UNION CARBIDE

INTERNAL CORRESPONDENCE

RECEIVED

APR 18 1980

SOLVENTS & INTERMEDIATES DIVISION

P. O. BOX 471, TEXAS CITY, TEXAS 77590

PLAINTIFF'S EXHIBIT

UC-4548

To(Name) See Attached Distribution
Company
Location

Date April 9, 1980

Copy to See Attached Distribution

Subject OSHA Organization and Policy - Texas City Plant

Attached is an updated copy of the plant organization for OSHA matters. There are no major changes other than in committee compositions.

As before, the management policy at Union Carbide's Texas City Plant is to meet or exceed the intent of the regulations in the Occupational Safety and Health Act of 1970.

D. L. Engle
Plant Manager

/cew
Attachments

UCTC 19145

GENERAL GUIDELINES FOR
OSHA COMPLIANCE OFFICER VISITS

Be courteously impersonal.

Do not keep the OSHA Compliance Officer waiting.

Make The OSHA Compliance Officer feel that you know the law, or are studying it.

Answer questions, but do not volunteer information.

Have well-kept and documented records.

Have records readily available.

If the Compliance Officer cites a problem, do not start to record it unless he does so first. Make a mental note of the problem or record it later.

It is preferable to pick up the Department Head and the Foreman of a facility as the inspection is progressing. Immediate answers from knowledgeable personnel are very beneficial.

Attempt to make a copy of the Compliance Officer's notes before he leaves the plant.

