| TO | | DATE YOUR LETTER |
|---|---|---|
| OSHA Administrators | | |
| FROM | FIELD POINT OR DEPT. & BLDG. NO. | DATE THIS LETTER |
| R. L. Toole | Cleveland 820 | 2-17-75 |

SUBJECT

OSHA MANUAL

The Calvert City people have taken part in two separate meetings to interchange information on OSHA vinyl chloride regulations with other monomer producers. Jim Render reported on the meeting with Dow during the December OSHA Administrators meeting. The most recent meeting was held with PPG Industries personnel on Jan. 27, 1975. One of the interesting items in Jim's report of this meeting concerned the loose-leaf manual that was maintained at PPG's Lake Charles plant to summarize pertinent OSHA activities. This was reported to have favorably impressed the OSHA Compliance Officer.

It is felt that such a manual, reasonably uniform from plant to plant, would be a valuable aid to organizing our activities in addition to presenting the most impressive summary for OSHA compliance people.

I am arranging to have a sufficient number of loose-leaf notebooks prepared with an appropriate title. The notebooks will take standard 8½" x 11" sheets and will be indexed for the following divisions:

OSHA Standard
To include copy of regulations plus revisions, interpretations, etc.

Contact List
Phone and address list for OSHA people. Emergency home phones for plant personnel, hospital, etc. Cleveland and other plant contacts.

Monitoring
Organized in two parts-for area and personal monitoring equipment specification, procedures. Most recent monthly computer summary, etc.

Regulated Areas
List of authorized visitors, plant plot plans.

Projects for Reduced Exposure
List of projects, most recent status report.

Respirator Protection
List of approved types. Procedure for maintenance and cleaning, etc. Breathing air analysis.

NGC 15091

BG 4356-C 7 74 LITHO USA

Hazardous Operations
List of specific tasks with protective equipment required.

Emergency Situations
Emergency procedures, list of OSHA notifications.

Training
Schedules, topic discussed

Medical Surveillance
Schedules, general notices

Employee Correspondence
Copies of letter to employees, bulletin board postings, etc.

These manuals will be available at the OSHA Administrators meeting on March 13, 1975. You should be prepared to discuss this topic at the meeting but, in the meantime, you should be thinking of organizing your data to fit this type of format. This manual is not intended to collect or maintain detailed records but to provide a summary record of our programs and overall status in each area.

R. L. Toole

R. L. Toole

/pk

OSHA Administrators
L. Wallis
L. Bennett
M. Lukity
J. Render
D. Giffin
B. Spillman
C. Talbott
D. O'Keefe

cc: E. W. Harrington
J. L. Nelson
H. Waltemate
W. J. Wilcox

NGC 15092