

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page 1 of 1

Subject: A - Organization and Administration

Date Issued: January, 1969

Item: 8.- Safety Communications & Contacts

Comment: Original Issue

(Line and Staff)

Each location should establish the method by which safety is to be communicated to line and staff personnel. Ordinarily, this would follow the normal organizational "chain of command." However, it is advisable to supplement this procedure depending upon many factors, not the least of which is the size of the organization.

Some supplemental procedures to be considered are:

1. Supervisory Departmental Safety Meetings
2. Written bulletins or memorandum.
3. Special mass meetings of supervisory personnel.
4. Use of local plant newspaper.
5. Use of local community newspaper.
6. Safety meetings with hourly personnel.
7. Special mass meetings of hourly personnel.

BB 0012650

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 2

Subject: A - Organization and Administration

Date Issued: January, 1969

Item: 9. - Safety Suggestion Program

Comment: Original Issue

A formalized Safety Suggestion Program has several advantages. It is a means by which all employees may become personally involved in the safety effort. It is also a means by which many unsafe practices and conditions may be brought to management's attention and appropriate corrective action taken. Finally, it provides an excellent opportunity for promotional activity and safety publicity.

The mechanics of the program are relatively simple and are as follows:

1. Forms should be devised for the employees to utilize in submitting their written safety suggestion. A sample of the suggestion form used at a PPG plant immediately follow this Item 9. It should be noted that the sequence and routing of the suggestion form is most important.
2. Forms should be made readily available to the employees. Employees should submit written safety suggestions directly to their supervisors. Suggestion boxes should not be used.
3. Each suggestion received should receive careful consideration and the employee making the suggestion should be advised as to the disposition of his suggestion, whether favorable or unfavorable, at the earliest opportunity.
4. Some form of recognition should be given periodically to the employee submitting the best suggestion for the period covered. e.g. newspaper, plant paper, bulletin board publicity and/or some small token of appreciation.

BB 0012651

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 2 of 2

Subject: A - Organization and Administration

Date Issued: January, 1969

Item: 9. - Safety Suggestion Program

Comment: Original Issue

5. The suggestion program itself should be promoted and publicized.
6. The suggestion program should not be set apart from the plant's safety program, but rather should be an integral part of the safety program.

Local management should not undertake a Safety Suggestion Program unless or until they are prepared and willing to put forth the time, effort and money required to take corrective action on the suggestions such a program will generate.

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ACCIDENT CAUSE REMOVAL

To Safety

Originator: Send Original White copy to the Safety Dept, give other three copies to your Supervisor. Supervisor, after ACTION TAKEN is noted send Card copy to Safety Dept, return Yellow copy to Originator and keep Pink copy for your file.

Condition _____

Action Taken _____

Date _____

Signed _____

Date _____

Signed _____

No Carbon Required Paper

F 3

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: A - Organization and Administration

Date Issued: January, 1969

Item: 10. - Safety Performance Recognition

Comment: Original Issue

Safety Performance Recognition Programs are many and varied and, therefore, no attempt will be made to describe any particular program in this manual. However, several general comments, with respect to such programs, are in order:

1. Performance recognition type programs should not be attempted unless a sound safety program is in operation.
2. If the awards of such a program are geared to periods of time during which the unit operated with no disabling injuries, no doctor cases, etc., these periods of time should be realistic and attainable. For example, if the unit has a low manhour exposure, it would better to establish goals in terms of days, weeks, or months rather than in terms of a large number of manhours.
3. Ways and means should be incorporated into the program so as to involve as many employees as possible.
4. Programs of this nature must be changed and varied periodically in order to maintain interest.
5. Programs of this nature do afford excellent opportunities for safety promotion and publicity.
6. Suggested programs and details of operation are available from most large trading stamp companies and from the General Office Safety Section. This does not mean that trading stamps are recommended or more effective than other types of awards, such as Savings Bonds, cash, merchandise, etc.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 3 of 3

Subject: E - Accident & Injury Reporting

Date Issued: January, 196

Items: 2. - Medical Treatment Injury Reporting

Comment: Original Issue

3. - Disabling Injury Reporting

5. - Injury Investigation by Safety Staff

6. - Injury Investigation by Line Personnel (Cont.)

In the event of a plant fatality, the procedure is to notify the General Office Safety Department immediately. The following home phone numbers are listed in order that notification can be made during other than General Office hours. In calling please follow the order in which the names are listed below:

H. Clark Underwood

276-6746

R. E. Sourwine

353-1751

D. A. Smith

653-4711

The area code for all of the above numbers is 412.

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BB 0012655

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: E - Accident & Injury Reporting

Date Issued: January, 19-

Item: 4. - Off-the-Job Injury Reporting

Comment: Original Issue

You are to report both to the National Safety Council and the General Office Safety Section on a quarterly basis (on the 15th day following the end of the quarter) all off-the-job injuries that result in a loss of one or more full working days or cause inability to work on one or more non-scheduled workdays. This report is sub-divided into the categories of transportation, home and public.

Forms should be obtained from the National Safety Council, 425 N. Michigan Avenue, Chicago, Illinois 60611.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 2

Subject: E - Accident & Injury Reporting

Date Issued: January, 1969

Item: 7. - Accident & Injury Analysis

Comments: Original Issue

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Like all phases of business, accident prevention must be based on facts which clearly identify the problems. This approach to accident prevention will result in more effective control over accidents and permit this objective to be accomplished with savings in time, effort and money.

