



PPG INDUSTRIES, INC.

CHEMICALS

P. O. BOX 1000

LAKE CHARLES, LA. 70602

DATE: November 21, 1986

TO: D. Mullett
M. Davis
J. Galanie

FROM: John A. Weihrich

SUBJECT: Revision of CONTRACTOR PROCEDURES FOR PPG - LAKE
CHARLES

Attached for your review is a copy of the revised Contractor Procedures. Revisions have been highlighted for your convenience. Please return with comments by December 2, 1986.

Attachments

JAW/met

A handwritten signature in dark ink, appearing to read 'J A Weihrich'. The signature is written in a cursive, flowing style.

SL 048335

CONTRACTOR PROCEDURES

For

PPG PLANT

LAKE CHARLES, LOUISIANA

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CONTRACT PROCEDURES

For

PPG PLANT

LAKE CHARLES, LOUISIANA

I. Definitions

- A. "Owner", "Owner's Representative", "Contractor", "Contractor's Representative", "Subcontractor", and "Work" shall be as defined in the General Terms and Conditions and the Agreement.
- B. "Construction Management Contractor" shall mean the contractor that has been duly authorized to act as "Owner's Representative" in those responsibilities so delegated by the Owner.

The relationship between the "Construction Management Contractor" and the "Contractor" shall be the same as between the "Owner's Representative" and the "Contractor" on responsibilities so delegated by the "Owner".

II. Construction Site

The job site location for this construction project is within the confines of the operating plant and all security and safety procedures relative to that condition will be in effect.

III. Construction Hours

A. Working Hours

Unless the Contractor is otherwise notified by the Owner, normal working hours will be based on a forty (40) hour work week from 7:15 A.M. to 3:45 P.M. , exclusive of a thirty (30) minute lunch period, on Monday through Friday.

Make-up days for time lost due to weather conditions are permissible on Saturdays by making arrangements with the Owner's Representative.

B. Overtime

No overtime will be permitted except on an emergency basis unless authorized by the Owner's Representative.

C. Quitting Time

At the end of the working day the Contractor's employees are allowed to make their way to the gate leading to the parking area.

Contractors should control the actions of their employees to prevent "early quits" and to assure that no worker arrives at their construction gate more than 5 minutes prior to the designated quitting time.

At the designated quitting time, Contractor's employees are allowed to leave through the gate in an orderly manner.

Trucks leaving the Owner's property through the same gate as walking employees must wait for pedestrians to clear before leaving.

D. Tardiness and Absenteeism

Excessive tardiness or leaving the construction site early will be cause for dismissal and the contractor should be kept aware of any violations in order to take proper action. Any employee who is absent without proper notification or excuse is subject to discharge for excessive absenteeism.

IV. Parking Lot

A parking lot will be furnished to the Contractor for his employees' parking. The lot will be outside the plant security area.

The parking lot area will be maintained by the Owner during the construction period, but cooperation is expected from the Contractor to minimize the maintenance and clean-up.

No private vehicles will be allowed to park on public or plant roads. It is required that care and safety be exercised when employees are entering or leaving the parking lot whether walking or driving. Speeding or other reckless acts by the Contractor's employees will lead to dismissal.

V. Construction Gate

A. Location

A construction gate will be assigned to the Contractor for access to the job site. All traffic past this gate will be subject to the security regulations concerning the Contractor's construction site.

B. Transportation

The distance from the assigned construction gate to the construction site is great enough that transportation of employees will be warranted.

Transportation for Contractor's employees will be furnished by the contractor subject to the security and safety regulations for vehicles at the construction site.

C. Guard Services

The Guard for the construction gate will be furnished by the Owner and his duty is to provide the security required under this contract. The Guard is responsible directly to the Owner.

The normal working hours for the Guard will be 3/4 hour(s) before starting time to 1/2 hour(s) past quitting time on the days when construction is scheduled. Need for the Guard at other hours will have to be arranged.

The Guard, with permission of the Owner, will conduct a lunch box inspection at the Construction Gate at the request of the Contractor.

D. Access to the Construction Site

Only authorized personnel will be allowed access to the construction site and it is the contractor's responsibility to abide by the regulations relative to the situation.

Contractor's Employees will be allowed entrance at the construction gate by means of badges. Contractor will provide a numbered badge with the Contractor's company name for each employee at the time of hiring. The Construction Gate Guard will register these badges and each employee is to

maintain these badges in their possession at all times while on the Owner's premises. Upon termination of an employee, his badge must be returned to the Contractor and the Construction Guard notified.

