

R.L. TAYLOR

BA/SR DEPARTMENT SAFETY PROGRAM



DECEMBER 1988



INTEROFFICE MEMORANDUM

FROM: JERRY TURNER
TO: BA/SR DEPARTMENT PERSONNEL
SUBJECT: SAFETY PROGRAM - DECEMBER 1988

PLAINTIFF'S EXHIBIT

SH-1725

****Congratulations on our 1 million man-hours without a lost-time accident. Keep up the good work and lets go for 2 million.****

1. SAFETY STATISTICS:

	NOVEMBER		1988	1987	1986
	<u>Operations</u>	<u>Maintenance</u>	<u>YTD</u>		
FRII'S	0	0	16	18	31
Lost Time Accidents	0	0	0	1	1
Completed Incident Reports	0		1	9	--
Time Since Last LTA:	468 Days	317,500 safe hours			

LAM 017901

2. FRII'S:

November was much better than October as we had no FRII's

3. EMERGENCY DRILLS:

Fourth Quarter Emergency drills will be held. If you wish to participate in the preparation of the drills, or wish to conduct a drill, please contact R.E. PICKERING. Don't forget conducting a drill will satisfy two of the safety requirements towards the Safety Award drawing.

4. OPERATIONS SAFETY MEETINGS:

<u>S/F</u>	<u>Schedule</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
NEW	1	TUESDAY, DECEMBER 6	12:00 Noon	BA CONTROL ROOM
DAYS	2	WEDNESDAY, DECEMBER 14	12:00 Noon	BA CONTROL ROOM
FOR	3	MONDAY, DECEMBER 19	12:00 Noon	BA CONTROL ROOM
MEETINGS	4	TUESDAY, DECEMBER 27	12:00 Noon	BA CONTROL ROOM

The Shift Foreman will document all safety meetings and discussions.

Maintenance Safety meetings will be held on DEC. 1ST and DEC. 15TH and DEC. 29TH at 12:30 p.m. in the S/Cafe N/Conf Room. Operations representation at those meetings is encouraged. Likewise, maintenance personnel are encouraged to attend Operations Safety meetings.

REMEMBER ! The ruling has changed on conducting a Safety Meeting. You now get 2 credits for conducting and attending the same Safety Meeting.

DPMC-11589

5. MONTHLY INSPECTIONS:

The shift schedule for monthly safety inspections is attached.

6. SAFETY ORDER REVIEW:

Everyone should review the three Safety Orders indicated below. Please read them prior to Wednesday's safety Meeting. During the Safety meeting, the shift team should review the Orders in a Group discussion. Questions for each order are attached.

S-125	ASBESTOS.
S-128	PROTECTIVE SAFETY GEAR.
S-132	F&S EQUIPMENT INSPECTION & MAINTENANCE.

7. NEAR MISSES AND INCIDENTS:

Attached are the following near miss reports and safety information:

- A. Health and Safety Newsletter. (10/25/88)
- B. Health and Safety Newsletter. (11/01/88)
- C. Health and Safety Newsletter. (11/08/88)
- D. Health and Safety Newsletter. (11/15/88)
- E. Health and Safety Newsletter. (11/22/88)

Everyone should take the time to read these letters. We can all learn from others mistakes.

8. SAFETY AND HOUSEKEEPING:

Check the Safety and Housekeeping Audit schedule for the unit, date and time for the next Audit to take place. A revised schedule is attached. Each Audit will be held at a specific time, thereby allowing support staff to participate. Support Staff (ETSO, TSO, PEI, Safety Inspector) are encouraged to attend.

JERRY TURNER

Attachments

E DEPARTMENT SAFETY PROGRAM

LAM 017902

DPMC-11590

Questions
for safety
Aides

CC - T.A. ENGLISH
L.D. SCARBROUGH
T.E. RUSSELL
T.E. GILLESPIE
E.G. JOHNSON
J.D. JOHNSON
L.E. NOBLE
J.D. STOKES
R.L. TAYLOR
BA CONTROL ROOM
GIRBOTOL CONTROL ROOM
SULFUR CONTROL ROOM
"E" DEPT. SHIFT FORMAN (4)