Analysis of the circumstance of injuries can produce these results:

1. Identify and locate the principal sources of accidents.
2. Disclose the nature and size of accident problems in departments and among occupations.
3. Disclose inefficiencies in operating processes.
4. Disclose unsafe practices which need special attention in training.
5. Disclose improper placement of personnel.
6. Permit an objective evaluation of the progress of the safety program.

The reliability of any analysis depends entirely upon the proper selection of the correct key factors and the method for identifying them. Some of the factors which should be included are:

1. Nature of injury
2. Part of body injured
3. Source of injury
4. Hazardous condition
5. Unsafe act

Studies to pinpoint accident problems should be made periodically by the Safety Director and the results should be reported to the Management Safety Committee. This information should be used by the committee to institute programs and changes designed to correct accident problems.

BB 0012657

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 2 of 2

Subject: E - Accident & Injury Reporting

Date Issued: January, 1969

Item: 7. - Accident & Injury Analysis

Comment: Original Issue

One of the tools established for measuring accident experience is the Danger Index. The following classifications of cases are used in determining those cases to be charged against the Danger Index.

Danger Index-Chargeable Cases

1. All non-disabling eye injuries from work produced objects corrosive materials, radiation burns, etc., which are severe enough to require referral to a physician or ophthalmologist for treatment. Not to include foreign substances or wind blown objects easily removed with a cotton applicator or by flushing.
2. All non-disabling fractures (including hair line ones).
3. All non-disabling lacerations severe enough to require the attending physician to close them by means of suturing, using needle and suture material. (Do not include closures by clip, butterfly, or tape.)
4. All non-disabling injuries for which the attending authorized physician prescribes work restrictions or motion limitations caused by work accident or incident which restricts in any way the employee from performing his or her regular established job.
5. All non-disabling gas inhalation cases severe enough to warrant the attention of a physician.
6. All disabling injuries (by present Z16.1 definition.)

Danger Index cases are to be reported on Form 1514 under the heading of Doctor Cases - Non - Disabling - this month. Such cases are to be coded with the letter Z in the left hand column.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: E - Accident & Injury Reporting

Date Issued: January, 1961

Item: 8. - Submission of Reports

Comment: Original Issue

With respect to the submission of Report Forms 5704 and 1514 the following applies:

Form 5704 - This report is to be completed for all Doctor cases, disabling injuries, and fatalities and submitted to the General Office Safety Section within 48 hours of the time the accident occurred.

Form 1514 - This report which immediately follow this Item 8 is to be completed and submitted to the General Office Safety Section by the 10th working day of each month. In the C & R Division each plant should file a separate 1514 for each of the following:

1. All plant production maintenance and salaried employees
2. All distribution center hourly and salaried personnel
3. All paint center hourly and salaried personnel
4. All Industrial Sales Personnel
5. Delaware and Torrance should file a separate Form 1514 covering all Detzler Warehouse Personnel

In Items 2, 3, and 5 above, the hours and direct accident costs should be shown by location on the back of Form 1514.

Prior to the submission of either of the above reports, the Safety Director should review them to ascertain that they are complete and that the information reported is accurate. Should any discrepancy be revealed it should be corrected before the reports are submitted.

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INDUSTRIES, Inc.
MONTHLY PERSONAL INJURIES REPORT

PLANT OR WORKS NO.

MONTH OF

19

TOTAL ALL INJURIES DURING MO. _____ DAYS LOST TIME DUE TO INJURIES THIS MONTH _____ LOST TIME THIS MO. DUE TO PREV. INJURIES-THIS YR. _____
PERMANENT OR FATAL INJ. DURING MO. _____ TOTAL DISABLING INJ. THIS MO. _____ AVG. NO. OF EMP. DURING MO. _____ TOT. HRS. WORKED THIS MO. _____
DAYS WORKED SINCE LAST DISABLING INJURY _____ HOURS WORKED SINCE LAST DISABLING INJURY _____ CHARGEABLE DANGER INDEX CASES THIS MO. _____

CASE NUMBER	NAME	AGE	DATE OF INJURY	DATE RETURNED TO WORK	DAYS LOST	EXTENT OF INJURY	CAUSE OF INJURY	DEPT.
----------------	------	-----	-------------------	-----------------------------	--------------	------------------	-----------------	-------

LOST TIME THIS MONTH DUE TO PREVIOUS INJURIES - THIS YEAR

LOST TIME CASES THIS MONTH

DOCTOR CASES - NOT DISABLING - THIS MONTH

CASES - DOCTOR/LOST TIME

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 1 of 2

Subject: B - Equipment

Date Issued: January, 1969

Item: 1. - Quantity and Location

Comment: Original Issue

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In all plants there should be extinguishing equipment for the fighting of small fires. Extinguishers do not take the place of major fire fighting equipment, however, they will enable you to bring small fires under control with a minimum of damage. The adequacy of extinguishers may be evaluated by using the following:

1. Suitability of type to cope with the kind of fires anticipated in area protected.
2. Sufficiency of capacity and total number to cope with severity of fire anticipated.
3. Location and accessibility.
4. Guidelines established by the National Fire Protection Association code 10 A should be followed.

Hose houses should be equipped with spanners, hose straps, axes and other tools necessary for fighting fires. They should contain the amount (length) of hose necessary to cover the area designated for protection. Adjustable nozzles are recommended in preference to playpipes.

Where the distances hose has to be taken to fight a fire are relatively short but congested, a hand drawn hose reel or cart is suggested.

F.I.A. recommendation with respect to the adequacy and need for sprinkler system should be observed.

