

INTER-COMPANY MEMO



PLAINTIFF'S
EXHIBIT
KRC-48

DATE: February 24, 1993

TO: Distribution

FROM: W. W. Tyler WJ

SUBJECT: Central Safety and Health Council Minutes

The Central Safety and Health Council (CSHC) met on February 19, 1993.

Bill Struebing presented a draft Pre-Start Up Safety Review Audit. The CSHC ask Bill to continue work on defining what should be done on each one of the checklist items and that a flowchart of the process be completed. The CSHC also recommended that the Management of Change Procedure be changed to require a Safety Review Checklist on all RFCs, except those done only for documentation. Larry Surginer will schedule monthly training on the Management of Change Process for anyone who missed the first sessions or those who need refresher training.

Keith Wells presented a draft Contractor Safety Performance Indicator packet. His team is currently working on safety criteria for measuring contractor safety performance. This criteria will be based on API 2220.

The Environmental Monitoring Procedure was approved with changes from maintenance. This procedure will be issued in March with training conducted by the Shift Safety and Training Specialist. The draft Energy Control Procedure was issued to CSHC. The CSHC charged the Total Involvement Team to collect feedback on the procedure by March 19th.

The next Central Safety and Health Council meeting is scheduled for March 1, 1993 at 3:00 pm in the Administration Conference Room.

WWT/krk
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WWT2593.DOC

K 010286

INTER-COMPANY MEMO



DATE: February 5, 1993

TO: Distribution

FROM: W. W. Tyler WJ

SUBJECT: Central Safety and Health Council Minutes

The Central Safety and Health Council (CSHC) met on February 4, 1993.

W. W. Tyler presented a new procedure, Environmental Monitoring Equipment, that outlines calibration and maintenance requirements for personal gas detection meters and explosion meters. Comments from the CSHC will be forwarded back to W. W. Tyler before the next meeting.

The proposed 1993 accident objectives were reviewed. The 1993 objective is to reduce recordable injuries by 30% or no more than 45 recordables and reduce lost time injuries by 40% or no more than 16. The CSHC approved the objectives and recommended that supervisors be informed and trained. A letter will be issued very soon detailing our 1993 safety objectives.

The next Central Safety and Health Council meeting will be February 19, 1993 at 3:00 pm in the Administration Conference Room. The New and Altered Equipment Safety Team will update the council on the new pre-start up review audit.

WWT/krk
WWT2593.DOC

K 010287

INTER-COMPANY MEMO



DATE: January 26, 1993

TO: All Supervisors

cc: B. Allen B. Kent
R. Bryan D. Lamp
J. Cline J. Mahoney
F. Fleming

FROM: W. W. Tyler *WJ*

SUBJECT: Central Safety and Health Council Minutes

The Central Safety and Health Council (CSHC) met on January 22, 1993.

David Davila brought a feedback item on what is the maximum temperature for entering equipment such as fin fans in the Alkar Cooling Tower. Safety and Health will investigate this particular situation and will look into what guidelines should be followed when working in high temperatures.

Jeff Powell reported that the Audit Team plans to conduct their first audit at the Coker unit at the beginning of February and report on the results by the end of February. He also reported that the Total Involvement Team will be used to set the priority for the other unit audits. The Audit Team will conduct an extensive audit on each unit annually.

A proposed community notification procedure was introduced. After much discussion the council recommended that we increase priority on implementing the Incident Command System. This system has a community notification procedure in it and we all need further training.

Dave Lamp will start meeting with maintenance and reviewing the Plant Safety and Health Process similar to what was completed in process.

The next Central Safety and Health Council meeting will be February 4, 1993 at 3:00 pm in the Administration Conference Room.

WWT/krk 111092.DOC File

K 010288

SAFETY TOPIC FOR FEBRUARY 1993

The Preventatable Disaster

What is static electricity?

Static electricity is electricity at rest and is usually generated by friction through the physical contact and separation of dissimilar materials.

Some common examples of static electricity are when walking across a carpet and touching a person's hand or door knob, passing a comb several times through your hair causing it to stand out and be drawn to the comb, and the most powerful static charge being lightning.

Static electricity can be and usually is generated whenever non-conducting materials are in motion, for example when Hydrocarbon liquid flows through a pipe.

Other problems can occur when:

- (1) Liquid droplets separating in the discharge steam from a pipe.
- (2) People wearing synthetic clothes.
- (3) Steam escaping through a leak or through a valve.
- (4) Spray painting or other compressed air actuated devices.
- (5) Discharging a CO₂ fire extinguisher.
- (6) When discharging flammable product into a plastic bucket or an ungrounded unbonded metal bucket.