Contractor Supervisory Personnel with proper identification are normally accorded access to the construction gate during the working hours without restrictions.

Contractor Hourly Employees will be hired, indoctrinated to rules and issued a badge prior to entering through the construction gate.

Contractor Hourly Employees with union affiliations will be indoctrinated at an area within the plant away from their normal entrance gate. Employees must have badge and safety equipment issued prior to orientation.

Hourly employees are expected to remain on the jobsite during working hours or to have approval from their supervision to enter or exit the construction gate during that period. Although this does not apply during the stipulated lunch period, employees should be discouraged from leaving the construction site due to the short time interval allowed.

The Construction Guard will register all Contractor employees as they enter or exit the construction gate except at "Quitting Time." For timekeeping purposes the Contractor may assist the Guard with a Timekeeper to maintain these records.

Visitors are not allowed entrance through the Construction Gate without approval of the Owner. There should be justifiable reasons for their being on the construction site and assurance that the Contractor assumes the total responsibility for their being afforded entrance.

Visitors must be met at the Construction Gate and escorted by responsible Contractor's personnel during the time they are on the premises.

Union Business Representatives are considered as having no contractual obligations to this construction project and therefore will be considered Visitors. All regulations concerning that status will be adhered to.

Subcontractors will be considered employees of the Contractor and access to the construction site will be the same as for the Contractor.

Factory Representatives involved with field labor shall be considered as a Subcontractor to the Contractor and access to the construction site will be the same as for the Contractor.

Vendor Representatives and Salesmen for security reasons are considered to have a "Visitor Status" and regulations concerning this status will be adhered to. It is suggested that conferences with these people be done outside the security area.

Vendor Representative and Salesmen will not have access to the jobsite other than the field offices unless they be given Factory Representative Status and be registered as such.

Equipment Repair Personnel

When service on equipment or trucks is required that must be done by other than Contractor's personnel, this service should be performed off the jobsite when practical. These service personnel will be considered as a Subcontractor to Contractor if necessary to enter the construction gate.

Engineering Services

The Owner may have Engineering Personnel entering the same construction gate as the Contractor. Under these circumstances the clearance of these employees will be the responsibility of the Owner.

Other Contractor's Personnel

The Owner may have other Contractors using the same construction gate as this Contractor. Under these circumstances, other Contractors will be subject to the same security and safety rules as this Contractor.

Owner's Employees

The Owner may have some of their own employees using the same gate as this Contractor. Under these circumstances there will be only supervisory personnel involved and no Owner hourly employees will enter this gate.

Contractor's Material Deliveries

All Contractor material deliveries will enter through the Construction Gate.

It will be necessary for the Contractor to designate a receiving area for his material so that the Guard can direct the delivery trucks to that area. If no designated area can be assigned then the Guard will notify the Contractor's Representative to meet the truck and to direct the delivery.

Tools and Equipment

For security reasons, the Contractor's tools and equipment should be registered at the Owner's Construction warehouse when brought to the jobsite. He will be required to obtain a pass from the Owner's Warehouse man to get the tools and equipment off the premises and out the Construction Gate.

The Contractor is responsible for the security of his tools and equipment and must take the proper measures to prevent losses.

Vehicles

No personal vehicles are allowed on the construction site.

Contractor vehicles are required to have the proper identification and insurance coverage before entrance through the Construction Gate. Vehicles should be limited to only those that are needed to properly conduct the construction effort.

All vehicles associated with the Contractor's work shall have signs attached to clearly identify their ownership. Those that do not will be checked by the Guard to assure that all conditions for entry are met.

If warranted by the excessive number of vehicles at the construction site, the Owner at his discretion may require the Contractor to request a permit for each vehicle to substantiate its necessity for entry.

All vehicles are subject to inspection before entering or exiting the Construction gate.

Buses furnished by the Contractor for transportation of his employees will stay on a route approved by the Owner.

VI. Warehousing

The Owner will operate a warehouse for receiving and storing construction materials purchased by the Owner or his agent and issuing items to the Contractor for installation. The Contractor will be responsible for the materials he purchases as to receiving, storing and issuing.