Good communications are necessary if a fire is to be adequately coped with. A system for alerting employees is essential in fire safety.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 2 of 2

Subject: B - Equipment

Date Issued: January, 1969

Item: 1. - Quantity and Location

Comment: Original Issue

A clearly audible alarm should sound in all areas of the plant to indicate the general locality of the fire. Outlets for operating the alarm system should be strategically located in accessible locations throughout the plant. The employees should be trained in their operation and location. Code cards should be located at each alarm outlet.

If a fire pump is used it should be of a capacity adequate to make available the necessary amount of water for fire protection.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 1 of 1

Subject: B - Equipment

Date Issued: January, 1969

Item: 2. - Water Supply

Comment: Original Issue

Water supplies for private fire protection systems may be furnished by gravity tanks, wells, the public water system, lakes, or a combination of these. Regardless of what the protection system consists of, you should periodically assess the adequacy and reliability of the water supply in relation to probable demand. This includes not only volume but the means whereby the water is conveyed to the systems in use.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 1 of 1

Subject: B - Equipment

Date Issued: January, 1960

Item: 3. - Inspection & Testing

Comment: Original Issue

The Company Fire Prevention Manual details the minimum program for the inspection and listing of fire fighting equipment. Each plant should develop their own procedure for handling deficiencies uncovered as a result of the required inspection program. The Company Fire Prevention Manual can be obtained from the General Office Safety Section.

Report Form 1523 "Report of Annual Tests of Fire Equipment" and report Form 1524 "Fire Equipment Inspection Report" both of which immediately follow this Item 3 are to be submitted to the General Office Safety Section as required. These forms may be obtained from the General Office Stationery Standardization Department.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: C - Training

Date Issued: January, 1969

Item: 10. - Artificial Respiration & First Aid
Training

Comment: Original Issue

First aid training will prepare individuals to give proper emergency care to accident victims - both on and off the job. In some situations immediate action may mean the difference between life and death. Training in first aid might also contribute to a reduction of accidents by creating an understanding of accident causes and thus improving attitudes toward safety.

Arrangements for first aid training can be made through the local Red Cross or the Bureau of Mines. You may prefer to select key personnel to be trained as instructors or you may wish to arrange for employee training by instruction provided by the Red Cross.

A sufficient number of employees should be trained so that adequate coverage exists on all shifts including weekends.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Pag : 1 of 2

Subject: D - Motivation

Date Issued: January, 1969

Item: 1. - Bulletin Boards for Safety Items

Comment: Original Issue

Separate bulletin boards for safety items only should be strategically located throughout the plant. One board in a work area at a place where employees can see it when momentarily at leisure is desirable. Safety bulletin boards should also be located in lunch areas and locker rooms.

Bulletin boards may range from large enclosed illuminated boards to small framed inexpensive mounts. All bulletin boards framed in wood should be attractively painted and preferably glass covered. They should be in a well-lighted place and centered at eye level.

A bulletin board should be used for only one safety display at a time. Posters should be changed at no less than 2 week intervals. Safety posters can be obtained from the following sources:

1. National Safety Council
2. Aetna Life & Casualty
3. Independent Companies
4. Society for Prevention of Blindness
5. National Fire Protection Association
6. Government Agencies
7. Local Plant Safety Letters

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Accident prevention signs intelligently used can be effective in the prevention of accidents. An important function of such signs is to warn against committing unsafe acts and practices. Also signs are used to direct employees to various safety equipment. Therefore, for maximum safety, reactions to such signs should be automatic. It should not be necessary to stop and read each particular warning.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 2 of 2

Subject: D - Motivation

Date Issued: January, 1969

Item: 1. - Bulletin Boards for Safety Items

Comment: Original Issue

Sign uniformity is of great importance. Definite designs and colors will result in worker familiarity no matter where they work. United States of America Standards Institute Standard Z 35.1 deals with industrial accident prevention signs. Its use is recommended.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: D - Motivation

Date Issued: January, 196

Item: 2. - Special Safety Displays and
Demonstrations

Comment: Original Issue

Special safety displays and demonstrations are promotional methods which can be used effectively to arouse and maintain interest in safety. The displays used for this purpose should be simple, attractive, and illustrate the point intended to be made. In addition, they should be used regularly and keyed to fit in with the plant's overall approach to safety.

Listed below are typical examples of special safety displays and demonstrations used by various plant locations throughout the company.

1. Electric boards and signs used at the plant entrance to remind employees of the safety record of each department and the entire plant.
2. Displays showing how safety shoes, safety glasses or hard hats saved a life or prevented serious injury.
3. Displays of personal protective equipment.
4. Exhibits of safe and unsafe tools and equipment.
5. Demonstrations of fire equipment by the plant fire brigade or local Fire Department.

Pictures of special safety displays at one of our PPG plants immediately follow this Item 2.

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TO SAVE YOUR LIFE YOU
CAN'T BEAT SAFETY
PPG WORKS 7" SUPPLIES
THIS SAFETY EQUIPMENT
TO PROTECT
YOU
DONT GIVE INJURIES OR
FIRES A PLACE TO START.
"WORKS 7"
IS A SAFE PLACE TO WORK

**HOW TO
PREVENT
ACCIDENTS**
LIFT UP



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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: D - Motivation

Date Issued: January, 196

Item: 3. - Individual Coaching

Comment: Original Issue

Supervisors cannot be expected to remember the injury experience of each employee, therefore, a procedure should be established for the recording of such experience on individual records. Much can be learned about accidents from employee injury records. If certain employees have frequent injuries, their work habits, physical and mental abilities, training, etc. should be studied for the purpose of correcting the conditions which cause the accident. In addition, a formula based on experience should be established so that an employee receives constructive counseling after a set number of injury producing accidents. Such counseling should be used as a tool for improving the employee's accident record and should be done so as not to discourage injury reporting.

