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BEAUMONT WORKS

OCCUPATIONAL HEALTH COMMUNICATIONS
IMPLEMENTATION PROCEDURES AND RESPONSIBILITIES
PERTAINING TO NEW INFORMATION

Purpose

A vital element of any successful safety and occupational health program is an effective policy of informing employees of the hazards they may encounter in the workplace. This document records the procedures and organizational responsibilities at Beaumont Works regarding the receipt, review and communication of new occupational health information.

Receipt of New Information

New information pertaining to occupational health matters is received routinely by the Environmental Superintendent and Plant Medical through maintenance of close liaison with health advisors at Corporate headquarters, supplemented by site subscriptions to media publications, regulatory agency sources, and DuPont Corporate information services. The sources include but are not limited to the following:

- Journal of the American Industrial Hygiene Association
- Occupational Safety and Health Reporter; BNA
- Environmental Reporter; BNA
- Texas Natural Resources Reporter; RPC Services
- Texas Pollution Reporter
- Texas Air Control Board Bulletin
- NIOSH Information Bulletins
- OSHA Information Bulletins
- EPA Information Bulletins
- Federal Register
- Texas Register
- Water Pollution Control Federation Journal
- Air Pollution Control Association Journal
- Environmental Health Abstracts; DuPont ISD
- Haskell Highlights; DuPont CRD
- Environmental Science & Technology, A.C.S.
- Chemical and Engineering News
- Chemical Week
- Inside EPA

Additionally, site occupational health personnel belong to and actively participate in various professional, technical, environmental, and trade associations, providing further avenues for receipt of information pertaining to occupational health matters. These include the following:

- American Industrial Hygiene Association
- Greater Houston Area Industrial Hygiene Association
- American Chemical Society
- Water Pollution Control Association of Texas
- Air Pollution Control Association
- Texas Chemical Council; committees on water conservation, air conservation, solid waste, and occupational health
- American Medical Association
- South East Texas Environmental Quality Council
- American Institute of Chemical Engineers

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Review of Relevance and Significance of New Information

All publications and other information sources are screened for potentially pertinent information by the Environmental Superintendent, the plant Industrial Hygienist, the plant Physician, appropriate members of the plant Environmental Health Committee, and designated coordinators for PD and C&P. Any new information pertaining to substances present on the site is reviewed by these plant specialists; if appropriate, request for further review is then transmitted by the plant to Departmental advisors who arrange for Corporate level review.

Because the plant is a multi-department site, initial review and final assessment of new information is handled on a joint basis, with full participation of involved specialists and management personnel at both the site and Corporate levels. Normally, the lead coordinating role is assumed by the department which is responsible for manufacture, use, or processing of the substance concerned. For substances or subjects common to more than one of the industrial departments on the plant, Wilmington Management determines which department will take the lead coordinating role.

Review and Coordination of Proposed Communications

When new information is to be transmitted to site employees, a written statement is prepared in draft form for review by appropriate specialists and members of management. In most cases, the initial draft is prepared by Wilmington specialists and forwarded to the concerned plants for adaptation as may be appropriate for plant release to employees. If the plant determines that substantive modifications are desirable because of conditions unique to the site, the desired modifications are transmitted to the appropriate Wilmington Departmental Environmental Affairs coordinator for review by Legal and/or Haskell advisors as may be appropriate.

After approval in final form by the Wilmington Coordinators, the written information is released for plant dissemination to affected employees. Normally, this takes place in the form of a letter from plant management. The Environmental Superintendent coordinates this activity at the plant, is responsible for the physical transmittal of the new information to concerned site personnel, for the issuance of revised or new MSD Sheets reflecting the new information, and for the initiation of any changes in plant practices which may be occasioned by the information.

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