



REYNOLDS METALS COMPANY
EXEMPT JOB DESCRIPTION
 R-340-14 (Rev. 9-83)



JOB CODE

JOB TITLE

DIRECTOR OF INDUSTRIAL HYGIENE AND TOXICOLOGY

HAY TITLE

LOCATION

GOB

DIVISION

Personnel

DEPARTMENT

Medical

SECTION

Industrial Hygiene

POSITION SUMMARY The **DIRECTOR OF**

INDUSTRIAL HYGIENE & TOXICOLOGY advises and confers with, and makes policy recommendations to, management on industrial hygiene and toxicology matters; plans, implements, and maintains programs to protect employees' health; conducts industrial hygiene surveys of, and evaluates and approves chemicals for use in, RMC facilities; advises and consults with trial attorneys and provides expert witness testimony in conducting defense of product liability and workers' compensation claims against the company; establishes position, approves staffing, and supplies direction to field and corporate industrial hygiene personnel; represents RMC in professional organizations and occupational health committees, and supervises the corporate health center.

DIMENSIONS FOR THE YEAR 1986

Supervise: (Directly) 2 Corporate Exempt; 2 Corporate Non-exempt.

(Indirectly) 5 Area/Plant Industrial Hygienists; 5 I.H. Chemists

Annual Budget Requirements: (a) departmental operating budget, including payroll, of \$389,000; (b) corporate budget initiated for I.H. preventative function, up to \$25 million.

Design and manage all of the company's on-going programs for major health hazard prevention.

Provide industrial hygiene and toxicological advice and information on a daily basis to plant

management covering all U.S. employees of RMC and consolidated subsidiaries.

Testify as an expert witness in lawsuits involving claims by employees for workers' compensation and by non-employees for personal injury caused by RMC products or related RMC activity.

WORKING RELATIONSHIPS

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CONTACT	INTERNAL FREQUENCY	REASON
Law Dept.	Daily	OSHA/Wkrs.Comp./Liab. cases.
Division/Plant Managers	Daily/Weekly	IH Surveys/problems, etc.
Plant IH Representatives	Daily	Coordinate IH activities.
Labor Relations/Personnel	Weekly	Union/OSHA activities.
Engineering-Corp. & Plant	Daily	Control Procedures.
Research & Development	Daily	IH analytical needs.
Risk Management	Weekly	Workers' Comp. - Oc. Disease.
Safety	Weekly	OSHA matters.
CONTACT/ORGANIZATION	EXTERNAL FREQUENCY	REASON
Governmental Agencies (OSHA, NIOSH)	Weekly	OSHA inspections/NIOSH studies.
Attorneys at Law	Weekly	Dev. WC claims/3rd party cases.
Consultants (analytical)	Monthly	Spec. project studies as needed.
Academic contacts	Monthly	Maintain contact/spec. studies.
Prof. Organ. (AIHA, ABIH, etc.)	Monthly	Maintain professional contacts.
Customers	Weekly	Mat. Safety Data Sheets/Labels.
Vendors' representatives	Weekly	Equipment needs.
Unions	When necessary	Resolve problems in plants.
CIGNA-Insurance companies	Weekly	WC claims and surveys

NOTE: This list is not intended to be all inclusive.

Title:

DIRECTOR OF INDUSTRIAL HYGIENE

RESPONSIBILITIES (Continued)

Importance
Factor

- | | |
|----|---|
| 20 | 5. PROVIDE MANAGEMENT AND PROFESSIONAL DIRECTION TO STAFF/DEPARTMENT AND FIELD REPRESENTATIVES. <ul style="list-style-type: none">A. Prepare annual budget and forecasts, staffing, equipment, and automation requirements.B. Provide staffing and training for corporate and field personnel.C. Write job descriptions.D. Develop objectives and conduct performance appraisals.E. Develop and evaluate industrial hygiene programs for plants.F. Develop and establish valid analytical methods for department.G. Review data and develop written reports regarding potential health risks and recommend corrective action to management.H. Develop appropriate training programs (Hazardous Materials, Respiratory Protection, Heat Stress, etc.)I. Assist with epidemiological studies. |
| 3 | 6. REPRESENT RMC IN THE FOLLOWING INDUSTRIAL HYGIENE/TOXICOLOGY/OCCUPATIONAL HEALTH ORGANIZATIONS/COMMITTEES/SOCIETIES: <ul style="list-style-type: none">A. American Industrial Hygiene AssociationB. American Academy of Industrial HygieneC. American College of ToxicologyD. International Primary Aluminium Institute, Health CommitteeE. The Aluminum AssociationF. Task Group on Welding (Chairman), The Aluminum AssociationG. American Society for Testing and Materials |
| 2 | 7. SUPERVISE THE CORPORATE HEALTH CENTER OPERATION. |