Immediately following this Item 3 is a card which can be used for keeping individual injury experience information and a "Re-current Injury Counseling Form", currently in use at a PPG plant location.

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RE-CURRENT INJURY COUNSELING PROGRAM

FORM - Counseling Form

PURPOSE -

- I. To notify the foreman that one of his men has an unsatisfactory injury record.
- II. To have the foreman counsel the individual on improving his safe job performance.

PROCEDURE -

- I. The Nurse will complete the Counseling Form and send to the man's current foreman for the following reasons:
 - A. Five First Aid cases within two months.
 - B. Two First Aid cases within two weeks.
 - C. Two doctor cases within two months.
 - D. One doctor case and three First Aid cases within two months.
 - E. Similar or comparable occurrences at the discretion of the Nurses.
- II. Upon receipt of this form, the foreman will counsel the man as soon as possible and send to the department head, who will forward it to the Safety Director.

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RE-CURRENT INJURY COUNSELING FORM

TO: _____
(Foreman)

DATE _____

THRU _____
(Department Head)

RE: _____
(Injured's Name)

RETURN WITHIN 5 DAYS TO _____

After review of our injury records, it has been determined that _____
_____ who works for you has experienced _____
(Number)

First Aid/Doctor (cross out one) in the last _____ months.
(Number)

Due to this bad injury experience, you are requested to counsel this employee in your office for at least five minutes to determine what can be done to improve his safety experience.

Briefly explain the results of this conference:

Was employee receptive to this counseling session? Yes ☐ No ☐

Explain briefly:

Use the back of this form for additional space.

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(Foreman's Signature)

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: D - Motivation

Date Issued: January, 196

Item: 4. - Use of Visual Aids, Safety Films, etc.

Comment: Original Issue

Visual aids and training films are only worthwhile when they are pertinent to the subject being presented. They help a supervisor to teach more in less time and, in addition, aid in holding the employee's interest. Also they aid the employee in retaining what he has learned. Coordinated into a good presentation at the right time and in the right way visual aids are invaluable tools; they can motivate as well as instruct.

To be effective visual aids must be selected with care. Mere use of a visual aid just because it is readily available does not necessarily improve on spoken words. In fact, it may even detract from the desired effect.

Films enable a story to be told with the dramatic impact of pictures, action and sound. However, it should be kept in mind that visual aids and films are only an aid and not a substitute for a good, well planned program in safety.

The General Office Safety Section has published a Directory of Training Films in which are listed films on safety, first aid, fire prevention, etc. are available to you. Use this material to supplement your program as often as practicable, but don't overdo it. When used, safety films should not take up the entire meeting time.

BB 0012675

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: D - Motivation

Date Issued: January, 196

Item: 5. - Employee-Foreman Safety Contacts
and Communication

Comment: Original Issue

The individual safety contact plan can be used separately or in conjunction with employee safety meetings. The purpose of the contact plan is to provide individual safety instructions by the supervisor to each employee. Such individual contacts may deal with safety rules, safe practices, specific job hazards, accidents, reporting of injuries, safety suggestions, etc. Because the individual contact is personal, the supervisor should plan the subject matter to meet the employee's specific needs.

The supervisor should contact each employee under his direction at such time intervals as determined by plant management. In choosing a time and place for the employee contact the supervisor should attempt to minimize the chances for distraction and interruption.

Contacts made by the supervisor should be recorded on the employee's safety record and should be used in part as a measurement of the supervisor's safety activities. For this purpose, the Safety Director should maintain a record of each supervisors contacts. In addition, each higher level of management should spot check the safety contact of subordinates in order to make reliable appraisals of the quality of the individual contacts.

Immediately following this Item 5 is a sample contact plan card and a write-up with respect to its use.

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THE CONTACT PLAN

The simplicity of the Contact Plan is its most appealing attribute. All that is involved are two, three to five minute personal contacts per day. Each line foreman talks to two of his men, individually, daily. He talks about safety on the man's job. However, five minutes will generally only permit talking about a small part of the job. The foreman should be prepared to talk about the details of that part of the job to be used in the Contact. This includes personal protection, standard work procedures, housekeeping, waste, errors, running in the plant, wiping up after spills, covering containers of solvent, tools in good working order and anything else pertaining to safety, ad infinitum. Nothing of a personal nature is covered, it may lead to a gab-fest for a half hour.

As the contacts are made, the foreman checks off the names of his men on the "contact check list or calendar." A copy of form 4408 is attached. At the end of the month, the form is turned in to the Safety Department where a record is kept and proper follow up is conducted. Possibly, the plant manager may want a list of those turned in, or not, as the case may be.

The other form attached is a job breakdown form. In the event that there are jobs in a department with which the foreman is not intimately familiar, this form may be used to break down the steps of the job. Many foremen make up such forms for all their jobs for reference, training new men and checking approved methods. These forms, too, should be made available to the foremen. In some cases, managers of plants insist that each job or piece of a job be so recorded. In many cases the safety man in the plant assists in the formulation or possibly checks the hazards listed. The use of this form is purely optional and up to the plant management, but it is essential that all foremen know the exact sequence of each job and the safety factors involved. If you have a job analysis program, this form is not needed.

A weakness of the plan involves how adequate each foreman may be. He must have an agile mind and try to change his pitch and approach, the longer the plan is carried out. Talking to the same people about the same thing month after month is apt to become monotonous to both foreman and employee. That is where the resourceful foreman has the edge.