In petroleum operations even a tiny spark can be hot enough to ignite a flammable vapor.

Listed below are ways the accumulation of static charges in areas where flammable vapors exist can be prevented:

- (1) The use of grounding & bonding cables.
- (2) The use of anti-static chemicals in certain products (example: Fuel Oil).
- (3) Plastic buckets are to be avoided and metal buckets should be used only when buckets are bonded. Never hang buckets with the wood or plastic handle sitting on valve because this insulates the bucket and will cause a static spark (exception: when bucket is bonded to valve with a wire & clamp or plastic handles are broken off wire handle).
- (4) Don't switch load unless its absolutely necessary (heavy or medium heavy products such as kerosene or #2 fuel oil into a tank with other light products), and if necessary be sure the fill pipe is bonded to the receiving vessel and the bond is sufficient enough to bleed off the charge.
- (5) Minimize static generation by positioning fill pipe as close to the bottom as practical, start with a slow fill rate, and should not exceed three feet per second until liquid level has completely submerged pipe tip.
- (6) If practical, inert atmosphere with nitrogen or carbon dioxide.

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- (7) Never discharge CO₂ fire extinguisher into the tank because it can create a static spark as the gas rushes through the nozzle and horn.
- (8) Never lower gauge tape, sample containers, or thermometers into the compartment during or immediately after filling. Wait several minutes to allow build-up charge to bleed off through the grounded tank walls. In large diameter tanks as much as 30 minutes may be required.
- (9) Check to see that no loose objects have been left inside the tank, they can be spark promoters.
- (10) Cool or cold weather can add to the problem of switch loading because the atmosphere inside the tank is much more apt to be in the flammable range for such previously loaded products as gasoline.
- (11) If an existing line has been modified or constructed with a filter, allow sufficient pipe downstream of the filter to assure that the fluid will be inside the pipe for 30 seconds before being discharged. This gives time for static charge to dissipate before the fluid comes into contact with air.
- (12) Most importantly become familiar with the characteristics of the materials you work with such as low vapor pressure materials that present less risk of ignition, but can be strong static generators, and with high vapor materials which present a greater risk of ignition.

The following tape(s) are available at the Koch library (ext. 8306):

Minimizing Static Electricity

Part I: Static Electricity

Minimizing Static Electricity

Part II: Handling Petroleum and Static Ignition Hazards

I T S - (Industrial Training Systems)

The Preventable Disaster

The Safety and Health Department is available for safety meetings regarding Safety Topic issues.

JAH/krk

INTER-COMPANY MEMO



J. R. Harris

DATE: January 21, 1993

TO: All Supervisors

FROM: Walter Tyler *WT*

SUBJECT: Proactive Safety Program

Beginning in January, 1993, a pilot program for tracking positive safety actions will be implemented. The purpose of this program is to document those safety items which individual work groups are already performing, and to encourage employees to take a more active role in the safety of their work groups.

Each week a total of 10 action items will be tracked for the work group. Five of these items have been set by the Central Safety and Health Council; the additional five items will be selected by the employees in the work group. Responsibility for documentation is assigned to the designated Safety Communicator from each group.

A total of eight work groups (four process and four maintenance) will be participating in this pilot program. It will be the responsibility of these pilot groups to supply feedback on the program and to identify any problems with the implementation process.