UCTC 19146

April, 1980

TEXAS CITY PLANT

OSHA TECHNICAL COMMITTEE

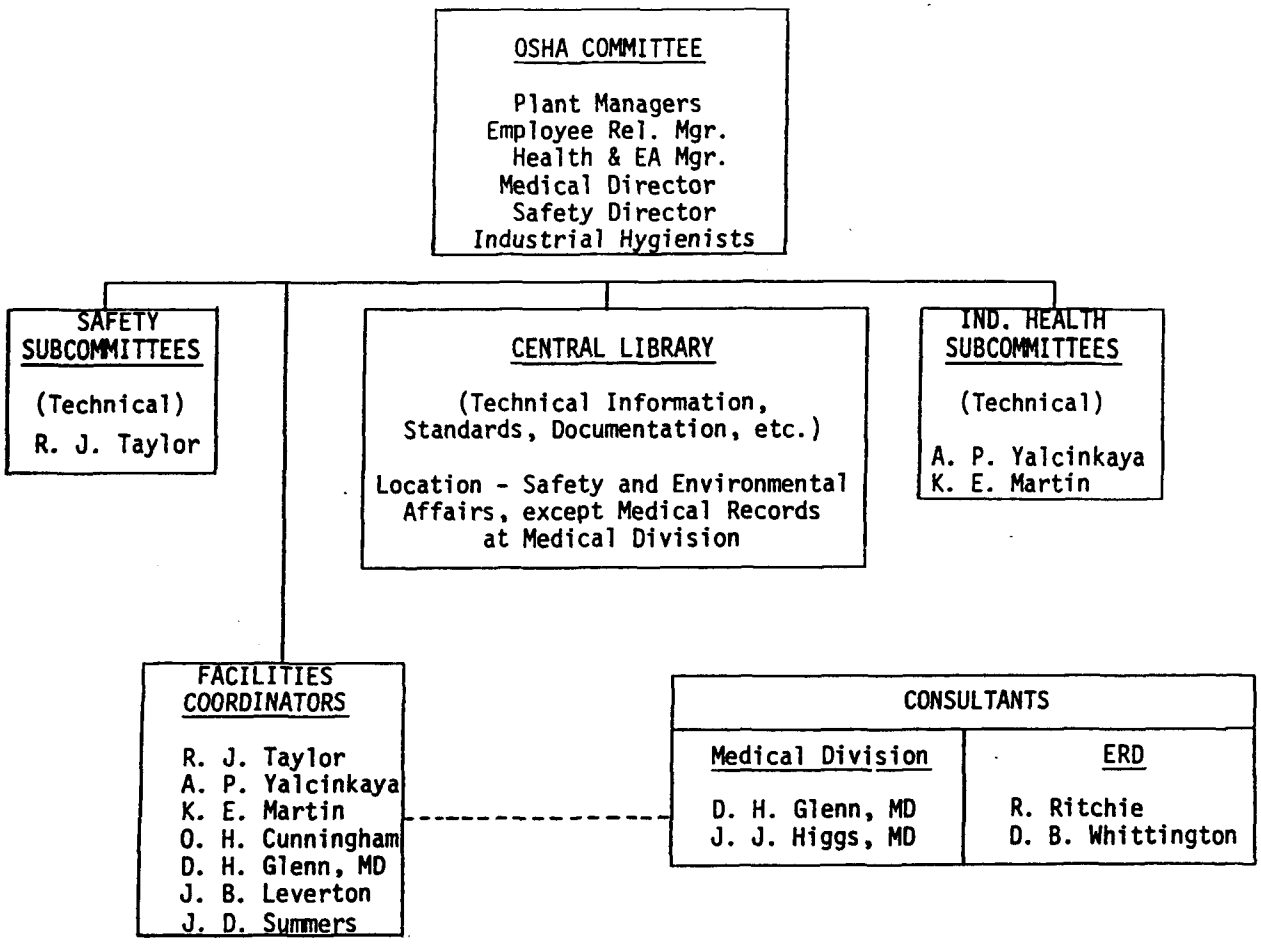
Responsibility	Subpart	Title
R. M. Sewell	D	Walking and Working Surfaces
	E	Means of Egress
	F	Powered Platforms, Manlifts, and Vehicle Mounted Work Platforms
A. P. Yalcinkaya K. E. Martin	G	Occupational Health and Environmental Control
	H	Hazardous Materials General Environmental Controls
R. J. Taylor	I	Personal Protective Equipment
	L	Fire Protection
D. H. Glenn, MD	K	Medical and First Aid
L. A. Smith	O	Machinery and Machine Guarding
W. P. Reeves	M	Compressed Gas and Compressed Air Equipment
	N	Materials Handling and Storage
L. J. Schroeder	P	Hand-Held and Portable Powered Tools
	Q	Welding, Cutting, and Brazing
R. A. Johnson	S	Electrical

