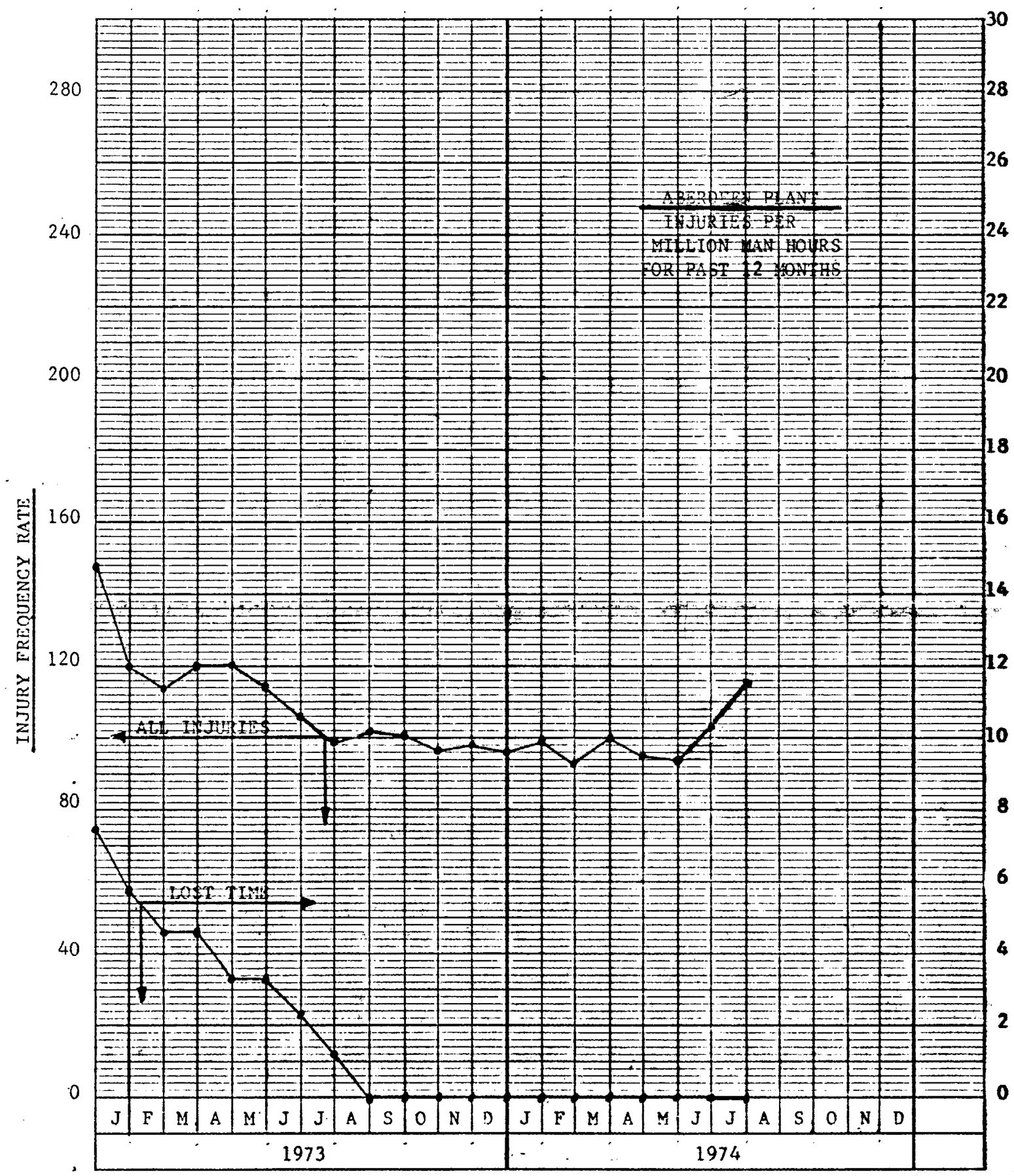


K&E 1 YEAR BY MONTHS X 150 DIVISIONS 46 3090 MADE IN U.S.A. KEUFFEL & ESSER CO.

VAB.000104010 3

MANAGEMENT LEADERSHIP

A. DECLARE A PLANT SAFETY POLICY

B. UPGRADE PLANT SAFETY RULES

C. FIX RESPONSIBILITIES

1. Plant Manager
2. Safety Director
3. First Line Supervisor
4. Maintenance Department
5. Each Employee

EMPLOYEE ACCEPTANCE OF PERSONAL RESPONSIBILITY

A. GENERAL

B. RECOGNITION & INCENTIVES

1. Conoco Safety Anniversary Awards.
2. Safety Committee Awards.
3. Non-Disabling Injury Awards.
4. Outside Awards.
5. Department Dinners.