That is also where the safety man functions. He must keep his finger on the pulse of the plan and be ready to jump in to help the foreman at any time. He may resort to sending out periodic releases containing items the foreman can use from time to time. Generally, such releases are short and point to just one item. The following topic examples are some that could be used. There are certainly many more which could be utilized.

Running
Covering Solvent Containers
Tools
Replacing Bungs
Piling Materials
Wiping Spills
Replacing Guards
Unsafe Acts
Overloading

The Prankster
Personal Hygiene
Proper Lifting
Driving Industrial Trucks
Ladders
Ropes
Slings and Chains
Hoists
Locking Out Switches, etc.

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JOB BREAKDOWN FOR TRAINING

Select a common job in your own department and set up an outline for instructing a new man.

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This sheet can be used as a reminder guide or check list the next time you or one of your subordinates instructs a new man.

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: D - Motivation

Date Issued: January, 19

Item: 6. - Example Set by Supervisors

Comment: Original Issue

The supervisor is the key man in any safety program because he is responsible for translating management safety policies into action and for promoting safety activities among the employees.

The supervisor's attitude toward safety is an significant factor in the success of the entire safety program because his views and actions will be reflected by the employees in his department.

Setting a good example, for instance, wearing safety glasses and other personal protective equipment wherever and whenever it is required, is one of the most important ways in which the supervisor can promote safety. Teaching safety is an important function of the supervisor. However, the supervisor must set a good example in all aspects of safety if he is to gain the respect of those whom he supervises.

When a foreman is appraised for a promotion or merit increase in salary, his performance with respect to safety should be one of the factors taken into account in the overall evaluation. If he is lax in this area he should be constructively advised of the need for improvement.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: D - Motivation

Date Issued: January, 196

Item: 7. - Enforcement of Safety Rules

Comment: Original Issue

Safety rules are an important element of any good safety program. Every operation regardless of size can develop safety rules applicable to all employees. In addition, it may be necessary to develop specific safety rules for each department or area of operation.

Each employee should be supplied with a copy of the safety rules at the time of his employment. Supervisors should frequently question each employee concerning his knowledge of the general and department safety rules.

Safety rules and regulations should be revised from time to time to obtain maximum effectiveness and include newly recognized conditions revealed by changes in operation.

Safety rules cannot be effective unless provision is made for the enforcement of them. Generally, the same disciplinary actions that apply to other than safety infractions should be used. When reprimands are required for violation of safety rules, they should be administered with tact and good judgment. Rarely should they be given publicity. The effectiveness of a reprimand almost always is lost if the offender is made to appear in an unfavorable light in the eyes of his fellow employees.

When it is felt that an employee is deliberately disobeying safety rules prompt action is necessary. Laxity in the enforcement of safety rules and failure to act promptly when violations occur are only too likely to lead to a serious accident. Remember - it is too late to invoke discipline after a life has been lost.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: D - Motivation

Date Issued: January, 19

Item: 8. - Off the Job Safety Activities

Comment: Original Issue

Directly and indirectly industry is bearing the burden of the costs with respect to off-the-job accidents. Disruption of the labor force, worry and hardship, loss of purchasing power by the consumer and insurance costs are some of the things which affect industry's pocketbook. Your interest in the safety and protection of our employees should no longer end when they leave the plant gate. Therefore, it is important that each plant location incorporate as part of its overall safety program an off-the-job educational service among employees and their families.

All the injuries reported on the National Safety Council quarterly summary should be analyzed just as though they were on-the-job work injuries. When sufficient data has been developed to indicate a pattern of injuries a program directed at educating the employees towards preventing such injuries should be developed and implimented in conjunction with the on-the-job program.

Distribution of the National Safety Council Family Safety Magazine to each employee is recommended. Information regarding the cost of this magazine can be obtained from the National Safety Council, 425 N. Michigan Avenue, Chicago, Illinois 60611.

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BB 0012682

ACCIDNET PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: D - Motivation

Date Issued: January, 19

Item: 9. - Local Community & Public Interest &
Participation

Comment: Original Issue

It is important that the Safety activity at the plant receive as much favorable publicity as possible. Favorable publicity can help plant management do a job in selling safety. Listed below are some suggestions for publicizing your efforts in safety.

1. If you are located in a community where the company is well known arrange for the local newspaper to carry articles about your plant safety activities. Items such as safety records, supervisory and employee awards for safety, contests, etc. make interesting news.
2. Weekly or monthly plant newsletters are especially important as a means of maintaining employee interest in safety. Such newsletters can give detailed information on standings in contests, publicize unusual accidents and near-misses, and support the safety program in general
3. Letter to home of each employee can be used by management to drive home a particular point of concern.

The Safety Director should make his services available to local community organizations which need guidance and direction in the areas of safety. In addition, he should join and actively participate in the following:

1. The American Society of Safety Engineers
2. The National Safety Council
3. Any local safety Council

BB 0012693

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: I - Safety

Page: 1 of 1

Subject: E - Accident & Injury Reporting

Date Issued: January, 196

Item: 1. - Maintaining Accident & Injury Records

Comment: Original Issue

Records of accidents and injuries are essential to a successful safety program. They supply the information necessary to effect control over the specific conditions and acts which cause accidents. The Safety Director should be held responsible for maintaining a complete well organized file with respect to employee accident and injury experience. He should be able to, when requested, quickly assemble, evaluate and summarize injury data for prompt use by line management.

The Safety Director should on a monthly basis supply the Management Safety Committee with a summary of accident experience for the preceding month. He should make appropriate comments or suggestions and point out any action which is indicated by the summary.

Accident and cost studies should be distributed to all of supervision so that they are aware of problems existing in their area and can take the necessary corrective action.