Access to the Owner's warehouse will be limited to those authorized by the Contractor to request an issue of materials to his care. All material issued to a contractor will become his responsibility and it is his duty to see that it is properly taken care of, transferred to the job site, and handled in such a manner to ensure job efficiency and safety.

The Contractor's Procedures for Material Handling including receiving, warehousing, requisitioning and issuing shall be furnished to the Owner by the Contractor.

Procedures for the requisitioning and issuing of materials from the Owner's warehouse will be issued by the Owner.

The Owner will furnish the personnel to perform all the functions of warehousing including the issuing of receiving reports, controlling inventories, filing damage claims and making material returns and shortage reports.

Material in the Owner's warehouse or designated laydown area will normally be unloaded, stored and moved by the Owner's personnel. If desired by the Owner, the Contractor will unload or move material in these areas as directed by the Owner after meeting the terms of the contract under which the Contractor is working. The material still remains in the custody of the Owner until issued to the Contractor.

The Owner's Plant Storeroom is not to be used as a source to provide construction materials except on an emergency basis. All requests for such an issue should be directed to the Owner's Construction Manager at the job site.

VII. Owner's Maintenance and Operating Departments

Portions of the construction work will involve coordination with the Owner's Maintenance and Operations Departments either during the construction stage or during plant turnover. Where shutdowns are required for any construction activity, the Owner's Representative will work with the Contractor to coordinate the effort to alleviate any adverse conditions. It will be the responsibility of the Contractor to plan his work in order to have the proper tools, necessary material and adequate work force to complete this portion of work within the scheduled time allowed. Considerations should be made for maintenance activities that could be in progress during the same period of time and in the same area.

During Plant turnover, the Contractor must be aware that commissioning activities could be in progress in the final construction stages in portions of the plant and that his planning during this period will take into consideration this effort to avoid conflicts and restraints.

VIII. Temporary Facilities

Change houses provided by the Contractor will be located in areas approved by the Owner's Representative so as not to interfere with the progress or safety of the work.

Field Offices and other temporary buildings furnished by the Contractor or his Subcontractors shall be limited and located in areas approved by the Owner's Representative or designated on plot plans furnished by the Owner.

A location will be provided for the housing of one clerk at the Construction Gate. It is expected that hiring will take place at this location or other facilities provided off the jobsite by the Contractor.

The Contractor will be responsible for furnishing sanitary facilities for his employees. Owner's sanitary facilities will not be used by the Contractor's personnel.

Potable water is available at the designated location on the plot plan. It is not to be used for construction purposes.

Electrical power is available of the capacity and location as shown on the plot plan.

Compressed Air must be furnished by the Contractor. Plant Air will not be used by the Contractor.

Contractor will furnish any washing facilities required for clean-up of his employees.

Temporary heating requirements will be furnished by the Contractor. Heating must be by units approved by Owner.

Salamanders or open fires will not be permitted as a heating source.

Electrical power will not be furnished by the Owner for electrical heating units.

All temporary lighting required by the Contractor must be furnished by the Contractor.

Telephone services must be furnished by the Contractor for his required use.

Scrap materials and debris must be disposed of by the Contractor off the plant site.

IX. Subcontractor Approval

A provision is made in the General Terms and Conditions for Contractors to designate their Subcontractors and conditions of their contracts to be approved by the Owner and included in the Agreement.

All Subcontractors not included in the Agreement must be approved by the Owner's Representative prior to the Contractor awarding the subcontract.

All conditions of the Agreement are binding on the Subcontractors including mark-ups for extra or additional work and subcontracting work unless otherwise stipulated in the Agreement.

X. Pre-Job Conferences

A pre-job conference by the Owner will be held with the Contractor prior to starting work. Subjects that will be discussed at this time are: Contractor's Procedures

Scope of Work
Construction Schedule
Progress Payments
Subcontractors
Contractor's Organization

Supervision Proposed r Assigned

Owner's Construction Management

XI. Contractor's Responsibilities

The Owner holds the Contractor responsible for the production and quality of work. In order to perform his duties, he has the responsibility in giving orders to his supervisors, and they to their men. The Owner's Representative will cooperate with the Contractor's supervisors in order to expedite the work and will make inspections to see that the work complies with the issued specifications, procedures and drawings.

The Contractor is expected to maintain the proposed construction schedule and submit verification of its adherence.

The Owner's personnel will not interfere or give orders to the workmen unless it is immediately necessary to do so for safety reasons.