LAM 017903

BA/SR DEPARTMENT MONTHLY INSPECTION CHECKLISTS

SHIFT RESPONSIBILITIES FOR 1988

	FIRE/SAFETY AND BREATHING EQUIPMENT	SWAN STATIONS QUARTERLY AUDITS	ALARM/SIGN N2 CHK VALVE CHECK	RELIEF VALVE BLOCK VALVES
JANUARY	4	1	2	3
FEBRUARY	1	2	3	4
MARCH	2	3	4	1
APRIL	3	4	1	2
MAY	4	1	2	3
JUNE	1	2	3	4
JULY	2	3	4	1
AUGUST	3	4	1	2
SEPTEMBER	4	1	2	3
OCTOBER	1	2	3	4
NOVEMBER	2	3	4	1
DECEMBER	3	4	1	2

CHECKLIST	NUMBER OF PAGES	PER SAFETY ORDER
FIRE AND SAFETY EQUIPMENT INSPECTION	11	S-132
SELF CONTAINED BREATHING EQUIPMENT	5	S-108
SWAN STATIONS AUDIT	4	S-138
ALARM AND SIGN AUDIT	2	S-109, S-124, S-32 S-125, S-114
RELIEF VALVE BLOCK VALVE AUDIT	6	S-22

LAM 017904

DPMC-11592

Revised
Aug 29,88

MONTHLY SAFETY AND HOUSEKEEPING AUDIT

1988 SCHEDULE

MONTH	INSPECTION AREA	DEPARTMENT	DATE	TIME	RESPONSIBLE SHIFT
JAN	BA 200	E-OPER	-	-	1
FEB	BA 300	E-OPER	-	-	2
MAR	SR-3/4,SCN OIL FURNACE	E-DIST	-	-	1/X
APR	GIRBOTOL AOG	E-OPER	-	-	3
MAY	LPG T-770	E-OPER	MAY 10	4:30 PM	4
JUN	N. BA TK FM CWT-10/CWT-3	E-DIST	JUNE 21	4:30 PM	2/A
JUL	S. BA TK FM	E-OPER	JULY 12	4:30 PM	1
AUG	EP FLARE	E-OPER	AUGUST 16	4:30 PM	2
SEP	LPG T-770	E-DIST	SEPTEMBER 20	4:30 PM	3/B
OCT	N. BA TK FM CWT-10/CWT-3	E-OPER	OCTOBER 18	4:30 PM	3
NOV	S. BA TK FM	E-OPER	NOVEMBER 22	4:30 PM	4
DEC	BA100/350	E-DIST	DECEMBER 20	4:30 PM	4/C

1. Shift Foreman are responsible for leading the audit.
2. Each Audit team should be comprised of at least one operator, the foreman, one additional management representative (OS or FTM), the area Safety Inspector, and at least one member of the support staff (TSO, ETSO, PEI).
3. The Shift Foreman is responsible for completing the audit punch list. General housekeeping items should be corrected by the surveying shift, while MUTS tickets should be generated for other items. Tasks suitable for operator maintenance should be given an "MOE" identifier.
4. The Audit team should meet at the Foreman's Office of the appropriate area at the indicated time and date.

DPMC-11593

LAM 017905

MONTHLY SAFETY AND HOUSEKEEPING AUDIT

PUNCH LIST

DATE: _____ AREA: _____ PAGE: _____

AUDIT TEAM MEMBERS: _____

	<u>ITEM</u>	<u>MUTTS NO.</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____

LAM 017906

SAFETY ORDER REVIEW QUESTIONS

S-132: FIRE & SAFETY EQUIPMENT INSPECTION & MAINTENANCE

1. What types of fire and safety equipment are inspected by operations?

Ans: PERSONNEL PROTECTIVE EQUIPMENT, FIRE EQUIPMENT AND FIRE PROTECTION FACILITIES THROUGHOUT THE COMPLEX

2. Which types of equipment are inspected monthly?

Ans: FIRE EXTINGUISHERS.
HOSE BOXES/RACKS - HOSE REELS.
FIRE EMERGENCY BLANKETS - FIRE STEAM HOSES.
FIRE MONITORS - FIREWATER SPRINKLER SYSTEMS.
FIXED BREATHING AIR SYSTEMS - BREATHING AIR CARTS.
SCOTT AIR PAKS - PROTECTIVE CLOTHING LOCKERS.

3. Which types of equipment are inspected weekly?

Ans: SAFETY SHOWERS AND EYE WASH FOUNTAINS.

