PLAINTIFF'S
EXHIBIT
CEL-693

CELANESE CORPORATION — ADMINISTRATIVE PROCEDURE

RESPONSIBLE ISSUING DEPT.	SECTION: LOSS PREVENTION	PROCEDURE NO. 8-1
INDUSTRIAL RELATIONS	SUBJECT: Safety Policy, Responsibility and Organization	PAGE 1 of 4
SUPERSEDES PROC. DATED		DATES: ISSUED September 1975 EFFECTIVE September 1975

SCOPE - The basic objective of the Corporate loss prevention policy is to establish throughout the entire Celanese organization the firm and fully accepted concept that our employees, plant property and equipment are our most important Corporate assets and protection thereof must receive top priority. unqualified support and participation.

1. POLICY

1.1 It is the policy of the Celanese Corporation for all our plants and laboratories to plan and conduct all operations safely, thereby preventing injuries to employees and preventing damage to plant property and equipment.

1.2 Loss prevention, too often, is believed to be something separate, to be handled only be safety engineers. Actually. safety demands the active support of everybody concerned with safe and efficient operation.

1.3 Starting with the original planning, loss prevention considerations must follow through design, purchasing, fabrication, construction, installation, operation and maintenance involved with all buildings, equipment and processes to assure the highest standards of protection for safeguarding all employees and property and to substantially prevent the possibility of incidents which interfere with efficient operation.

2. RESPONSIBILITY

2.1 Integrating loss prevention programs with all of our operating functions is the direct responsibility of operating management. The authority for preventing incidents which interfere with efficient operations on work under their immediate jurisdiction is delegated to all supervisory employees.

2.2 The Corporate Safety Department is part of the Industrial Relations Department and is a staff service, responsible for assisting management and plant and laboratory organization in the overall loss prevention activities.

2.3 Responsibility of Line Management

2.3.1 One of the most important functions of a line manager, whether he be called a Department Head, Foreman, Group Leader, Superintendent or Supervisor, is that of identifying and correcting situations occurring within his jurisdiction that are capable of causing human and dollar waste.

2.3.2 The line manager is the most influential member of the management team, and success or failure of a loss prevention program often hinges upon his ability to manage effectively. The best way to promote hazard-free efficient operations and to arouse safety consciousness in the individual worker is through this individual--management's direct link to the working force.

2.3.3 On the line manager depend the quality of job training, the development of healthy attitudes toward loss prevention programs on the part of employees, and the detection of unsafe conditions and practices, together with the exercise of his supervisory influence in getting them corrected. It is he who can do much to build morale in the workplace so that employees will strive to improve in the area of loss control.

2.3.4 While it is impractical to list each and every function of the line manager with respect to loss prevention, the following represents the most important responsibilities of supervisory personnel:

a. Investigate actual/possible loss production

and hazardous situations within area of responsibility.

b) Measure and maintain records of all losses.

c) Select methods to minimize losses and implement methods within departmental capabilities.

d) Instruct and train employees in safe practices and assure personal protective equipment is provided and used.

e) Enforce safety regulations.

f) Conduct regular safety and housekeeping inspections.

g) Hold periodic safety meetings for those supervised, independent of plant-wide meetings.

h) Investigation of accidents, fires, etc. and the application of corrective action.

3. ORGANIZATION

3.1 Loss prevention organization in each plant and laboratory centers on organizational features generally followed by major industrial manufacturing companies and can easily by adapted to meet the needs of any size of plant or laboratory.

3.2 Each member of the plant organization, taking his logical place in the loss prevention organization, assumes full measure of his responsibility for the plant or laboratory's loss prevention.

3.3 In each plant, where it can be justified, a plant "safety department" is established, headed by a full-time department or section head.

3.4 In smaller plants and laboratories, with fewer employees, where it is deemed inadvisable to assign a full-time department or section head, the loss prevention functions are assigned on a part-time basis to a responsible operating individual or included in the function of the Industrial Relations Department.

3.5 The "safety department," whether it is the one headed by a full-time incumbent, by the part-time operating individual of by the Industrial Relations Department, serves as management's right hand in matters of loss prevention and is a staff function.

3.6 To direct the activity for the plant as a whole and to extend loss prevention effectively to the workers, the following system of central control for accident and fire prevention has been adopted:

Plant Management Accident and Fire Prevention Committee

Supervisory Accident and Fire Prevention Committee

Departmental Employee Accident and Fire Prevention Committee

Special Safety Committees

The function of each of these committees is explained in AP 8-2.