April, 1980

UCTC 19147

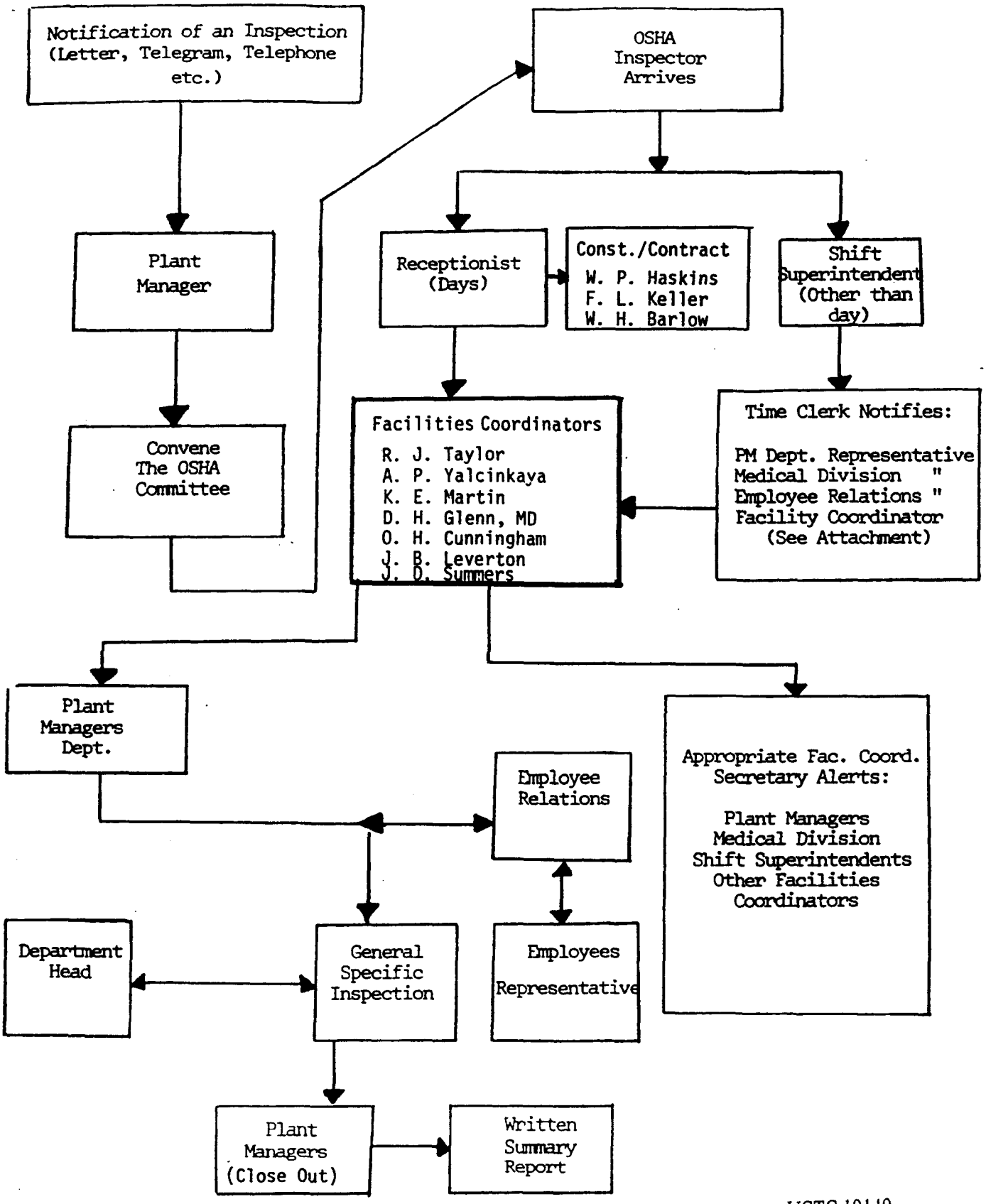
OSHA ORGANIZATION

TEXAS CITY PLANT



April, 1980

UCTC 19148



April, 1980

UCTC 19149

OSHA INSPECTION GUIDELINES

UNION CARBIDE CORPORATION

TEXAS CITY PLANT

UCTC 19150

RECEPTIONIST

When an OSHA Compliance Officer arrives,

a. Ask him for his OSHA Compliance Officer Identification. Record his name and identification number.

b. Ascertain if the officer is inspecting UCC or a contractor. If for UCC, follow, c, d, e, below. If the visit is to see a contractor, contact one of the following as a Facility Coordinator and tell him the circumstances:

   1. W. P. Haskins, ext. 4689

   2. F. L. Keller, ext. 4463

   3. W. H. Barlow, ext. 5112

   Then follow c, d, e, but be sure to tell the regular Facility Coordinator of your actions.

c. Call a Facility Coordinator and advise him of the impending inspection. (The Facility Coordinator will get the OSHA Compliance Officer from the lobby.)

d. Provide the OSHA Compliance Officer with a pass, advise him of the no smoking and lighter rules, etc. Treat him JUST AS YOU WOULD ANY OTHER VISITOR.

e. By telephone relay the name and identification number to the Safety and Fire Protection Department secretary, ext. 5477, who will verify their credentials.