The Owner expects the Contractor to have a representative on the jobsite when his workmen are present to act in the Contractor's behalf on matters pertaining to his contract. The Contractor's supervisory force should be kept well informed and the Owner holds them directly responsible for the workmen's actions in the field relative to production and quality of work.

The Contractor's supervisory force should see that their men are on the job ready to work at starting time and also see that they remain on the job until the specified stopping time, whether it be lunch time, scheduled break period, or the end of the day.

There will be no break periods by the Contractor's employees unless scheduled with permission of the Owner.

The Owner expects the Contractor and all of his supervisory personnel to be fully acquainted with the required safety rules and regulations and to see that they are obeyed. Repeated failure to observe safety rules will be just cause for dismissal.

Contractor employees will have to be certified intoxicant-free before working on PPG property. A letter identifying, by name, the employee who will be working in the plant and has successfully passed the intoxicant screening must be in PPG's hands before the employees are permitted to pass the Guard Gate.

PPG reserves the right to request immediate screening of any person employed on Company premises who appears to be under the influence of an intoxicant *or one involved in an acc. of unusual circumstances*. The Contractor should keep the Owner's Representative informed, at all times, the number of men on his payroll including future reductions or increases in his forces.

The Contractor's Supervisor must contact the Owner's Representative in any questions regarding materials, drawings, field changes, etc. so immediate steps can be taken to obtain information on any problems.

The Owner will hold the Contractor responsible for good housekeeping at all times. The Contractor's supervision will be expected to make housekeeping inspections with an Owner representative.

Contractor's employees are at all times to remain in their assigned work area and are prohibited from visiting other areas for whatever purpose.

There will be no soliciting, or selling of merchandise, or the distribution of literature for any cause on the Owner's property, unless permission of the Owner is obtained.

Contractor's employees are not permitted to use the Plant Cafeteria.

Contractor's employees are not permitted to use the Plant vending machines regardless of location.

Gambling will not be tolerated at any time on the Owner's property.

The Contractor's supervisory force must understand that the Owner is responsible for tagging and shutting down plant equipment and until Contractor is given written approval by Owner's Representative, he is not to put any employee to work on jobs connected with operating equipment.

It is not the intent of the Owner to choose the Contractor's supervision, but the individual supervisors chosen by the Contractor are subject to approval by the Owner.

Any Contractor's supervisor who cannot or will not perform the above functions is to be relieved of his responsibility and another supervisor chosen.

XII. Owner's Representative Management Responsibilities

To insure that all drawings, specifications, procedures and documents pertaining to the construction contract have been issued to the Contractor and are being followed in the field.

Ensure that the Owner receives good quality workmanship.

Keep the Contractor's supervisory force fully informed of all materials received in the Owner's warehouse.

Ensure that materials to be furnished by the Owner are made available to the Contractor within the scheduled time.

To see that all safety regulations are enforced and take appropriate action when they are not.

To issue to the Contractor all safety permits and tag all equipment required by the Safety Regulations on this project.

To witness and approve all field tests required of the Owner by the contract procedures.

To inspect, approve and accept all Contractor's work for the Owner.

Discuss with the Contractor's supervisors the workmanship performed by the various individuals on the Contractor's payroll in order that quality work be performed.

To act as liaison between the field and the Engineering responsibility so that field changes and other necessary information can be obtained in the shortest possible time.

To write field change orders according to Contract Agreement to expedite the work where conditions warrant and further engineering is not required.

Approve the Contractor's work schedule and coordinate his efforts with other contractors in the job site.

Verify the work, in progress completion and approve all progress payments to the Contractor.

Call to the attention of the Contractor's supervision any deviations from the policies of the Owner.

It is the Owner's intent to have full time representation in the field to seek resolutions to all field problems that arise during the construction stage of the project. The Owner's Representative has the authority to carry out his responsibilities and is instructed in methods to be used when decisions must be made quickly. It is not the intent that any work or job be held up unduly by indecision.

XIII. Construction Safety Section

A. General Safety Policy

A safe construction project is a requirement of the Owner and mandatory for the Contractor. Safety rules represent minimum requirements and are only intended to cover average conditions. Accident prevention depends on the interest of the individual in observing safety rules, keeping his mind clear and going out of his way to do the common sense things which prevent injury to himself and his fellow workers.

