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PLAINTIFF'S
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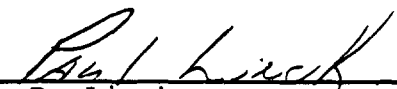
HOECHST CELANESE CORPORATION
TECHNICAL CENTER
Corpus Christi, Texas

To: All CCTC Employees January 13, 1988
From: J. P. Lieck JPL-469-88

CCTC Housekeeping Policy

The Management Safety Committee (MSC) recently reviewed and approved the attached policy for incorporation into the CCTC ESHA manual. The policy formalizes the CCTC efforts to maintain good housekeeping on site. Note that housekeeping responsibilities have been spelled out in the policy.

Please read and become familiar with the policy. Each supervisor has a copy of the ESHA manual. A public copy is located in the library.



J. P. Lieck

JPL/lmj
Attachment

SECTION: SAFETY

DATE: 10-12-87

SUBJECT: CCTC HOUSEKEEPING POLICY

PAGE: 1 OF 1

PURPOSE:

Housekeeping and safety go together. Attention to housekeeping will improve safety by improving our awareness of our workplace.

POLICY:

It is the policy at CCTC that work areas be kept in good order and that housekeeping be given on-going attention. All employees are responsible for site housekeeping in general. In keeping with the ownership concept, line management and employees are specifically accountable for housekeeping in the areas for which they are responsible.

PROCEDURE:

Each employee will insure that his/her work area is kept in good order on a day to day basis. Activities to correct housekeeping deficiencies will be initiated as needed.

All supervisors will inspect their areas of responsibility on a regular (at least weekly) basis. Deficiencies found should be noted and corrective action initiated. Where needed, other departments (Maintenance, etc.) will be requested to help with the corrective action.

Each department manager will monitor the condition of housekeeping in the manager's area of responsibility. The manager will bring any deficiencies to the attention of the owning supervisor who will be responsible for correction of the problem(s).

The Safety and Housekeeping Committee will inspect the workplace and report any findings to the area manager, who will insure that the findings are addressed. For inspection purposes, CCTC is divided into two areas:

- 1) The Building 130 and High Pressure Laboratories
- 2) The Pilot Plant and Maintenance Areas.

Each area will be inspected by the Safety and Housekeeping Committee on a bimonthly basis. Owning managers will respond in writing to the housekeeping committee chairperson, identifying actions that have been taken to address the reported deficiencies and the completion date of those activities.

Each month, members of the Management Safety Committee (MSC) will perform a follow-up tour in areas inspected by the Safety and Housekeeping Committee.

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Monthly Safety and Housekeeping Report Checklist

A. Fire Protection Equipment

1. Are all fire extinguishers sealed, tagged and free of obstructions?
2. Are all fire blankets in good shape and unobstructed?

B. Personnel Protective Equipment

1. Are the safety showers free of obstructions and eye wash stations operative and free of obstructions?
2. Are the face shields, dust and air masks available and in good condition?
3. Are gloves and lab coats available?
4. Is protective equipment properly stored?
5. Is emergency light unit operative?

C. Hazards

1. Is area free of tripping hazards and is access to emergency exits clear (including offices)?
2. Is area free of electrical hazards?
3. Are pulley and machine guards in place?
4. Are gas cylinders and racks properly secured?
5. Is area free of excess chemical samples and equipment not currently in use? Check storage areas.
6. Are containers properly labeled with owner, date, contents, and Celmis (>100 g commercial samples) designations.
7. Do all hood and vent fans work properly?
8. Are floors free of oil, grease and chemicals?
9. Are all flammable liquids stored in proper containers, amounts and locations?
10. Are warning and unit signs in place and legible?

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Red tag
Pen
pencil

MONTHLY SAFETY AND HOUSEKEEPING REPORT CHECKLIST

A. Fire Protection Equipment

1. Are all fire extinguishers sealed, tagged, and free of obstructions?
2. Are all fire blankets in good shape and unobstructed?

B. Personnel Protective Equipment

1. Are the safety showers free of obstructions and eye wash stations operative and free of obstructions?
2. Are the face shields, dust and air masks available and in good condition?
3. Are gloves and lab coats available?
4. Is protective equipment properly stored?
5. Is emergency light unit operative?

C. Hazards

1. Is area free of tripping hazards and is access to emergency exits clear (including offices)?
2. Is area free of electrical hazards?
3. Are pulley and machine guards in place?
4. Are gas cylinders and racks properly secured?
5. Is area free of excess chemical samples and equipment not currently in use? Check storage areas for clutter.
6. Are containers properly labeled with owner, date, contents, and Celmis (>100 g commercial samples) designations.
7. Do all hood and vent fans work properly?
8. Are floors free of oil, grease, and chemicals?
9. Are all flammable liquids stored in proper containers, amounts, and locations?
10. Are warning and unit signs in place and legible?

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MONTHLY HOUSEKEEPING AND SAFETY REPORT
(Self Inspection)

DATE: _____

YES

A. FIRE PROTECTION EQUIPMENT

1. Are all fire extinguishers scaled, tagged, and free of obstructions?
2. Are all fire blankets in good shape and unobstructed?

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B. PERSONNEL PROTECTIVE EQUIPMENT

1. Are the safety showers free of obstructions and eye wash stations operative and free of obstructions?
2. Are the face shields, dust and air masks available and in good condition?
3. Are rubber gloves and lab coats available?
4. Is ADT alarm operative?
5. Is emergency light unit operative?

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C. HAZARDS

1. Is area free of tripping hazards and is access to emergency exits clear?
2. Is area free of electrical hazards?
3. Are pulley guards in place?
4. Are gas cylinders properly secured?
5. Is area free of chemical samples and equipment not currently being used?
6. Are containers properly labeled?
7. Do all hood and vent fans work properly?
8. Are floors free of oil, grease and chemicals?
9. Are all flammable liquids stored in proper containers and amounts?
10. Are warning and unit signs in place and legible?

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D. COMMENTS

Inspected by: _____

Reviewed by: _____

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