C. MAINTENANCE OF INTEREST

1. Safety Poster Program.
2. Safety Banner Program.
3. Employee Publications.
   a. PVC Hotline.
   b. Industrial Supervisor Magazine.
   c. Family Safety Magazine.

INJURY INVESTIGATION, REPORTING & MEASUREMENT OF RESULTS

A. INVESTIGATION & REPORTING

1. Upgrade Procedures.
2. Train Supervisors.
3. Promptly Investigate All Injuries.
4. Take Prompt, Effective Action On Injuries.

B. MAKE USE OF RESULTS & STATISTICS

1. Provide Statistical Breakdowns By Department To **All Concerned**, Including Safety Committee.
2. Concentrate On Major Injury Types, Work Areas.
3. Provide Recognition For Good Performance.

CONOCO CHEMICALS
ABERDEEN, MS PLANT
INJURY INVESTIGATION

EMPLOYEE _____ JOB CLASS. _____ DEPT. _____
SUPERVISOR _____ DATE OF INJURY _____ TIME _____
NATURE OF INJURY (BE SPECIFIC) _____

FIRST AID

TREATMENT _____
TREATED BY _____ DATE OF TREATMENT _____ TIME _____
EMPLOYEE SENT: BACK TO WORK ____ TO DOCTOR ____ OTHER _____

PHYSICIAN'S TREATMENT

NAME, ADDRESS OF PHYSICIAN _____
DATE OF TREATMENT _____ TIME _____
TREATMENT _____
WORK RESTRICTIONS (BE SPECIFIC) _____

SUPERVISOR'S INVESTIGATION

WHERE DID INJURY OCCUR _____ IN LINE OF DUTY: YES ____ NO ____
WITNESSES _____
WHAT WAS EMPLOYEE DOING AT TIME OF INJURY (BE SPECIFIC) _____

HOW DID INJURY OCCUR (BE SPECIFIC) _____

UNSAFE CONDITION(S) CONTRIBUTING TO INJURY (BE SPECIFIC) _____

WHY DID CONDITION(S) EXIST _____

UNSAFE ACT(S) BY INJURED OR OTHERS CONTRIBUTING TO INJURY _____

WHY WAS ACT COMMITTED _____

WHAT HAS BEEN DONE TO PREVENT SIMILAR INJURY(BE SPECIFIC) _____

WHAT ELSE WILL BE DONE(BE SPECIFIC) _____

WHEN WILL IT BE DONE(GIVE DATE) _____

REVIEW SIGNATURES

INJURED EMPLOYEE _____ DATE _____
IMMEDIATE SUPERVISOR _____ DATE _____
AREA SUPERVISOR _____ DATE _____
DEPT. SUPERINTENDENT _____ DATE _____
SAFETY DIRECTOR _____ DATE _____
PLANT SUPERINTENDENT _____ DATE _____
PLANT MANAGER _____ DATE _____

INJURY CLASSIFICATION

FIRST AID ____
MEDICAL ____
DISABLING ____
OSHA RECORD ____

TRAINING MEETING ATTENDANCE RECORD

NAME OR SUBJECT OF COURSE OR CLASS _____

DATE _____ INSTRUCTOR(S) _____

LOCATION _____ NUMBER OF HOURS _____

DESCRIBE WHAT HAPPENED (Major points covered, what was demonstrated, what was practiced, what training aids were used, etc.) Attach separate sheet if necessary.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ SIGNATURE _____

TRAINEES

DEPT.	CLOCK NO.	NAME (PRINT)	DEPT.	CLOCK NO.	NAME (PRINT)

HEALTH & HYGIENE

A. VCM - RELATED HAZARD CONTROL

1. AOL

   a. Minimize Contact.

   b. Provide Impervious Gloves & Enforce Use.

2. LIVER DAMAGE POTENTIALS

   a. Minimize Exposures.

   b. Provide Adequate Protective Equipment.

   c. Moniter.

      1. Area Fixed-Point.
      2. General Area Leak Detection.
      3. Personnel Dosimetry.
      4. Maintain Required Records.