It is the responsibility of every individual in a supervisory capacity to see that men under his supervision do not violate the safety regulations of the Owner and that they are aware of potential dangers in their work area. Contractor's supervisors are charged with the responsibility for:

1. Planning every job to eliminate accidents.
2. Maintaining safe work conditions on the job.
3. Correcting unsafe performance of workmen.
4. Participate in investigation of accidents and application of remedy for prevention of recurrence.
5. Enforcement of Owner's and Contractor's safety regulations.
6. Giving job safety instructions to his men in cases where employees are not familiar with the hazard.
7. Getting Contractor's employees to report injuries and seek medical attention.
8. Personal observance of safety regulations and setting proper example for others.

VIOLATION OF OWNER'S SAFETY REGULATIONS CAN RESULT IN THE IMMEDIATE EXPULSION OF THE VIOLATOR FROM THE OWNER'S PROPERTY AND TERMINATION OF THE CONTRACTOR'S CONTRACT AT THE DISCRETION OF THE OWNER.

B. Indoctrination

All Contractor's employees, including supervisors, will be given safety orientation before going to work in order to acquaint them with job hazards before entering the construction site.

Safety equipment furnished by the Owner will be issued at this time and a signed statement will be required that the employee received the equipment and has been instructed how to use it.

Indoctrination will be given by the Owner's Safety personnel.

Contractor will be accountable for his employees and their actions in the event of an emergency.

Contractor's supervision is required to participate in any practice drills for emergency procedures in the area covered in the drill. These drills will not require Contractor's workmen to stop work.

C. First Aid

Owner's emergency First Aid facilities and services are made available to the Contractor for treatment of his employees in case of injury on the construction site, but Contractor will be invoiced for unusual expenses. A list of Doctors for use of the Contractor's employees should be registered with First Aid so that further treatment can be quickly obtained if required.

The Plant ambulance will be available to the Contractor in case of serious injury to his employees. It would be expected that another Contractor employee accompany the injured to the hospital.

Transportation to a doctor's office or to the emergency room of a hospital for an injured Contractor's employee will be furnished by the Contractor.

D. Safety, Inspection and Observations

A safety inspector will be furnished by the Owner whose duty it will be to observe and inspect all construction activities as frequently as conditions

will permit. All unsafe acts and conditions he observes will be reported to the Contractor's supervision as soon as possible. These violations must be corrected by said supervision. The purpose of these observations and inspections is solely for the prevention of accidents.

The Contractor must have a designated safety representative at all times on the construction site when his employees are working. His responsibility is to ensure that safety regulations are being observed and to take proper corrective action when violations are being observed or reported.

E. Reports of Accidents and Investigations

All reports of accidents to the Contractor's employees on the job site must be reported to the Owner immediately.

The Owner's Safety Inspector will participate with the Contractor's Safety Representative in the investigation of all accidents to the Contractor's employees.

F. OSHA Inspections

It is expected of the Contractor to comply with the OSHA regulations pertaining to his contracted construction work. The Contractor is also required to protect any of the Owner's personnel that may be involved in the course of the Contractor performing work.

If a Contractor is notified of an OSHA inspection of his work place or for reported violations of OSHA regulations the Owner must be notified immediately.

An Owner's Representative will participate in the OSHA inspection of the Contractor's work place. It is the responsibility of the Contractor to alert the Owner in time to accomplish this participation.

G. Construction Safety Regulations

The Owner's Safety Regulations will be observed when the Contractor is performing in an operating plant and/or portions of this project when working in an area under the care, custody and control of the Owner as accepted from the Contractor.

Approved non-metallic hard hats will be worn at all times when working on the Owner's property or when in areas with overhead exposure.

The Owner will furnish these protective hats to the Contractor's employees.

Adequate eye protection will be worn while on the Operating Plant property at all times. The minimum requirement for work areas is the wearing of safety glasses. The Owner will furnish the safety glasses and the proper type of goggles if they are specified.

Appropriate respirators must be carried at all times in the work area or within easy reach in office areas while on Operating Plant property. Proper respirators required for an area will be furnished by the Owner.

Owner furnished safety equipment is on a loan basis to the Contractor and should be returned with the termination of each of his employees. Usage deemed to be excessive will be back charged to the Contractor.

The construction site for this project is considered to be on Operating Plant property, therefore, all safety equipment and Owner safety regulations apply to this contract.