NOTE: This document is not to be used for any purpose other than the one for which it was prepared.



DATE _____

PLANT _____

REPORT OF ANNUAL TESTS OF FIRE EQUIPMENT

THE FOLLOWING TESTS OF FIRE EQUIPMENT HAVE JUST BEEN COMPLETED.

 _____ FEET OF 2½" HOSE AT 150 LBS. AND _____ FEET FAILED BY REASON OF _____

 _____ FEET OF 1½" HOSE AT 150 LBS. AND _____ FEET FAILED BY REASON OF _____

 _____ FEET OF _____ " CHEMICAL ENGINE HOSE AT 150 LBS. AND _____
 FEET FAILED BY REASON OF _____

 _____ FEET OF _____ " _____ HOSE
 _____ LBS. AND _____ FEET FAILED BY REASON OF _____

 _____ 250 GALLON ENGINES SHOWED A HIGH PRESSURE OF _____ LBS.; EACH WAS WASHED OUT, WELL
 CLEANED, TESTED AT 300 LBS. COLD WATER PRESSURE AND RECHARGED AND PAINTED. HOSE AND NOZZLE IN GOOD CONDITION
 EXCEPT _____

 _____ 2½ GAL. S. & A. EXTINGUISHERS WERE DISCHARGED, WELL CLEANED AND RECHARGED
 _____ FAILED BY REASON OF _____

 _____ 40 GAL. EXTINGUISHERS WERE DISCHARGED, WELL CLEANED AND RECHARGED. HOSE
 NOZZLE IN GOOD CONDITION EXCEPT _____

 _____ 20 GAL. EXTINGUISHERS WERE DISCHARGED, WELL CLEANED AND RECHARGED. HOSE
 NOZZLE IN GOOD CONDITION EXCEPT _____

 _____ HYDRANTS WERE BLOWN OUT AND WERE ALL FOUND AND LEFT DRY AND IN GOOD
 CONDITION EXCEPT _____

 _____ INSIDE CONNECTIONS WERE BLOWN OUT AND WERE ALL FOUND AND LEFT DRY AND IN
 GOOD CONDITION EXCEPT _____

BB 0012685

(OVER)



Plant _____

FORM 1524 REV. 12/1/70

EQUIPMENT INSPECTED	NO. OF PIECES INSPECTED	EQUIPMENT INTACT & GOOD CONDITION	HOSE & NOZZLE INTACT	EQUIP. PRO- PERLY HUNG & FULL DISCHARGE HOSE & NOZZLE IN GOOD COND.	UN- OBSTRUCTED & OPERATING PROPERLY	SATIS- FACTORY	COMMENTS
CHEMICAL DRY POWDER							
5 LB.							
10 LB.							
20 LB.							
30 LB.							
150 LB.							
350 LB.							
500 LB.							
1000 LB.							
2000 LB.							
RE DOORS			N.A.	N.A.			
RE PS			N.A.	N.A.			
JAM GENERATORS							
OTHERS:							

WATER PRESSURE LBS. AT YARD LEVEL

RESERVOIR FULL?

WINKLER TANK FULL?

TEMPERATURE OF WATER

RECOMMENDATIONS:

FIRE FIGHTING EQUIPMENT

FIRE INSPECTIONS

BB 0012687

[illegible]

~~NOT FOR PUBLICATION~~

REOPENED WIDE AND SEALED?

WAS INSURANCE DEPARTMENT NOTIFIED OF THE OPERATION OF THESE VALVES?

NUMBER OF COMPLETE PLANT INSPECTIONS

NUMBER OF RECOMMENDATIONS COMPLIED WITH

1 BB 00 12698

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 1 of 3

Subject: C - Training

Date Issued: January, 196-

Item: 1. - Organized Fire Protection Group

Comment: Original Issue

Practice drills and meetings are a necessary part of the fire brigade training program. All members of the fire brigade should attend a practice drill or meeting at least once per month. Practice drills are preferable. Meetings should only be held as a substitute when due to inclement weather practice drills cannot be held or when something entirely new and foreign to the fire brigade must be introduced and discussed.

All members of the fire brigade should have instructions and training in the following:

1. Fire aid and artificial respiration
2. Use of gas masks
3. Use and location of emergency equipment
4. Use and location of fire extinguishers
5. Use of fire hoses
6. Location of hydrants, hose, etc.
7. Plant hazards
8. The plant alarm system and other methods of communications
9. Care and maintenance of fire fighting equipment

If at all possible plant management should provide a training area for the fire brigade. A section of the yard area could be used for this purpose. Actual plant fire conditions which are expected to be encountered in the plant should be simulated.

Fire brigade training should be conducted by the employee assigned to serve as Fire Chief or the person designated as being in charge of fire protection.

BB 0012690

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 2 of 3

Subject: C - Training

Date Issued: January, 1969

Item: 1. - Organized Fire Protection Group (Cont.)

Comment: Original Issue

The employee assigned the responsibility of training the fire brigade should for his training, attend the following:

1. The Ansul Fire School
2. State conducted fire schools
3. PPG Glass Division Fire School (Glass Division Employees only)

Supplies of fire fighting equipment may also be called upon to assist in the training of fire brigade.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 3 of 3

Subject: C - Training

Date Issued: January, 1965

Item: 1. - Organized Fire Protection Group (Cont.)

Comment: Original Issue

Form 1525 "Report of Fire Drill", a copy of which immediately follows this Item 1., should be completed monthly and sent to the General Office Safety Section.

Each member of the fire brigade should be properly equipped with a coat, boots, helmet, and gloves. In addition, there should be made available sufficient self contained breathing apparatus and break in (forceable entry) equipment.