MANAGER'S SECRETARY

1. Upon notification of the presence of an OSHA Compliance Officer, notify all members of the Plant Managers Department.

2. Upon receipt of results of the credentials verification by the Safety and Fire Protection Department secretary, notify the Plant Manager as soon as possible.

3. Notify the following of the inspection:

   SHARE Manager, Solvents and Intermediates
   R. R. Rankin 8-5947, (713) 486-5947, (713) 486-1558

   Vice-President, Operations and Technology
   R. L. Yelton 8-71-5914

FACILITY COORDINATORS

1. a. When advised by the receptionist during normal working hours of the presence of an OSHA Compliance Officer, the Facility Coordinator should immediately instruct his secretary to proceed with the communications. Suggest pre-interview before going to the Plant Manager's office.

   b. The Facility Coordinator will then proceed to the lobby in order to escort the OSHA Compliance Officer to the Plant Manager's office for the opening interview.

2. If an OSHA Compliance Officer arrives in the plant outside normal working hours, the Facility Coordinators will be notified at home and should report to the Plant Manager's office as soon as possible. At a minimum, Mrs. A. P. Yalcinkaya, Dr. D. H. Glenn, and R. J. Taylor should report to the plant.

3. In either case of 1 or 2 above, the Facility Coordinator will follow the inspection.

4. The Facility Coordinator will attempt to obtain any kind of copy of the OSHA Compliance Officer's notes before he leaves the plant.

FACILITY COORDINATORS' SECRETARY

1. Upon receiving notification of an OSHA Compliance Officer visit from a Facility Coordinator, notify the following:

Plant Managers -	Ms. Theall	Ext. 5548
	Ms. Lee	Ext. 5513
	Ms. Ruiz	Ext. 5249
	Ms. Swanson	Ext. 5413
Medical Division -	Ms. Brinchman	Ext. 5381
Employee Relations -	Ms. Halstead	Ext. 5166
Shift Superintendents Office		Ext. 4429
or Unit 1		Ext. 4409
Other Facility Coordinators		
	Ms. Ruiz	Ext. 5390
	Ms. Williams	Ext. 5477

2. The receptionist will notify the Safety and Fire Protection Department secretary as to the name and identification number of the OSHA Compliance Officer, who will immediately call the OSHA Regional Office in south Houston, telephone number 226-4367, and ask them to verify the credentials of the OSHA Compliance Officer. Immediately report your findings to the Plant Manager's secretary and she will pass this information on to the Plant Manager as soon as possible.

April, 1980

GUARD FORCE

1. If an OSHA Compliance Officer arrives at any gate, including the Marine Terminal, the Guard should immediately notify the Shift Superintendent, extension 4429 or Unit 1 through the Dispatcher, extension 4409. The Guard should then advise the OSHA Compliance Officer that the Shift Superintendent is on his way tc the gate to escort the officer into the plant.

2. If an OSHA Compliance Officer arrives at any gate outside of normal working hours, the Guard should respond as outlined in paragraph 1, and notify the Shift Time Clerk at extension 5408. The Guard will obtain and record the OSHA Compliance Officer's name and identification number from his identification card and pass this information on to the Time Clerk.

SHIFT TIME CLERK

1. During normal working hours, the Shift Time Clerk has no specific duties unless otherwise instructed.

2. a. If an OSHA Compliance Officer arrives at the plant outside normal working hours, the Shift Time Clerk will be notified by the Guard.

   b. The Shift Time Clerk should immediately notify the following by telephone:

   One PM Department Respresentative (from Duty Roster)
   One Medical Division Representative (from Duty Roster)
   One Employee Relations Representative
   One Facility Coordinator

   } See OSHA Inspection Guidelines Attachment

   Those called will inform the Time Clerk if any others should be called.

   c. The Shift Time Clerk should then call any others specified by those called above and when completed notify the Shift Superintendent.

April, 1980

SHIFT SUPERINTENDENT

1. If an OSHA Compliance Officer arrives at the receptionist's office during normal working hours, the Shift Superintendent need only stand by for possible input during the inspection.