Copies of the Owner's Safety Regulations are furnished under separate cover. Each of the Contractor's supervisors should be issued a copy so they can become thoroughly familiar with requirements of jobs safety.

The Owner has tagging procedure that provides for working on operating equipment in a safe manner. This tagging procedure will be furnished to the Contractor and will be strictly followed.

The following general rules apply to all of the Contractor's employees.

1. Employees will be careful always to place themselves in a safe and secure position. The care exercised by others shall not be relied upon for protection.
2. When walking down roadways, employees shall keep on the left side in order to face approaching vehicles.
3. Do not run on the construction site or in the parking lots.

4. Never take unnecessary risks or short cuts.
5. Conduct that may be termed "fooling" or "horse play" is strictly forbidden.
6. Employees shall be fully dressed when on the job site. Shirt tails shall be tucked in and sleeveless shirts are not permitted.
7. Do not work in clothes saturated in oils or chemicals.
8. Do not enter roped off or barricaded areas unless authorized to do so. Barricades shall be maintained and removed as soon as practical after job is completed.
9. Never jump from platforms, scaffolds, loading docks or other high places.
10. Always use hand rails when walking up or down stairways.
11. Avoid walking on pipe racks, structural steel, etc. Use provided ladders or walkways.
12. Do not loiter or wander through operating units of a plant. Use roadways or walkways connecting adjacent unit.
13. No employee shall sleep on the job.
14. Do not stand on chairs, boxes or other make-shift supports.
15. Possession or use of alcoholic beverages or nonprescription drugs is absolutely forbidden on Owner's property. Random Drug Screening may be enforced by owner.
16. Smoking is not permitted in "no smoking" areas. This could be extremely dangerous.
17. Keep portable fire extinguishers available when working with combustible materials and a fire hazard exists.

XIV. Insurance

No Contractor's employees shall enter the plant to commence construction activities unless insurance requirements specified in the General Terms and Conditions have been met.

Insurance certificates covering the stipulated requirements for the Contractor or his individual subcontractors will be presented to the Owner's Purchasing Dept. at the job site for each Purchase Order issued to the Contractor prior to commencement of work. A copy of the certificate will also be sent by the Contractor to Corporate Purchasing to the attention of Manager, Construction Services after award of the contract.

XV. Pictures Taken on Owner Property

Cameras are not permitted on the construction site any time unless approved by the Owner's Representative.

Pictures required by the Contractor to provide proof of damage will either be taken by the Owner or under the Owner's direction.

Project photographs will be either taken by the Owner or an authorized photographer. Owner's Representative will be responsible for the care and distribution of these photographs.

No photographs shall be reproduced or used for demonstration or advertising without a written request for such usage to the Project Manager and written approval received.

XVI. E.E.O. Regulations

The Contractor and his Subcontractors will meet the Equal Employment Opportunity provisions as stipulated in the General Terms and Conditions.

XVII. Environmental Considerations

The Owner is legally obligated to comply with certain environmental rules and regulations which have been enacted by various governmental agencies. The prime areas of concern are air and water. The Contractor must recognize that all plant surface drainage and sewers are collected, monitored and consequently exit the plant under strict permit conditions.

Also, the (east) boundary of the plant is a navigable waterway and accidental or intentional release of any contaminating substance into this waterway is strictly prohibited by law.

A permit is required to burn material resulting from land clearing and for the operation of certain combustion equipment utilizing sulphur bearing fuels.

In the performance of his work, the Contractor assumes full responsibility for preventing release of any contaminating substance into the plant air space, surface drainage sewers or any adjacent waterways by his subcontractor's employees or their actions. If such a release occurs, the Contractor shall notify the Owner immediately and make every practical effort to stop and contain the release and to properly remove and dispose of the contaminating substance. In the event that the Owner is assessed a fine due to release of a contaminating substance by the Contractor or his Subcontractor employees, said fine will be for the Contractor's account.

XVIII. Union Stewards

Any Contractor with union affiliations is to recognize union stewards and allow them to perform their duties according to the Union Contracts. However, in no case will the stewards working for one Contractor be allowed to visit the job site of other Contractors or to interfere in any way with work being performed by other Contractor. It is expected that a steward would first contact his Contractor regarding any subject he feels should be corrected. After contacting his Contractor, the steward should have the privilege of contacting his Business Manager regarding the subject if no action is taken.

