

SECURITY

GENC 23550

THE GENERAL TIRE & RUBBER COMPANY
G.T.R. Chemical Company
Ashtabula, Ohio

Date Issued: August 1, 1983

Procedure No.: SEC-1

Supersedes:

Unit: Security

Subject: POLICY ON INFORMATION TO THE PUBLIC
IN THE EVENT OF AN EMERGENCY

Page: 1 of 1

Purpose

To outline a policy to control the release of information to the public, and to establish a procedure for obtaining clearance of subject matter in the event of a plant emergency. An emergency can be defined in this case as any incident drawing public attention such as a serious injury, loss of property, fire, explosion, etc.

Policy

In the event of a fire, explosion, gas leak, or any other emergency, prior clearance must be obtained before any information may be released to the public either directly or through news media.

Explanation

The following points will be considered when information is requested by the public.

1. In the event of an emergency in the plant, a representative of the news media, such as radio, television, newspapers, will not be permitted to enter the plant.
2. In the event of an emergency the switchboard operator will not be permitted to release information to the public.
3. In the event of an emergency, members of the City Police or Sheriff's Department will not be permitted to enter the plant without approval.
4. Fire department equipment and members will be admitted upon approval, if if they have been called.

Procedure

1. The text of all information to be released to the public in the event of an emergency will be submitted to the Plant Manager, or his delegated representative prior to its release for approval. The time, source, and place of publication shall be included.
2. In urgent cases when circumstances prevent submittal in writing, the facts and subject matter will be communicated to the Plant Manager by the best means available as required by the circumstances.
3. In the event of an emergency, members of the City Police or Sheriff's Department will be permitted to enter the plant only upon the approval of the Plant Manager, Industrial Relations Manager, or Production Foreman.

GENC 23551

THE GENERAL TIRE & RUBBER COMPANY
G.T.R. Chemical Company
Ashtabula, Ohio

Date Issued: August 1, 1983

Procedure No.: SEC-2

Supersedes:

Unit: Security

Subject: GENERAL TIRE GATE PROCEDURE

Page: 1 of 4

The purpose is to establish a procedure to control ingress and egress to the plant through the main guard house. This procedure applies to the movement of all personnel and material into or out of the plant.

A. General Requirements

1. The gate will be kept closed at all times.
2. Everyone entering or leaving the plant must do so through the gatehouse.

B. Non-Employees

1. Pickup Drivers

- a. Must stop at the gatehouse and
 - (1) Fill out gate pass - (Exhibit A)
 - (2) Get clearance from person authorizing pickup, i.e., Warehouse Foreman, Maintenance Foreman, Shift Foreman, Spare Parts Clerk, Receiving.
 - (3) Be issued gate pass, 10 ppm mask, safety glasses, hard hat, and badge; and also be instructed about safety rules and given safety sheet.
 - (4) Be allowed access to area for pickup.
 - (5) Must get gate pass signed by authorized person before leaving.
- b. On exit, driver must surrender gate pass and safety equipment.

2. Delivery Drivers and Vendors

- a. Must stop at gatehouse and
 - (1) Fill out gate pass - (Exhibit A)
 - (2) Call Receiving Department for instructions for delivery. In absence of Receiving Clerk call Warehouse Foreman or Shift Foreman.

GENC 23552

- B. 2. a. (3) Be issued gate pass, 10 ppm mask, safety glasses, hard hat, and badge; and also be instructed about safety rules and given safety handout sheet.
- (4) Be allowed access to delivery area.
- (5) Must get gate pass signed by authorized person before leaving.
- b. On exit, driver must surrender gate pass and safety equipment.

3. Construction Personnel

- a. Construction personnel must have a work permit (Exhibit B) at the gatehouse before entry will be allowed.
 - (1) Work permit will be issued by Safety Department.
 - (2) It is the responsibility of the Engineer or other authorized person in charge of the project to obtain the work permit from the Safety Department and send it to the gatehouse.
- b. All construction personnel must be oriented to our Safety rules prior to entry into the plant. Safety orientation will be done by the Safety Department along with the authorized person in charge of the construction job. Safety rules will be issued.
- c. All tools the construction company is going to use must be checked prior to entry. This is to insure they meet our standards and that unauthorized tools will not be used.
- d. All construction personnel will sign a ticket each day and be issued a visitor's badge with the number recorded on the ticket.
- e. The guard may ask for proof that construction personnel have proper safety equipment - safety glasses, hard hats, and safety shoes.

f. Construction Vehicles

- (1) The Safety Department is the only one which can authorize a construction vehicle into the plant.
- (2) Allowing vehicles into the plant will be discouraged. There must be a good reason for a vehicle to enter the plant.
- (3) All vehicles that enter the plant are subject to inspection upon entering or leaving the plant.
- g. The Engineer or authorizing person is responsible for all outside construction people while they are in our plant. If a problem arises, that person will be contacted to handle it.

- B. 3. g. (1) In case of an emergency, it is the authorizing person's responsibility to look out for the safety of those people.

(2) It is therefore encouraged that this person stay close to the work being done for him.

4. In-Plant Visitors

- a. All visitors must sign the gate register.
- b. The visitor will be issued safety equipment, mask and a visitor's badge.
- c. All visitors must be accompanied by the person who he is to see. They must meet the visitor in the gatehouse.

5. Office Visitors

- a. All visitors must sign the register in the Office Building.

C. Permits and Passes

1. Shipments of Resin

- a. Resin shipments will be covered by a Bill of Lading. This is the only permit needed to release resin shipments from the plant.

