PLAINTIFF'S
EXHIBIT
CEL-695

CELANESE CORPORATION

ADMINISTRATIVE PROCEDURE

RESPONSIBLE ISSUING DEPT.	SECTION: LOSS PREVENTION	PROCEDURE NO. 8-3.
INDUSTRIAL RELATIONS	SUBJECT: Loss Prevention Training	PAGE 1 of 4
SUPERSEDES PROC. DATED		DATES. ISSUED September 1975 EFFECTIVE September 1975

1. EDUCATION

1.1 This program was developed to provide assistance to all management and supervision with information that should encourage them to exert every effort, ingenuity and resource in preventing accidents and fires. Emphasis is placed upon supervisory responsibility for perpetual and systematic control, examination and elimination of the causes of accidents and fires. It helps prepare supervision to function well, willingly and with understanding within the framework of their individual situation.

1.2 Subjects covered in the program have Corporation-wide application and are procedures or practices that have been adopted and are standard practice.

1.3 The material for each of the twenty-five sessions, together with the Instructor's Guide, is distributed by the Corporate Director of Safety and Plant Protection, Charlotte, North Carolina.

1.4 In addition to the Celanese Program for Supervisory Training in Accident and Fire Prevention, it is recommended that supervision participate in outside courses. In some cases, safety courses are offered by colleges as evening subjects. Local chapters of the American Society of Safety Engineers and community safety councils have developed courses for Supervisors.

1.5 Prepared courses, complete with instructor's guides, are available and can be adapted to local needs. The National Safety Council offers a home study course, "Supervising for Safety."

2. ORIENTATION PROGRAM FOR NEW AND TRANSFERRED EMPLOYEES

2.1 A carefully planned introduction to the plant or laboratory loss prevention program should be developed. All new employees, staff and hourly, should be oriented in loss prevention through a series of interviews with top management, staff function department heads, the employees' immediate supervisor and the supervisor of safety and plant protection.

2.2 A checklist should be provided to assure that critical orientation items are adequately covered with new and transferred employees. Forms may be devised to meet the particular needs of an individual facility or form Gen-1675, Safety Checklist shown as an exhibit to this section may be used.

3. TRAINING FOR EMPLOYEES

3.1 It is the responsibility of management to develop in its employees safety awareness, knowledge of safe working procedures and the desire to work safely. To these ends, safety education is committed.

3.2 At the plant level, three areas directly affect safety education. They are listed below with their responsibilities:

3.2.1 Safety

a. First aid training for brigade and foreman personnel.

b. Presenting safety orientation message to new hires.

c. Coordinates and/or develops safety posters, bulletins and sales casters for safety awareness.

d. Assure that safety training monthly meetings are held and are of quality.

3.2.2 Training

a. Training operators are taught how to analyze a job for safety, how to write up safety procedures and how to best teach these methods.

b. Develop job safety analysis (see section four) on all production, utilities and service operations.

c. Safety awareness is emphasized during the trainee's orientation given by the training foreman.

d. Training operators and foremen to insure that all safety rules and procedures are strictly adhered to during training.

3.2.3 Assigned Work Area

The superintendent, supervisor and foreman are responsible to see that:

a. OJT includes safety instruction.

b. People are assigned to jobs for which they are trained.

c. Monthly safety training meetings are held.

d. Training is notified of new safety procedures to be taught in classes.

4. FIRE TRAINING

4.1 Advanced fire training schools are held for Celanese employees periodically, offering training in fighting fires of magnitude. These schools are open to management, supervisory and hourly employees.

4.2 Texas Firemen's Training School is held annually at the Texas A & M Universtiy, Bryon, Texas and includes training in pressure pit, propane tank, process unit, overhead pipe rack, chemical complex and loading terminal fires. Additional training in hose handling, self-contained breathing, hand extinguishers, rescue training, ventilation and overhaul, and foam application are also covered in this two-day session.

4.3 Celriver Fire Training Center. This facility was completed in September, 1974, and will provide training similar to that shown in Section 4.2.

4.4 All attendees of the above schools are required to furnish their own protective equipment and should consist of the following:

a. Bunker coat

b. Helmet and face shield.

c. Fire boots. (Hip boots)

d. Cotton gloves (two Pairs).

e. Eye protection.

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Information regarding these schools will be distributed to each facility either from the sponsoring plant or from the office of the Corporate Director of Safety and Plant Protection, Charlotte, North Carolina as the seminars or classes are scheduled.

5. SEMINARS

5.1 Periodically, safety seminars are held throughout the Corporation as the need arises. It is recommended that the loss prevention incumbent attend these seminars as they offer the opportunity for individuals from each facility to join and discuss problems and solutions encountered. The Corporate Director of Safety and Plant Protection coordinates these seminars. Location and dates of these seminars will be distributed from the Charlotte Office as these schedules vary.