FILE NAME: International Harvester (INTH)

DATE: 1975 Jan 27

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SAFETY SUPERVISOR

MELROSE PARK PLANT

INTERNATIONAL HARVESTER

January 27, 1975

EXHIBIT
Shuman 12
10/20/06 BCD

Vice Presidents, Engineering Centers
Plant Managers
Managers:
Branches
Distribution Centers
Parts Distribution Centers
Pay Line Retail Operations
ReNEWed Parts Centers
Stores
Truck Sales Processing Centers
Warranty Processing Centers

Use of Asbestos

When the OSHA administration released the standard on asbestos in June 1972, we forwarded copies of the standard to plants and engineering centers only (Manufacturing & Engineering Standards Release No. 11), since it was our belief that sales and distribution operations did not use asbestos.

Subsequent events have caused us to make the decision that sales and distribution operations should be notified of the requirements of the standard, and that plants and engineering centers should be advised to conduct an in depth search to locate all asbestos materials on their premises and to determine all uses of asbestos.

You will find attached a U.S. Department of Labor release which abstracts the requirements of the OSHA standard. Asbestos can be found in loose form, or it can be combined with other materials in cement, board, cloth, mortar, grout and plaster. It may be used dry or mixed with water. It becomes a hazard only when asbestos fibres become airborne through mixing, sawing, grinding, cutting, drilling, etc. As an example, brake linings containing asbestos can be received, warehoused and shipped with no hazard, but the grinding of a brake lining containing asbestos can be hazardous.

In order to insure compliance, all operations must:

1. Conduct a careful search to discover all asbestos-containing materials at the operation which are used in such a manner that the asbestos fibres can become airborne.

2. List all such uses.

3. Attempt to obtain a substitute product which can be used in lieu of the asbestos or asbestos-containing product. This is the best possible solution.

4. Where a substitute can be found, scrap and discard all unneeded asbestos material, using plastic bags or other sealed containers.

5. If you cannot find a substitute for asbestos materials which are used in such manner that the fibres may become airborne, you must notify this department at once in writing of the particular material you are using and the manner in which you are using it. We will advise you of the necessary precautions you must take. Some of the principal precautions are:

   a. An approved respirator must be worn by employes removing asbestos insulating materials from water and steam pipes and other building installations.

   b. Asbestos-contaminated clothing must be vacuumed carefully, and the vacuum bags disposed of in sealed containers.

   c. Cement, mortar, plaster or insulation material which contains asbestos must not be removed from the bags or containers in which you receive it without wetting it first in a well-ventilated place to prevent release of fibre dust.

If you have any questions concerning the above, or any questions dealing with asbestos, contact Mr. E. L. Alpaugh of this department.

This letter should be filed in the front of your O.S.H.A. Rules & Standards Manual.

R. J. Black
Manager
ja
Attachment
cc:
Vice President, Industrial Relations - 16
Vice President, Mfg. & Fac. Env. Qual. - 24
President, Wisconsin Steel Division - 25
Vice Presidents, Manufacturing - Divisions
Managers, AED Manufacturing Operations - 18
Manager, Manufacturing Services
Manager, Engineering Research
Manager, IHPD - Broadview
Manager, AED Retail Operations - 17
Manager, AED Store Operations - 17
Manager, Truck Service - 20
Managers, Retail Opr.- AE & Truck Regional Ofcs.
Director, Medical Services - 15
Senior Labor Attorney - 24
Gen. Supv., Distribution Operations - 17
Gen. Supv., Industrial Relations - IHPD
Supv.,Adm. Serv.- Pay Line Retail Opr.- Woodfield

At Plants &
Engineering Centers:
Employe Relations
Managers
Industrial Relations
Managers
Supervisors, Plant
Protection & Safety
Safety Supervisors