For the most part, plant fire brigades are comprised of individuals who are selected or volunteer for this work. Generally, they do not receive anything other than self satisfaction for the service which they render. Therefore it is recommended that each plant location develop a program to recognize the work of the fire brigade. Such a program could include the following:

1. An annual dinner honoring all brigade members
2. A plaque for the outstanding individual brigade, and a personal award for each of its members, etc.

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BB 0012692

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 1 of 1

Subject: C - Training

Date Issued: January, 196

Item: 2. - Other Employees

Comment: Original Issue

Your goals with respect to fires should be to minimize loss and prevent injury. In order to accomplish these goals, it is necessary to give all employees somewhat limited training in fire fighting methods and related procedures. In this respect all employees should receive initial orientation and periodic follow-up training in the following:

1. The location of fire alarm boxes
2. The procedure for turning in a fire alarm
3. The location of fire extinguishers, drop hoses, etc.
4. The location of exits
5. Training in the use of fire extinguishers

The foregoing training for new employees should begin during the indoctrination program. It should be continued by the supervisor to whom the employees report for work. In addition, as employees are transferred from one department to another they should be acquainted with location and use of fire fighting equipment in their new area of work.

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BB 0012693

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 1 of 1

Subject: C - Training

Date Issued: January, 196

Item: 3. - Relationship with the Local Fire
Protection Group

Comment: Original Issue

Fires are unpredictable and even the best fire prevention programs and most well-trained fire brigades may not be able to stop a fire. In such cases it may be necessary to enlist the aid of the local city Fire Department.

In order that the local Fire Department is prepared to aid in the most efficient manner possible, arrangements should be made for them to train jointly with the plant fire brigade. At least two such joint training sessions should be held each year. The local Fire Chief and his staff should tour the plant in order to become acquainted with the location of equipment and type available. A check of plant hose and hydrant connections should be made by the city Fire Chief in order to determine whether they are compatible with the city's equipment.

NOT RECORDED IN FILES

BB 0012694

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: II - Fire Protection

Page: 1 of 1

Subject: E - Evaluation

Date Issued: January, 196

Item: 1. - Periodic Evaluation

Comment: Original Issue

Periodic evaluation is essential to the upgrading of the entire Fire Protection Program. At the least, an annual evaluation of the entire program should be made. The Fire Protection section of this manual is recommended for this purpose.

A procedure for correcting deficiencies uncovered as a result of the annual evaluation should be placed into effect as soon as possible.

A copy of the results of the annual appraisal should be submitted to the General Office Safety Section for review and comments.

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1 BB 0012695 1

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: III - Plant Protection

Page: 1 of 1

Subject: A - Organization

Date Issued: January, 1969

Items: 1. - Composition of Plant Protection Group
2. - Supervision

Comment: Original Issue

Many plant protection systems are currently in use throughout the Company. Some of these are ADT, Private Detective Agencies, and company-employed plant protection personnel. Regardless of the type system, it should be compatible with the division's objectives for security.

Where plant protection personnel are used, the staff should be of such size that all their shifts and the weekends are adequately covered. Personnel should be uniformed. Selection should be based on interest, test results, interviews, and experience.

The Plant Protection System should be one of the responsibilities of the Safety Director.

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BB 0012696

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: III - Plant Protection

Page: 1 of 1

Subject: B - Training

Date Issued: January, 1969

Item: 1. - Formalized Training

Comment: Original Issue

Each new guard shall be required to go through formal orientation conducted by the Safety Director. In addition, the training of a new guard may be accomplished in several ways; the new guard may be assigned to work with an experienced guard or regular departmental training meetings may be held.

A Plant Protection Manual should be developed and used for training guards and as a reference for the responsibilities of the security organization. When new or revised instructions are issued, either of a permanent or temporary nature all guards should be required to read and initial them prior to their insertion in the manual.

The Plant Protection Manual should be reviewed periodically to ascertain that it is up to date.

NOTE: THIS DOCUMENT
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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: III - Plant Protection

Page: 1 of 1

Subject: C - Security

Date Issued: January, 1969

Item: 1. - Employee Entrance & Exit from Plant

Comment: Original Issue

An important responsibility of the security force is the control of employee traffic on company property. As members of the security force cannot normally be expected to know each and every employee personally, an employee identification system is highly desirable. The General Office Safety Section recommends that each plant use a picture badge system for employee identification. This system enables all of management to readily identify an employee and thus it has definite advantages over a number badge or card system.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: III - Plant Protection

Page: 1 of 1

Subject: C - Security

Date Issued: January, 1969

Item: 2. - Visitors, Salesmen & Outside Truck
Drivers

Comment: Original Issue

Visitors, salesmen and outside truck drivers should all be required to register when they enter and leave the plant. In addition, they should be provided with a badge which indicates their status. Visitors and salesmen should be provided with an escort to and from the person or part of the plant they are visiting. At the time any of the aforementioned register, they should be provided with the required personal protective equipment (hard hat, safety glasses, respirators, etc.) and advised with respect to its use.

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ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: III - Plant Protection

Page: 1 of 1

Subject: C - Security

Date Issued: January, 1969

Item: 3. - Inspections

Comment: Original Issue

One of the functions of a plant security force is to protect the company against pilferage. Pilferage is a costly item and in order to protect against this kind of loss the following should be done:

1. Lunch boxes should be inspected on an unannounced basis at least once per month.
2. Employee lockers should be inspected once every six months.
3. Outgoing trucks and rail shipments should be inspected by the security force and/or the supervisor responsible for the loading.

