PLAINTIFF'S EXHIBIT CEL-728

Interoffice Memorandum

TO (Name and Location)	DATE
*As Listed	11-4-77
FROM (Name and Location)	REFERENCE NO.
J. P. Hawthorne	JPH-235-77

*Mr. L. Griffith
Mr. T. F. Heaney
Dr. C. C. Hobbs
Dr. D. R. Napier
Mr. J. L. Ward
Mr. R. M. Guedin
Mr. L. W. Hartman
Mr. E. V. Kunkel
Mr. J. D. Penrod
Mr. R. C. Wilkerson

1978 Safety & Health Training Program

Our 1977 Safety & Health Training Program was attended by 650 Technical Center employees. Those attending were scheduled by their respective line managers. The objective was to support the line managers own program. Your serious injuiry (OSHA Loggable) incident rate continues to improve. However, we must maintain a stimulating, challenging program to keep everyone alert. Please review the attached outline and return your comments to me by Wednesday, November 16, 1977.

Program Highlights

1. Topic scheduled four times on same day.
2. Topic presentation to be built around visual aids.
3. All meetings to be in the basement conference room.
4. Attendance scheduled by line management.
5. One topic per month to cover one hour.

J. P. Hawthorne

JPH/lj
Attachments

cc: Mr. A. A. Miller
Mr. R. D. Damron
Mr. W. E. Heinz
Mr. W. T. McNair
Mr. G. J. Fisher

January	Pulse of Life	Ms. Carmelita Shafer
February	Home Fire Safety	Mr. Jim Hawthorne
March	Occupational Health	Ms. Carmelita Shafer Mr. Jim Hawthorne
April	Hand Fire Extinguisher	Mr. Jim Hawthorne
May	Flammability Characterics of Lab Solvents	Dr. Fred Hartlage
June	Vacations Without Accidents are Fun	Mr. Jim Hawthorne
July	Prevention of Chemical and Thermal Burns	Mr. Brooks Garrett
August	Occupational Health	Mr. Dave Barrett
September	Respiratory Protection	Mr. Jim Hawthorne
October	Review of Safe Practices & Technical Center Policies	*Mr. Al Miller
November	Electrical Hazards	*Mr. Adam Spencer
December	Accident Prevention - What it Means to You	Mr. Jim Hawthorne

* Instructors - tentatively scheduled

008675

Topic:	Pulse of Life
Date:	January 12, 1977
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m., 3:00 p.m.
Place:	Basement Training Room
Discussion:	How the human heart functions and how to recognize symptoms which tell when an abnormal situation has or may be developing will be covered. A film "Pulse of Life" will then be shown. Time required is one (1) hour - prompt attendance will be appreciated.
Instructor:	Carmelita Shafer
Visual Aids:	Sound, Color, 16mm film (30 min.) "New Pulse of Life".

Inhouse developed program

008676

Topic:	Home Fire Safety
Date:	February 13, 1978
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m., 3:00 p.m.
Place:	Basement Conference Room
Discussion:	Homes can burn very rapidly, and one need not be exposed to flames to be a victim, because smoke gases from the fire are equally deadly. The importance of knowing how to prevent, extinguish, or escape from a dwelling on fire will be covered.
Instructor:	Mr. Jim Hawthorne
Visual Aids:	Sound, Color, 11 minute film - "Fire" - Two Ways Out

008677

Topic:	Occupational Health Problems
Date:	March 9, 1978
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m. and 3:00 p.m.
Place:	Basement Conference Room
Discussion:	A NIOSH sponsored program will be used to provide background information of various catagories of occupational maladies, including dust disease, occupational infections, poisonous (and other) chemical exposures.
Instructors:	Ms. Carmelita Shafer Mr. Jim Hawthorne
Visual Aids:	35mm slides, 42 minutes "Occupational Diseases"