25

TOTAL 100%

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memo from:
Homer M. Cole

7/30/87

Re: Job Description
Dir., Indus. Hygiene

- 1) Please insert the "Pending Number of Occupational Disease Claims" graph with the Job Description and discard the previous graph.
- 2) At Dr. Irby's suggestion, a bar graph regarding Federal Regulations was produced, in addition to the line graph. Please attach to the Job Description.

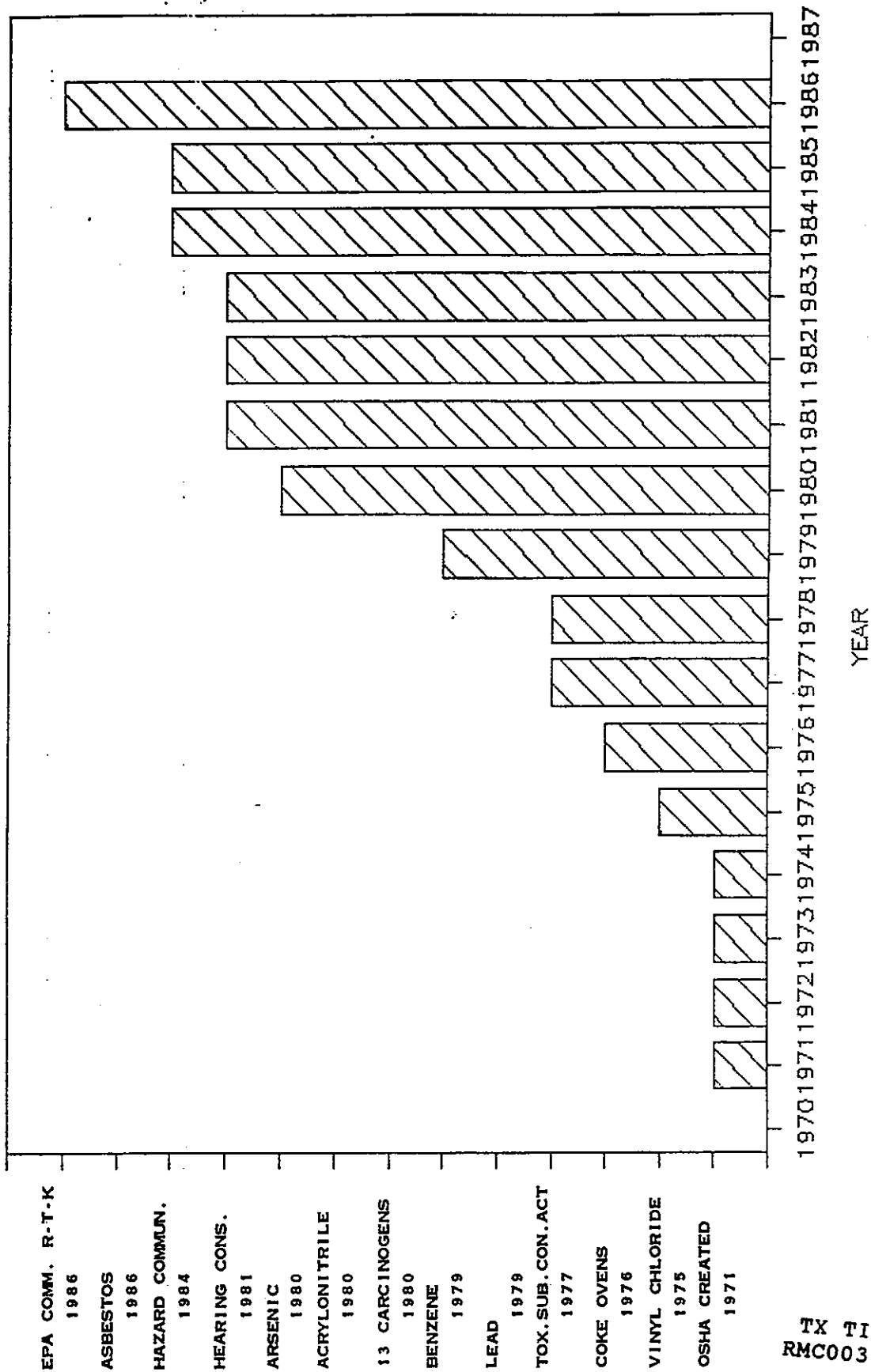
H. M. Cole

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FEDERAL REGULATIONS



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Since 1975, when the position of Manager of Environmental & Industrial Hygiene was first evaluated, substantive changes have taken place in responsibility and accountability. Historically, the position was principally a staff function to (1) audit the implementation of compliance programs designed to protect the company from default citations under regulations promulgated by Occupational Safety & Health Administration and Environmental Protection Agency and (2) coordinate environmental health surveys of employee exposures to chemical and physical agents in our plants.

Today, the position has been upgraded to DIRECTOR OF INDUSTRIAL HYGIENE which incorporates all of the above-listed functions with the major responsibility for the development and guidance of management policies concerning all phases of industrial hygiene, toxicology, hearing conservation, and employee and community right-to-know laws.

In 1976, the Director of Hearing Conservation and the Corporate Toxicologist were distinct positions reporting to the Medical Director. Today, these two jobs, along with the earlier duties of the Manager of Environmental & Industrial Hygiene, have been fully integrated into the