2. If an OSHA Compliance Officer arrives at any gate, including the Marine Terminal, during normal working hours, the guard at that gate will notify the Shift Superintendent immediately. The Shift Superintendent will go to that gate and escort the officer to the receptionist's desk. The inspection will then proceed as noted under the receptionist's instructions.

3. If an OSHA Compliance Officer arrives at any gate outside normal working hours, the guard will notify the Shift Superintendent as in paragraph 2 above. The Shift Superintendent will:

   a. Advise the OSHA Compliance Officer of the no matches, lighters, smoking, etc., rule.

   b. Provide him with a personnel pass (Escorted).

   c. Provide him with a vehicle pass if he so desires.

   d. Take the OSHA Compliance officer to the Shift Superintendent's office and inform him that Plant Management and other personnel are being notified, and that they will report to the plant as quickly as possible.

   e. Obtain a Union Representative (J. W. Fewell) or any person on the Union Stewards List.

   f. Upon arrival of the Plant Manager or a designated Asst. Plant Manager, the Shift Superintendent will escort the OSHA Compliance Officer to the Plant Manager's office for the opening interview.

OSHA INSPECTION GUIDELINE ATTACHMENT

Plant Managers Department

D. L. Engle	534-3259
W. P. Nickles	333-4622
D. R. Reem	333-2643
J. H. Barrett	486-0515
J. S. Knight	474-4896

Medical Division

D. H. Glenn, MD	938-1503
J. J. Higgs, MD	486-0326

Employee Relations Department

D. B. Whittington	948-2037
G. E. Jewell	935-5807
R. Kendall-Abbott	723-9576

Facility Coordinators

K. E. Martin	948-8768
R. J. Taylor	534-2310
A. P. Yalcinkaya	488-8097
O. H. Cunningham	471-1281
J. B. Leverton	482-2227
D. H. Glenn, MD	938-1503
J. D. Summers	337-5104

April, 1980

UCTC 19158



DISTRIBUTION

To:
Mr. N. J. Alford
Mr. E. E. Ashworth
Mr. W. H. Barlow
Mr. T. L. Bateman
Ms. L. Brinchman
Mr. O. H. Cunningham
Mr. P. Delesandri
Mr. J. E. Dunker
Dr. D. H. Glenn
Ms. N. Halstead
Mr. W. P. Haskins
Dr. J. J. Higgs
Mr. G. E. Jewell
Mr. R. A. Johnson
Mr. F. L. Keller
Ms. R. Kendall-Abbott
Ms. K. Lee
Mr. J. B. Leverton
Mr. K. E. Martin ✓
Mr. J. S. Matlock
Ms. S. Nelson
Mr. W. P. Reeves
Ms. B. Ruiz
Ms. I. Ruiz
Mr. J. E. Saxon
Mr. L. J. Schroeder
Mr. R. M. Sewell
Mr. L. A. Smith
Ms. C. Swanson
Mr. R. J. Taylor
Ms. G. Theall
Mr. D. B. Whittington
Ms. C. Williams
Ms. A. P. Yalcinkaya

cc:
Mr. J. H. Barrett
Dr. L. P. Berti
Mr. T. O. Blum
Mr. C. E. Bowman
Mr. J. H. Buehler
Mr. L. E. Calvert
Mr. R. L. Frantz
Mr. F. R. Fryer
Mr. D. J. Grammer
Mr. A. E. Helms
Mr. J. L. Hockersmith
Mr. D. R. Holcomb
Mr. J. S. Knight
Mr. J. E. Llana
Mr. R. P. Melton
Mr. W. P. Nickles
Mr. G. F. Painter
Mr. D. R. Reem
Mr. D. G. Reese
Mr. R. Ritchie
Mr. A. O. Ross
Mr. G. F. Tacquard

Non-Plant

Mr. R. R. Rankin - CLC
Mr. R. L. Yelton - NY(29)