4. Who audits these inspections?

Ans: INSPECTIONS OF FIRE EQUIPMENT AND RESPIRATORY EQUIPMENT SHALL BE AUDITED BY SAFETY PERSONNEL.

5. Who conducts an annual inspection of fire extinguishers?

Ans: THE SAFETY DEPARTMENT PERFORMS AN ANNUAL INSPECTION OF ALL FIRE EXTINGUISHERS IN THE COMPLEX.

6. Who conducts annual inspections of self-contained breathing apparatus and work airline units?

Ans: THE RESPIRATORY SERVICE CENTER SHALL PERFORM AN ANNUAL MAINTENANCE INSPECTION OF ALL SELF-CONTAINED BREATHING APPARATUS AND WORK AIRLINE UNITS TO ENSURE THE OPERABILITY OF THE UNIT.

7. Who inspects combustible gas/oxygen meters?

Ans: THE INSTRUMENT DEPARTMENTS ANALYTICAL SECTION.

8. How often must this be done?

Ans: EVERY MONTH.

LAM 017907

9. Who is responsible for this?

Ans: THE FOREMAN OR SAFETY PERSONNEL USING SUCH EQUIPMENT ARE RESPONSIBLE TO VERIFY THAT THIS MONTHLY CALIBRATION CHECK IS CURRENT BY CHECKING DUE DATE ON INSPECTION STICKER.

10. How are inspection results reported and who is responsible for providing this report?

Ans: PERSONNEL MAKING THE INSPECTIONS SHALL COMPLETE A REPORT FORM TO BE PROVIDED BY DEPARTMENTAL MANAGEMENT.

11. Where are the reports filed?

Ans: THE REPORTS ARE RETAINED IN EACH DEPARTMENTAL SATELLITE FILES. TOTAL RETENTION OF THE CURRENT YEAR PLUS ONE YEAR.

12. Identify the inspection requirements for the following equipment:

FIRE EXTINGUISHERS

1. LOCATION CLEAN, CLEARLY DEFINED IN RED AND ACCESSIBLE.
2. SEALS UNBROKEN AND IN PLACE.
3. INITIAL AND DATE INSPECTION TAG.

HOSE BOXES AND RACKS

1. LOCATION CLEAN, CLEARLY DEFINED IN RED AND ACCESSIBLE.
2. HOSE NEATLY RACKED AND NOZZLES CLOSED.
3. HOSE VALVES CLOSED.
4. MAIN SUPPLY VALVE OPEN, VALVE WRENCH ATTACHED.
5. MAIN VALVE AND BLEEDER VALVES TO BE PROPERLY LUBRICATED.

HOSE REELS

1. LOCATION CLEAN, CLEARLY DEFINED IN RED AND ACCESSIBLE.
2. HOSE SHALL BE PULLED OUT APPROXIMATELY TEN FEET, WATER FLOWED AND NOZZLE CHECKED.
3. HOSE NEATLY ROLLED WITH NOZZLES IN PLACE AND CLOSED.
4. MAIN SUPPLY VALVE CLOSED WITH VALVE WRENCH ATTACHED.
5. HOSE REEL SHOULD OPERATE FREELY AND VALVES PROPERLY LUBRICATED.

FIRE BLANKETS

1. CONTAINER CLEARLY IDENTIFIED AND ACCESSIBLE.
2. BLANKET CLEAN, NEATLY FOLDED/ROLLED IN SEALED PLASTIC BAG IN A CONTAINER OR STORAGE AREA.

FIRE MONITORS

1. LOCATION CLEAN, CLEARLY DEFINED IN RED AND ACCESSIBLE.
2. MONITOR NOZZLE OPEN, MONITOR AND NOZZLE TO OPERATE FREELY AND POINTED DOWNWARD WHEN NOT IN USE.
3. MAIN SUPPLY VALVE CLOSED, VALVE WRENCH ATTACHED.
4. MAIN VALVE, NOZZLE, AND BEARING SWIVELS PROPERLY LUBRICATED.
5. IF FIRE MONITOR ATTACHED TO FIRE HYDRANT, THEN A HYDRANT WRENCH SHALL BE IN PLACE ON HYDRANT.