responsibilities of the Director of Industrial Hygiene. As seen in Items 1, 2 and 4 of the Responsibilities Section of the Job Description Form, the position has become focused on preventative management, whereby policy and procedural guidance is disseminated to operational line-management

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to help them identify health problems in our plants, and then to evaluate and communicate those problems to top management, with recommended solutions and appropriate plans to implement those solutions. Ultimately, the Director of Industrial Hygiene is accountable for ensuring that RMC employees are not harmed by exposure to toxic chemicals or physical hazards (i.e., noise, radiation, heat).

Examples of policy areas which require the advice and expertise of a Director of Industrial Hygiene include hearing conservation, hazard communication, asbestos control, heat stress, and occupational lung disease. American industry spent in excess of two billion dollars on occupational illness during 1985. In the hearing conservation area alone, the workers' compensation claim risk to our company presently exceeds \$54 million.

In the past three years, two new laws have been promulgated in response to the methyl isocyanate accidents in India, killing some 2,000 people, and more recently at the Union Carbide chemical plant in West Virginia. These two laws are referred to as the OSHA Hazard Communication Standard and the EPA Community Right-To-Know Law. These laws deal with the development of information and knowledge regarding chemicals which are used in our plants and by our employees in their work, as well as the chemicals to which our plant communities may be exposed in an emergency situation. These laws are very specific, imposing liability on industrial