Where a plant uses the security force to make rounds, starting times should be staggered so that a would-be-intruder or thief does not know when to commit his act. The watchman should have enough time on his rounds to make a thorough inspection of the premises. He should be provided with a flashlight and plant lights along his route should be left on. The watchman should be required to report unsatisfactory conditions to management.

NOTE: THIS MANUAL DID
NOT COME FROM THE FILES

BB 0012700

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: III - Plant Protection

Pag : 1 of 1

Subject: C - Security

Date Issued: January, 1969

Item: 4. - Outside Periphery

Comment: Original Issue

The plant and all related trash areas should be completely enclosed. For this purpose a six-foot cyclone fence topped with three strands of barbed wire is recommended except where any building provides adequate protection. All plant gates should be closed and locked when not in use. The perimeter of the plant should be sufficiently well lighted so as to discourage unauthorized entry. The fence should be checked periodically to determine that there are no holes in it or openings under it.

NOTE: THIS DOCUMENT DID
NOT COME FROM PPG FILES

1 BB 0012701 1

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: III - Plant Protection

Page: 1 of 1

Subject: C - Security

Date Issued: January, 1969

Item: 5. - Outside Contractors

Comment: Original Issue

Outside contractors should either be required to set up their own employee identification system or the plant should issue badges so that contractors' employees can be readily identified. Contractor employees should use a separate gate for entrance and exit from the plant.

Contractors should be acquainted with the safety regulations and safety equipment requirements of the plant and advised that they are expected to observe them. Periodic inspection of contractor employees should be made to ascertain whether they are observing plant safety regulations. If not, the contractor should be advised and asked to cooperate.

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1 BB 0012702 1

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: III - Plant Protection

Page: 1 of 1

Subject: D - Evaluation

Date Issued: January, 1969

Item: 1. - Periodic Evaluation

Comment: Original Issue

Periodic evaluation is essential to the upgrading of the entire Plant Protection Program. At the least, an annual evaluation of the entire Plant Protection Program should be made. The Plant Protection Section of this manual is recommended for this purpose. A procedure for correcting deficiencies uncovered as a result of the annual evaluation should be placed into effect as soon as possible.

A copy of the Results of the Appraisal should be submitted to the General Office Safety Section for review and comments.

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NOT COME FROM [REDACTED] FILES

BB 0012703

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: IV - Emergency Control

Page: 1 of 1

Subject: A - Organization

Date Issued: January, 1969

Items: 1. - Manual

Comment: Original Issue

2. - Supervision

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Emergency Control might now be known at your location as Civil Defense, Disaster Control, etc. In any event, all such programs should in the future be referred to as the Emergency Control Program.

Not one of PPG's plant locations is immune from the possibility of a catastrophe. Therefore, emergency planning cannot be considered a luxury as an emergency can arise at any time, and when disaster strikes the personnel in the plant are all affected: Their lives are in jeopardy; their jobs are in jeopardy; and the existence of all the physical equipment is threatened.

An effective emergency plan requires the same planning and organization as does any other business undertaking. Management is responsible for developing and operating an emergency program designed to meet all anticipated eventualities. Before beginning extensive planning, it is well to determine just what type disasters are most likely to occur.

Emergency control planning should take into account warning and communications procedures, the responsibilities of each member of the Emergency Control Organization, evacuation plans, a list of available emergency equipment and where it is located, exit regulations, and other pertinent information.

An Emergency Control Manual containing the aforementioned information should be prepared and distributed to those responsible for the execution of the plan. A copy of the plant's manual should be forwarded to the General Office Safety Section.

The manual should be reviewed at least annually and updated as needed.

1 BB 0012704 1

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: IV - Emergency Control

Page: 1 of 1

Subject: B - Operation of Program

Date Issued: January, 196

Item: 1. - Drills

Comment: Original Issue

The Emergency Control Program may look beautiful on paper but its effectiveness can only be tested through the means of organized practice. Practice drills should be carried out in accordance with a logical plan designed to test the skill of the organization. It is recommended that a minimum of two emergency drills be held each year; one would be a full drill and the other would test a certain phase of the program. Put as much life as possible into your drills by creating problems for your emergency organization to meet. Realistic drills will do much to stimulate interest and also give you a better opportunity to observe weaknesses in your plan and help you plan action to correct deficiencies.

Reports of emergency control drills should be forwarded to the General Office Safety Section.

NOTE. THIS DOCUMENT DID
NOT COME FROM THE FILES

| BB 0012705 |

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: IV - Emergency Control

Page: 1 of 1

Subject: B - Operation of Program

Date Issued: January, 1969

Item: 2. - Mutual Aid

Comment: Original Issue

A plant's chance of survival and recovery is greater when knowledge, equipment and personnel are pooled with its industrial neighbors, and community agencies. Therefore, emergency control should make provisions, where possible, for exchanging aid with others in the industrial community.

NOTE: THIS DOCUMENT DID
NOT COME FROM TPG FILES

BB 0012706

ACCIDENT PREVENTION AND PLANT PROTECTION PROCEDURES MANUAL

Section: IV - Emergency Control

Page: 1 of 1

Subject: C - Evaluation

Date Issued: January, 1969

Item: 1. - Periodic Evaluation

Comment: Original Issue

At the least, an annual evaluation of the entire Emergency Control Program should be made. This section of the manual is recommended for this purpose. A procedure for correcting deficiencies uncovered as a result of the annual evaluation should be placed into effect as soon as possible.

A copy of the results of the annual appraisal should be submitted to the General Office Safety Section for review and comments.

NOT TO BE USED FOR FILES

| BB 0012707 |