B. OTHER HAZARDOUS CHEMICALS

1. Acquire & Use Material Safety Data Sheets For All Plant Chemicals.

2. Establish & Maintain Good Job Use Practices.

C. SANITATION

1. Provide Adequate Facilities.

2. Provide Adequate Cleaning Services.

D. NOISE HAZARDS

1. Provide Warning Signs.

2. Provide Hearing Protection & Enforce Use.

3. Engineer Out Hazards.

E. LIGHTING LEVELS

1. Survey Needs.

2. Provide Adequate Lighting.

FACILITY INSPECTION

A. SAFETY COMMITTEE INSPECTIONS

B. SAFETY DEPARTMENT INSPECTIONS

1. Inspect Routinely.
2. Issue Inspection/Followup Reports To All Concerned.

C. MAKE MAXIMUM USE OF RESULTS OF OUTSIDE INSPECTIONS

1. Bi-Annual Medical Department Industrial Hygiene Surveys.
2. Annual Safety Divison Inspections.
3. Insurance Carrier Inspections.
4. Special Survey Team Inspections.
5. OSHA Compliance Officer Inspections.

MEDICAL & FIRST AID SYSTEMS

A. PERIODIC HEALTH EXAMINATIONS

1. Medical Surveillance Program.

2. Hearing Testing.

B. FIRST AID FACILITIES & TREATMENT

1. First Aid Room.

2. Provide First Aid Kits.

   a. Off-Site Workers.
   b. Vacations.

3. Provide First Aid Training.

4. Provide Standard Instructions For First Aid Treatment Of Major Injury Types.

HOUSEKEEPING

A. ESTABLISH & IMPLEMENT DEPARTMENT HOUSEKEEPING PROGRAMS

1. Fix Responsibilities Of All Employees.
2. Inspect All Areas Regularly.
3. Correct Housekeeping Problems As They Occur.
4. Acquire Additional Cleaning Equipment As Needed.