008678

Topic:	Hand Fire Extinguisher
Date:	April 13, 1978
Time:	10:30 a.m., 12:05 p.m., and 2:00 p.m.
Place:	Basement Conference Room
Discussion:	Knowing how to use a hand fire extinguisher effectively is of utmost importance in a laboratory-research center. A brief but informative presentation by the National Safety Council explains the four ways in which fire can be extinguished, then defines the four kinds of fire. Valuable pointers on fire extinguishers, operation, and deployment is covered.
Instructor:	Mr. Jim Hawthorne
Visual Aids:	35mm slide, 10 minute cassette tape - "Fire Extinguishers"

Topic:	Flammability Characteristics of Laboratory Solvents
Date:	May 11, 1977
Time:	12:05 p.m., and 2:00 p.m.
Place:	Basement Conference Room
Discussion:	Solvents which we use every day have the "built-in capability" of fire hazards. The fire area which could result from a one gallon spill and the amount of fire extinguishing material need will be throughly covered.
Instructor:	Dr. Fred Hartlage
Visual Aids:	35mm slide "Flash Point" by the National Safety Council, plus an in-house program of slides developed by Dr. Hartlage.

008680

Topic:	Vacations Without Accidents Are Fun
Date:	June 8, 1978
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m., and 3:00 p.m.
Place:	Basement Conference Room
Discussion:	The importance of preplanning vacation trips and outings will be covered. A review of automible, and recreational hazards will also be presented.
Instructor:	Mr. Jim Hawthorne
Visual Aids:	Sound, black and white film "Smith System of Safe Driving"
	Sound, color, film "Congratulations, You Made it Through another Vacation"

008681

Topic:	Prevention of Chemical and Thermal Burns
Date:	July 13, 1977
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m., and 3:00 p.m.
Place:	Basement Conference Room
Discussion:	How injuries to the skin occur, especially from hot liquids or through chemical contact will be reviewed. Methods to prevent these unwanted occurrences will also be covered.
Instructor:	Mr. R. B. Garrett
Visual Aids:	35mm slide "Chemical and Thermal Burns to the Skin" by Dr. D. J. Kilian.

008682

Topic:	Occupational Health
Date:	August 10, 1978
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m., 3:00 p.m.
Place:	Basement Conference Room
Discussion:	Occupational health as it relates to the Technical Center and Celanese will include information to high risks chemicals produced by Celanese. The Company's Medical Surveillance program and how employees may benefit through participation will be covered.
Instructor:	Mr. Dave Barrett
Visual Aids:	35mm slides

Topic:	Respiratory Protection
Date:	September 14, 1978
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m., and 3:00 p.m.
Place:	Basement Conference Room
Discussion:	Most chemicals, dusts and other harmful gases or substances which are harmful to our body enter via the respiratory track. Simple and complexed equipment, when properly used will protect.
Instructor:	Mr. Jim Hawthrone
Visual Aids:	35mm slide program "There's Something in the Air".

Topic:	Safe Practices and Technical Center Policies
Date:	October 12, 1978
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m., and 3:00 p.m.
Place:	Basement Conference Room
Discussion:	A review of basic safety rules and safe practices associated with Research and Development work will be presented along with Technical Center Policies and Procedures.
Instructor:	Mr. A. A. Miller
Visual Aids:	35mm and overhead projector slides.

008685

Topic:	Electrical Hazards
Date:	November 9, 1978
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m., and 3:00 p.m.
Place:	Basement Conference Room
Discussion:	Review common hazards of electricity and their causes. Explain how overloaded circuits and short circuits can create fire hazards, how the fuse and circuit breaker function as safety devices and how bodily harm can be avoided by proper knowledge of electricity.
Instructor:	Mr. Adam Spencer
Visual Aids:	Sound, black and white, 16mm film "Electricity: Principles of Safety". 35mm slides of Technical Center's electrical distribution system.

Topic:	Accident Prevention - What it Means to You
Date:	December 14, 1978
Time:	10:30 a.m., 12:05 p.m., 2:00 p.m., and 3:00 p.m.
Place:	Basement Conference Room,
Discussion:	A review of the Celanese safety and health program with emphasis on how it benefits the employee.
Instructor:	Mr. Jim Hawthorne
Visual Aids:	To be developed.