Yes _____ No _____
15. Does the Lead Operator have appropriate switches (for valves, motor, etc.) noted by tape or something when work is going on that requires these switches to be left alone. Yes _____ No _____

GENERAL ENTIRE SHIFT

1. The Vinyl breakroom is neat and orderly. Yes _____ No _____
2. The Vinyl restrooms are clean and orderly. Yes _____ No _____
3. The control room airconditioning room is clean and orderly.
Yes _____ No _____