B. PROVIDE PLANT-WIDE INSPECTION RESULTS TO ALL CONCERNED ON A REGULAR BASIS

PERSONAL PROTECTIVE EQUIPMENT

A. CLARIFY & ENFORCE RULES

B. MAINTAIN ROUTINE ISSUE ITEMS & SPARE PARTS IN MAINTENANCE STOCKROOM, INCLUDING SAFETY SHOES.

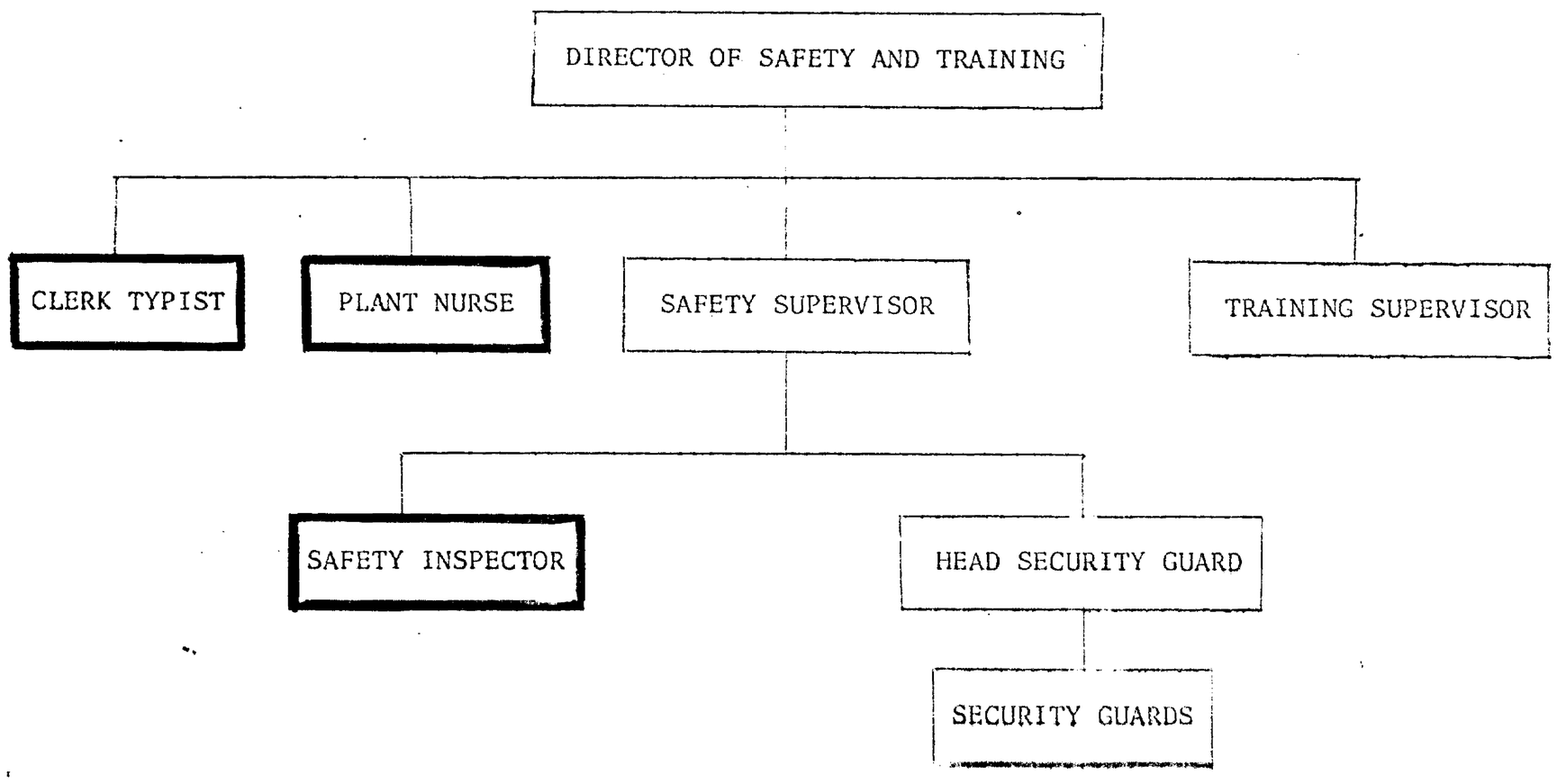
C. PROTECTIVE CLOTHING

1. Acquire Proximity Suits For Fire-Fighting.
2. Acquire Protective Clothing For Phthallic Anhydride Exposures.
3. Acquire & Use Impervious Clothing Where Needed, Such As Gloves For AOL.