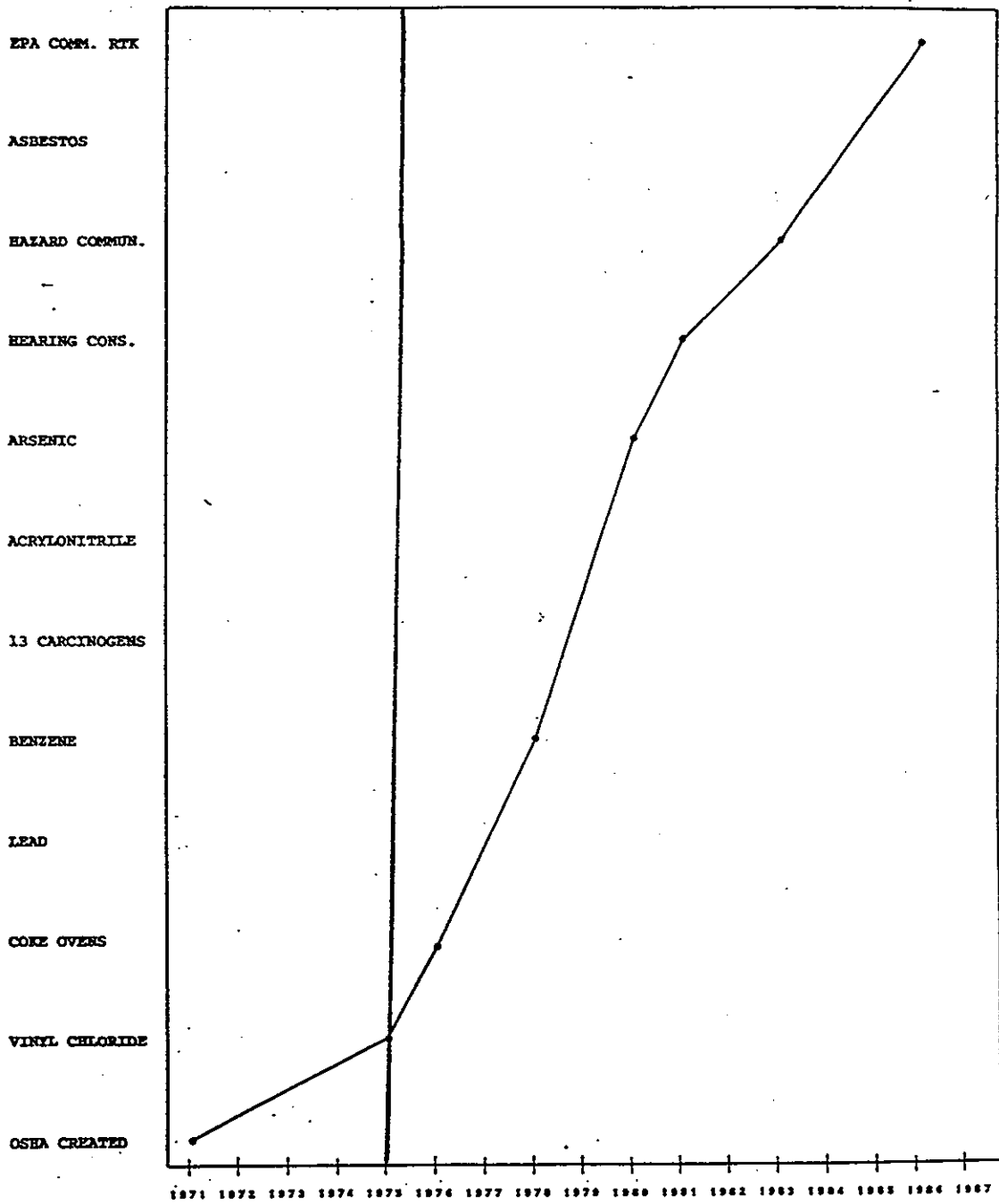
firms to develop information and to disseminate information to our employees and the community.

Presently, RMC's plants use some 10,000 different products, comprised of approximately 40,000 different chemicals. The Director of Industrial Hygiene is responsible for the review and evaluation of these materials so as to ensure that they are used safely within the company. In two RMC divisions which utilize large quantities of chemical products, Can and Flexible Packaging Divisions, no new chemical products may be purchased for use until the Director of Industrial Hygiene has evaluated and approved such chemical products.

As you probably are aware, the evaluation of new chemical products is complex and requires specialized technical training, good judgment, and the ability to communicate information, using a practical, common sense approach. The Director of Industrial Hygiene is required to meet with our Industrial Relations Department and the unions on grievance and other health-related complaints about chemicals present in the air and elsewhere at plant sites.

In addition to evaluating chemicals used in our plants, the Director of Industrial Hygiene has the responsibility to author, edit, and update Material Safety Data Sheets and product labels on all products produced for sale by RMC. Material Safety Data Sheets and labels are required by law and represent the mechanism

FEDERAL REGULATIONS



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