LAM 017908

DPMC-11596

FIRE STEAM HOSES

1. LOCATION CLEAN, CLEARLY DEFINED IN RED AND ACCESSIBLE
2. HOSE NEATLY RACKED WITH STEAM LANCE IN PLACE.
3. HOSE AND LANCE IN GOOD CONDITION.
4. MAIN VALVE OPERATES FREELY WITHOUT LEAKAGE AND PROPERLY LUBRICATED.
5. VALVE WRENCH AND STEAM PRESSURE AVAILABLE.

DELUGE SYSTEMS

1. ACTUATING VALVES CLEARLY IDENTIFIED AND ACCESSIBLE.
2. ACTUATE SYSTEM ANNUALLY TO CHECK FOR PLUGGED SPRINKLER HEADS AND PROPER WATER DISTRIBUTION.
 - A. FILTER SCREENS SHOULD BE CHECKED ANNUALLY.
 - B. ALL SYS. SHOULD HAVE DRAINS & SYS. DRAINED AFTER EACH TEST
 - C. ALL VALVES SHOULD BE PROPERLY LUBRICATED.

FIXED BREATHING AIR SYSTEMS

1. ALL QUICK CONNECTIONS CLEAN, OPERABLE, ACCESSIBLE AND CLEARLY IDENTIFIED.
2. HOSES SHALL BE CLEAN, PROPERLY STORED, AND FITTINGS OPERABLE.
3. PRESSURE CYLINDERS SHALL BE AT LEAST 500 PSIG OR ABOVE FOR SINGLE BOTTLE STATIONS.
4. APPROVAL STICKER SHALL BE ON AIR CYLINDERS OR "BANK".
5. MASKS SHALL BE SEALED IN PLASTIC BAGS AND STORED IN CABINETS.

SCOTT AIR PACKS

1. CHECK CYLINDER GAUGE FOR FULL INDICATION.
2. MAIN CYLINDER VALVE CLOSED.
3. REGULATOR TO BE HOOKED UP TO CYLINDER.
4. ALL STRAPS TO BE EXTENDED.
5. MASK TO BE IN SEALED PLASTIC BAG.
6. SIGN AND DATE INSPECTION TAG.

SAFETY SHOWERS

1. CLEARLY IDENTIFIED IN YELLOW IN AN UNOBSTRUCTED AND READILY ACCESSIBLE LOCATION.
2. DISTRIBUTION HEAD FLOWS A DELUGE OF WATER EVENLY.

EYE WASH STATIONS

1. CLEARLY IDENTIFIED IN YELLOW IN AN UNOBSTRUCTED AND READILY ACCESSIBLE LOCATION.
2. FOUNTAIN FLOWS A DELUGE OF WATER EVENLY.
3. BOWL CLEAN AND DRAINS PROPERLY.
4. PROTECTIVE CAPS IN PLACE.

LAM 017909

DFMC-11597

SAFETY ORDER REVIEW QUESTIONS

S-128: PROTECTIVE SAFETY GEAR

1. Who is responsible for selecting and approving personal protective equipment?

Ans: THE SAFETY REPRESENTATIVE - INDUSTRIAL HYGIENE IS RESPONSIBLE FOR SELECTING AND APPROVING PERSONAL PROTECTIVE EQUIPMENT. THIS INDIVIDUAL DETERMINES WHETHER PROPOSED EQUIPMENT WILL PROVIDE ADEQUATE PROTECTION.

2. Why can't anyone select personal protective equipment?

Ans: IN SOME CASES LABORATORY TESTING MAY BE REQUIRED. FOR EXAMPLE, CHEMICAL SUITS MAY REQUIRE PERMEATION TESTING FOR SPECIFIC CHEMICALS.

3. Who is responsible for checking the condition of personal protective equipment?

Ans: THE INDIVIDUAL WHO WILL BE WEARING THE EQUIPMENT IS RESPONSIBLE FOR VISUALLY CHECKING THE CONDITION OF THE EQUIPMENT BEFORE USE. WORN OR DAMAGED EQUIPMENT SHOULD NOT BE USED. CHEMICAL SUITS MUST BE CLEANED PRIOR TO REUSE.