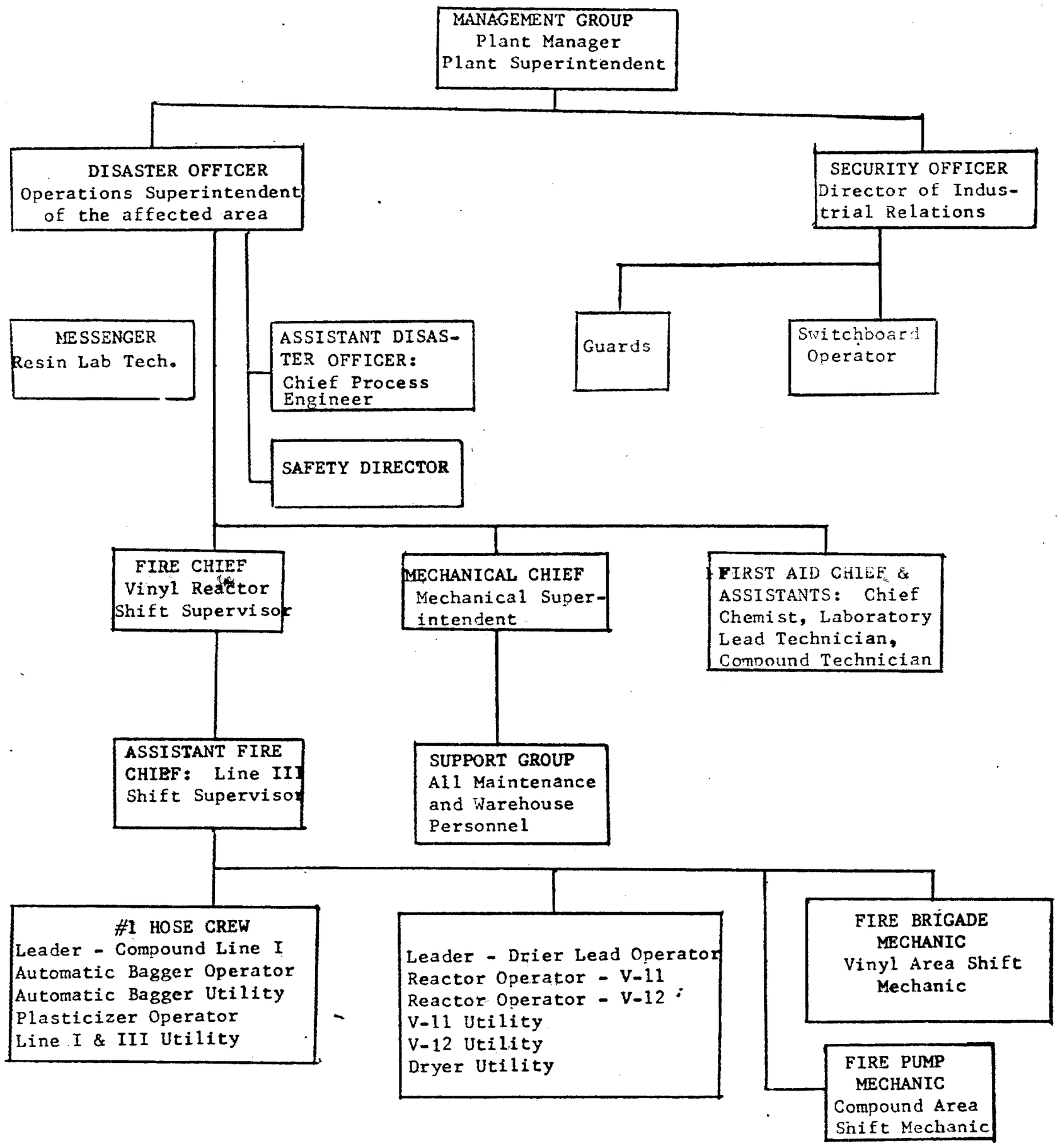
CONOCO CHEMICALS

ABERDEEN PLANT

SAFETY AND TRAINING DEPARTMENT



DISASTER ORGANIZATION CHART



ABERDEEN SAFETY RECORD

A. INJURIES

	August 1974	1974 To Date	1973	1972	1971
Lost Time	0	0	0	6	19
Doctor Cases	3	58	83	112	201
	3	58	83	118	220
First Aid Cases	7	54	NA	NA	NA

B. NO LOST TIME RECORD

On August 1, 1974, the Plant reached two years without a disability injury, having worked approximately 1.7 million man-hours.

JVU/lpb
8/13/74

SAFETY TRAINING

A. DEPARTMENT SAFETY MEETINGS

B. NEW EMPLOYEE SAFETY TRAINING

C. FIRST AID TRAINING

D. LIFT TRUCK OPERATOR TRAINING

E. EMERGENCY BRIGADE TRAINING

F. FIRE EXTINGUISHER PRACTICE

G. AIR-LINE RESPIRATOR TRAINING

H. SCOTT AIR-PAK TRAINING

I. OXYGEN RESUSCITATOR TRAINING

J. INJURY INVESTIGATION TRAINING

DOCTOR CASES - 1974 TO DATE

I. BY DEPARTMENT

Vinyl Reactors	29
Maintenance	10
Compound Line I & Scrap Unit	4
Compound Line III & Dry Blend	4
Yard	3
Plasticizer	3
Vinyl Dryers	2
Engineering	2
Administration	1
Warehouse	0
Lab	0
	58

II. BY TYPE

Abrasions, Cuts & Bruises	26
Sprains & Strains	17
Inhalation	4
Acroosteolysis (AOL)	4
Burns	3
Eye Irritation	3
Skin Irritation	1
	58

EMERGENCY CONTROLS

A. ESTABLISH & IMPLEMENT EMERGENCY PROCEDURE

1. Train All Personnel.
2. Keep Procedures Correct.

B. ESTABLISH & MAINTAIN ADEQUATE EMERGENCY ALARMS

1. Provide Auxiliary Emergency Electrical Power.
2. Provide Additional Speaker Where Needed.
3. Test & Repair Routinely.

C. ESTABLISH & IMPLEMENT A PLANT-WIDE SAFETY CONTROL PERMIT SYSTEM

D. PROVIDE & MAINTAIN ADEQUATE FIRE PROTECTION

1. Fire Extinguishers.
2. Water Deluge System - Continue Present Inspection.
3. Fire Sprinklers - Provide Improved Inspection.
4. Fire Hose Equipment.
5. Provide Routine Fire Training.

E. PROVIDE & MAINTAIN ADEQUATE RESCUE & EMERGENCY EQUIPMENT

1. Provide Equipment Needed.
2. Provide Adequate Inspection & Maintenance Of Equipment.