XIX. Labor Negotiations

It is the duty of Contractors with union contracts to take an active part in negotiation while they are in progress currently with his contracts and to govern his operations in harmony with local or area employer's bargaining groups.

XX. Special Conditions

A. Safety in Derivatives and Mercury Cell Area

To ensure the safety of contract personnel, employees who are assigned to work in areas of the PPG Complex where possible exposure to chlorinated organics or mercury vapor could occur will require medical screening and approval by the PPG Complex Medical Department prior to commencing work. A major portion of the screening will be the evaluation of liver and kidney functions. For chlorinated organics area, the screening process will consist of blood analysis and an abbreviated hands-on physical by the Complex physician. All mercury cell project personnel will require a urine sample to establish a baseline analysis for mercury in urine as a basis for future samples.

24 hours is required to obtain the results of such screening. Therefore, in order to accomplish the above requirements, it will be necessary to schedule all prospective employees in advance of the project beginning date. When all analyses are complete, the Field/Maintenance Engineer in charge of the project will be notified of those who are acceptable for employment, and those who are not acceptable, and the contractor notified.

PPG will hold the results of the physical in confidence, but will share evidence of any serious health threatening discovery with the individual.

Additionally, PPG reserves the right to reject any potential employee based on its interpretation of the results of the physical.

Persons with histories of liver or kidney disease, or chronic severe respiratory problems (i.e., asthma or emphysema), or heavy alcohol use or drug use, will not be considered suitable for work in *the* ~~organics area~~. *Complex* Contractor is to screen personnel prior to presenting them for such employment.

PPG will reimburse the contractor for reasonable and documented expenses related to relocation of persons who are rejected by PPG. The reimbursed expenses will not exceed \$1,000 for any one individual.

CONTPROC.met

ABNORMAL BLOOD CHEMISTRIES

The following procedure is to be followed for employees assigned to work in areas where there is a potential for exposure to vinyl chloride and other derivatives.

1. Vinyl Chloride: Employees assigned to work in the Vinyl II, Tri-II, Waste Treatment and Vinyl Shipping will be medically monitored annually or semi-annually if over 10 years in vinyl chloride areas according to the Federal Vinyl Chloride Standards. If lab analysis reveals an abnormality of any one of the designated liver enzyme tests, the employee will be retested within three weeks. If the abnormality persists, he/she will be removed from the area of potential exposure and monitored on three-month intervals until all five enzymes are within the normal range. When this occurs, the plant physician will approve the individual to return to his/her regular job duties.

If the abnormalities do not return to normal and remain abnormal for at least 1 year or through four evaluations at three month intervals, and there is no known cause for the abnormalities, the employee may be subjected to further studies as recommended by the Vinyl Chloride Standard. The employee will be referred to an outside medical consultant (gastroenterologist or hepatologist) to determine if there is an underlying cause that would prohibit the individual from potential exposure to vinyl chloride or any other derivative in the area. If the consulting physician does not feel the abnormality should prohibit the individual's return to the area of potential exposure, a written report will be submitted by him and the person may be returned to his/her normal duty (if the plant physician concurs). The Plant Medical Department will schedule the individual for follow-up blood work at six-month intervals or sooner if so designated by the consulting physician.

All employees who have been assigned to work in the vinyl chloride areas and removed for any reason after May 1, 1986, reassigned to other areas, retired or terminated, will be placed on a continuing monitoring program as described in the PPG Health Care Policy. The duration of the monitoring will be guided by the latency period for angio sarcomas of 19 years.

2. Derivatives: Employees assigned to work in other areas of the Derivatives operation will also be monitored on an annual basis. When any two of the five liver enzyme tests are abnormal, he/she will be retested in three weeks. If the abnormality persists, the individual will be removed from the area and monitored at three-month intervals until such time as the condition returns to normal. If the abnormality continues to persist, the individual will receive the same considerations as explained in Item #1. If there is only one liver enzyme out of the normal range, the plant physician will use a designated calculation as follows: Ten percent above the normal range plus one standard deviation as prescribed by the medical laboratory performing the analysis. Based on these calculations, the plant physician will determine if the abnormality is within an acceptable range or not. If not, then the individual will be subjected to the same procedure as outlined in Item # 1.

3. These policies and procedures shall be administered to all employees who are monitored for work in the derivatives area.
4. For job placement of employees restricted from exposure to derivatives, see V1.7 in the SP&P Manual.

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