4. How does an individual know when protective equipment is required?

Ans: EACH OPERATING DEPARTMENT MUST MAINTAIN WRITTEN PROCEDURES WHICH SPECIFY WEARING OF PROTECTIVE EQUIPMENT. THESE PROCEDURES CAN TAKE THE FORM OF A SEPARATE PROTECTIVE EQUIPMENT MANUAL OR CAN BE INCLUDED IN INDIVIDUAL OPERATING MANUALS OR SPECIFIC OPERATING PROCEDURES.

PROTECTIVE EQUIPMENT REQUIREMENTS ARE ALSO LISTED ON WPA'S AND MSDS.

LAM 017910

SAFETY ORDER REVIEW QUESTIONS

S-125: ABESTOS

1. True or False: Asbestos is a potential health hazard when taken into the body in only very low concentrations.

Ans: TRUE.

2. Name one disease that is knw to be caused by asbestos.

Ans: ASBESTOSIS (SCARRING OF THE LUNGS)
BRONCHOGENIC CARCINOMA (LUNG CANCER)
MESOTHELIOMA (CHEST CAVITY CANCER)
STOMACH, COLON, RECTUM CANCERS

3. How do asbestos fibers enter the body?

Ans: VIA INGESTION OR INHALATION.

4. What is the eight hour time weighted average (TWA) permissible exposure for asbestos?

Ans: 0.2 FIBERS PER CUBIC CENTIMETER OF AIR.

5. How should asbestos materials be handled?

Ans: WHEN POSSIBLE, ASBESTOS SHOULD BE HANDLED WET. ENCLOSURES, EXHAUST VENTILATION, AND/OR DUST COLLECTION MAY SOMETIMES BE REQUIRED?

6. What asbestos related placarding is required?

Ans: ALL UNITS WHICH CONTAIN ASBESTOS INSULATION MUST DISPLAY A SIGN WHICH WARNS OF THE PRESENCE OF ASBESTOS IN THE AREA.

7. Should asbestos be removed from equipment sent out of the plant?

Ans: ASBESTOS NEED NOT BE REMOVED FROM EQUIPMENT SENT OUT OF THE PLANT PROVIDED THAT THE ASBESTOS WILL NOT BE DISTURBED. HOWEVER, AN ASSBESTOS WARNING LABEL MUST BE AFIXED TO THE ARTICLE.

8. How are the requirements for special asbestos handling and work procedures communicated to maintenance.

Ans: ON A DEPARTMENTAL WORK PERMIT.

9. How should asbestos containing equipment be disposed of?

Ans: THE ASBESTOS SHOULD BE REMOVED AND PACKAGED BEFORE SCRAPPING OR SALVAGING THE EQUIPMENT.

LAM 017911

10. Before asbestos removal commences, what two requirements must be satisfied?

Ans: WARNING SIGNS MUST BE POSTED AND RESPIRATORY PROTECTION MUST BE WORN.

11. What type cartridge respirators should be used for asbestos?

Ans: PURPLE HEPA CARTRIDGES.

12. How is asbestos disposed of?

Ans: IT MUST BE PLACED IN A HEAVY DUTY PLASTIC BAG HAVING AN ASBESTOS WARNING LABEL ATTACHED. IT IS THEN LANDFILLED ON-SITE FOLLOWING MIRMAL WASTE DISPOSAL PROCEDURES.

13. Can street clothes be worn when working with asbestos?

Ans: YES, BUT ONLY IF THE TASK INVOLVES INCIDENTAL EXPOSURE (SHORT DURATION WITH NO EXPECTED PEL EXCEEDANCE). OTHERWISE, DISPOSAL COVERALLS MUST BE WORN.

14. Are portable water coolers permitted in asberstos work areas?

Ans: DRINKING, SMOKING, EATING, AND CHEWING GUM ARE NNOT ALLOWED IN ASBESTOS WORK AREAS. EMPLOYEES MUST WASH BEFORE EATING OR DRINKING. AS NECESSARY, WASH-UP AREAS SHOULD BE PROVIDED.

15. What notification is required for large scale asbestos removal or demolition?

Ans: HEALTH AND SAFETY SHOULD BE NOTIFIED WHENEVER MAJOR ASBESTOS REMOVAL IS PLANNED (MORE THAN 260 AQUARE FEET OR 160 LINEAR FEET). ONE MONTH ADVANCE NOTICE IS REQUIRED.

16. How often must asbestos training be administered?

Ans: ANNUALLY.

LAM 017912