2. Shipment of Other Materials

- a. Debit Memorandum (Exhibit C) will be issued to cover other materials.

3. Personal Property Pass

- a. An employee must have a personal property pass (Exhibit D) before bringing personal property into the plant. It must be signed by authorizing person, approved by Department Head or Plant Manager, and signed by the employee.
- b. The pass will remain with the guard until the personal property is removed from the plant. The pass will indicate time in and time out, and will then go to the Safety Department.

4. Loaned Equipment Pass - (Exhibit D)

- a. An employee must have a loaned equipment gate pass for any property he is taking from the plant signed by the authorizing person (supervisor responsible for equipment), approved by the Plant Controller or Plant Manager, and signed by the employee borrowing the equipment.

- C. 4. b. Once the pass is authorized and approved, the employee must present the pass to the responsible party (usually the Spare Parts Parts Clerk) to remove equipment from the area. The responsible party is to initial the pass and return it along with the item to be borrowed to the employee.
- c. The borrower will submit the signed copy of the gate pass to the guard upon removing the property from the plant. At that time the guard will sign it out indicating the time and date of the removal.
- d. As always, the Safety Department will return the pass to the Plant Controller or Plant Manager.

5. Parcel Pass - (Exhibit D)

- a. This pass will be issued to employees for materials that are leaving the plant and will not be returned.
- b. The pass must state what the material is and the quantity to be removed. This type of pass will be issued and signed by a Department Head.
- c. This pass also covers goods purchased from the Company. This type will be issued and signed by the Plant Controller.
- d. All parcel passes will be given to the guard as the material leaves the plant and forwarded to the Safety Department.
- e. All passes accumulated by the Safety Department are to be returned to the authorized person.

6. Paycheck Release

- a. Before an employee's paycheck can be released to someone other than the employee, a release form (Exhibit E) must be signed by that employee. In special cases, authorization can be given over the telephone.

D. Company Vehicles

- 1. There will be a vehicle log.
 - a. All company vehicles leaving the plant property must be signed out.
 - b. Authorization must be given by a Department Head or the Plant Manager for use of a company vehicle leaving the plant property.
 - c. The keys to the station wagon, pickup truck and dump truck will be kept at the gate house.
 - d. The only exception to the above will be the numerous trips to the outside warehouse using the company pickup. This will be controlled by the Warehouse Foreman.

THE GENERAL TIRE & RUBBER COMPANY
G.T.R. Chemical Company
Ashtabula, Ohio

Date Issued: August 1, 1983

Procedure No.: SEC-3

Supersedes:

Unit: Security

Subject: PARCEL INSPECTION

Page: 1 of 1

Lunch Boxes

Employee lunch boxes may be inspected daily by the Safety Department prior to the employee clocking out at shift change. Lunch boxes will be opened by the employee and held up for viewing until acknowledged by the Safety Department representative.

Parcels

The Safety Department may check a minimum of two (2) parcels per shift on a random basis prior to the employee leaving the plant at shift change. Parcels include sacks, plastic bags, boxes or other containers used for carrying personal clothing or other items out of the plant. Names of those employees included in the random check will be entered on the Security Officer's Daily Report.

GENC 23558

THE GENERAL TIRE & RUBBER COMPANY
G.T.R. Chemical Company
Ashtabula, Ohio

Date Issued: August 1, 1983

Procedure No.: SEC-4

Supersedes:

Unit: Security

Subject: WATCHMAN'S CLOCK TOUR PROCEDURE

Page: 1 of 2

Part of the Security Guard's responsibility in plant protection is that of making periodic tours of unmanned areas of Company property during the shift for protection against fire, theft, and unusual or unsafe conditions. These tours are also required for casualty insurance reasons. To this end, a watchman's clock (Morse) with nine (9) key stations, have been located in such a manner as to cover all strategic areas of the plant.

Key Station Locations

1. Front office inside by west door.
2. AB area - by south door of warehouse leading to slow loading area.
3. Laboratory - northeast door.
4. Boilerhouse - north wall of control room.
5. Upstairs polymer - by R-316 on north wall.
6. Electric fire pump house - outside door.
7. Monomer control room - by fire alarm box.
8. Walk in freezer chest building - outside by fire extinguisher.
9. Pilot Plant - by double doors (east).

Plant Tour Schedule

A. When plant is in full operation - once per shift:

1. Monday through Friday

<u>Key Stations</u>	<u>Shifts</u>
1	4-12 and 12-8
6	4-12 and 12-8
7	4-12 and 12-8

2. Weekends

<u>Key Stations</u>	<u>Shifts</u>
1	All Shifts
6	All Shifts
7	All Shifts

GENC 23557

Procedure: SEC-4

Page: 2 of 2

B. When plant is shut down for maintenance or other purposes - twice per shift:

<u>Key Stations</u>	<u>Shifts</u>	<u>Days</u>
All 9 Stations	All Shifts	Every Day

The first tour should start about two (2) hours after the shift starts and the second tour about four (4) hours later. Start the first tour going from 1 through 9 Stations. Start the second tour going from 9 through 1 Stations.

Procedure

The tour will be made on foot.

During the tour, the person is to observe all plant areas and take appropriate action when necessary in the event of fire, fire hazard, evidence of theft, unusual or unsafe conditions, etc. Monomer area, for example, should include pump house, Control Room, back gate, and both parts of the old compressor building.

When a tape has been used up, it is to be given to the Safety Department.

GENC 23558