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J-M Manufacturing Co., Inc.

Internal Correspondence

To : C. ~~GE Stalchek~~, Denison
D. W. Wilkinson, Stockton

Date: July 11, 1986

From : E. E. Wang, HQ

Copies : T. E. Lohman, C.J. Chen, W. Wang

Subject : OSHA'S NEW ASBESTOS STANDARD

As I mentioned earlier in my memo dated 6-19-86, the Federal OSHA has adopted stricter asbestos standards to protect workers from exposure to asbestos. The new standard reduces employee exposure to asbestos to 0.2 fiber per cubic centimeter of air (f/cc) averaged over an 8-hour day. The new standard also sets an action level; it is 0.1 f/cc averaged over 8 hours. If this level is exceeded, employers must begin compliance activities such as air monitoring, employee training, and medical surveillance.

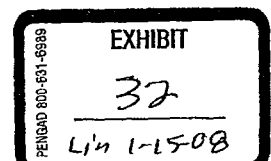
If exposures are above the action level, periodic monitoring must be conducted at intervals no greater than every 6 months. In addition, the employer must initiate monitoring whenever there has been a change in the production, process, control equipment, personnel or work practices that may result in new or additional exposures to asbestos.

The employer must establish a regulated area in those area where airborne concentrations of asbestos exceed the permissible exposure limit. Only authorized personnel may enter regulated areas. No smoking, eating, drinking, or applying cosmetics is permitted in regulated areas.

Respirators shall be used in work situations where feasible engineering and work practice controls are not yet sufficient to reduce exposure to or below the exposure limit.

This new standard shall become effective July 21, 1986. I have asked the Federal OSHA to send me copies of the new standard. Upon receipt of them, I will forward one copy to you for your review/file.

E. E. Wang



EMPLOYEE RELATIONS

1. MEDICAL PROGRAM

- a. Schedule all employees for lab and physical exams once a year.
- b. Coordinate "return to work" exams with Company doctor.
- c. Maintain complete medical file on each employee.
- d. Verify monthly statements.
- e. Oblique x-rays every 4 to 5 years for employees with 20 or more years of service.
- f. Schedule and coordinate hearing and pulmonary function testing once a year.
- g. Vision screening

2. LABOR RELATIONS

- a. Consult with department heads/supervisors re. consistent, just, and proper discipline.
- b. Familiar with contract language and intent.
- c. Consult with Hugh Smith re. legal problems.
- d. Review and approve discipline
- e. Meet with Union on 3rd step grievances

3. SAFETY

- a. Accident investigation and reporting
- b. Attend accident reviews
- c. On-site investigations
- d. Periodic safety/housekeeping inspections
- e. Monthly safety committee meetings
- f. Safety meeting topics to supervisors
- g. Administer plant safety program
- h. Annual asbestos slides
- i. Safety communications
- j. Lost time incidence chart

4. BENEFITS

- a. Enroll new members
- b. Add, remove dependents
- c. Administer Cobra - (employees leaving J-M, dependents, spouses.)
- d. Answer questions, resolve problems re. coverage
- e. Administer A & S
- f. Communicate coverage changes to employees
- g. Keep adequate supply of claims forms
- h. Forward claims to Headquarters/Risk three times/week
- i. Mail benefit checks to employees

5. SALARY ADMINISTRATION

- a. Process changes, increases, separations.
- b. Paperwork to department head one month before effective date of increase.
- c. Maintain personnel files

6. REPORTING

- a. Monthly: Group benefits - PPP, Hospitalization, Life Insurance
Safety Summary
Manhours
Turnover
Headcount
Loss Prevention
OSHA
- BI-Monthly: Salaried overtime
Organizational chart
- Weekly: Employment Report

- Quarterly: EEOC

7. PURCHASING

- a. Office supplies
- b. Safety Shoes
- c. Medical supplies
- d. Safety supplies

8. NEW HIRES

- a. Immigration Reform and Control Act
- b. Recruit
- c. Interview
- d. Select -
- e. Indoctrination

9. SENIORITY ROSTERS

Update quarterly

10. MISCELLANEOUS

- a. Workers Compensation Injuries - Prompt reporting. Follow up with supplemental reports.
- b. Communicate with carrier re. claims and injured employees.
- c. Bills for minor injuries paid locally. Monitor and inform provider (physician, hospital, etc., to bill company). No report to Ind. accident board.

- d. Maintain complete personnel files on all plant employees.
- e. Prompt response to TEC claims
- f. Statement-of-intent book
- g. Flowers
- h. McAllister vending
- i. Cafeteria