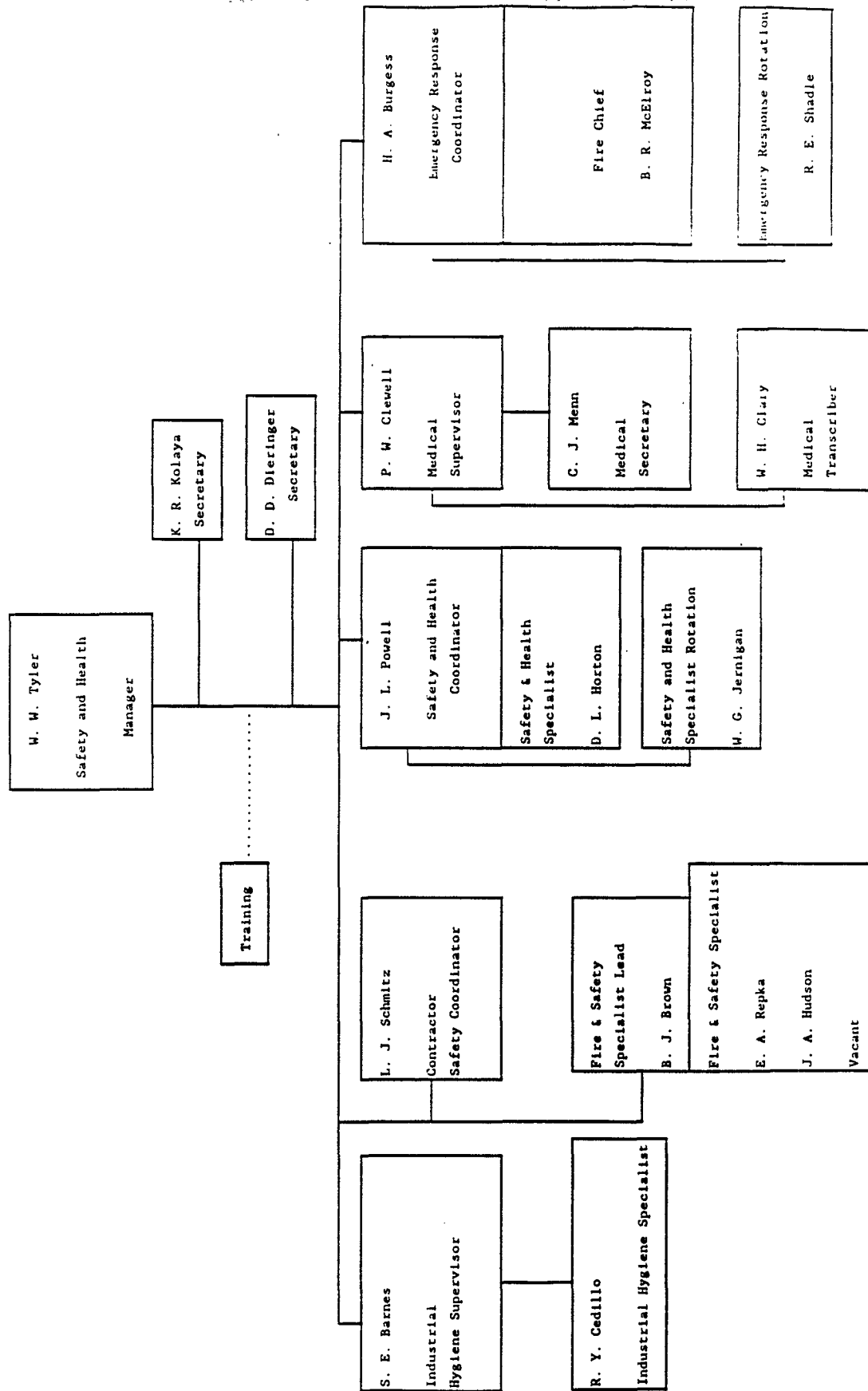
The pilot program will run through February, 1993, and implementation plant-wide will begin in March, 1993. A member of the Total Involvement Team will be contacting the work group supervisors and safety communicators in the near future to explain this program in further detail and to answer any questions you may have.

In the meantime, if you have any comments or suggestions regarding this program, contact Debbie Horton, Safety and Health Specialist, extension 4872.

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Safety and Health Organization



INTER-COMPANY MEMO



J. R. Harris

DATE: January 12, 1993

TO: All Supervisors

cc: B. Allen B. Kent
R. Bryan D. Lamp
J. Cline J. Mahoney
F. Fleming

FROM: W. W. Tyler *WJ*

SUBJECT: Central Safety and Health Council Minutes

The Central Safety and Health Council (CSHC) met on January 8, 1993.

Hal Burgess presented a new pager call-out system that will more closely match the Incident Command System. The new pager call-out will have Levels I, II or III associated with a particular type of incident, i.e., fire, vapor release, etc. The council approved implementation of the new call-out procedure when we implement the Incident Command System.

Larry Surginer updated the CSHC on the Hazard Analysis Team Progress. Twenty-six percent of our units have a completed Hazard Analysis. Nine percent of our existing units have a completed Hazard Analysis. The Management of Change System is working. A tracking system for all RFC has been started. This tracking system will allow the status and progress of each RFC to be known. There is a need for some additional training classes on the Management of Change System and Larry will schedule. The CSHC also instructed Larry to audit some of the completed RFC to assure that the items in section C are being done.

Debbie Horton presented a proposed format for the proactive safety indicators and safety statistics. The new format will address some of the feedback from Business Line Managers and will more accurately reflect the Business Line Safety Statistics. These changes were approved by the CSHC and will be implemented in January.

Jeff Powell updated the CSHC on the purpose of the Personal Protective Equipment Team. This team is responsible for assuring that all personal protective equipment we use in the plant will meet the needs of the worker, provide the protection needed and is the most cost effective way to conduct business. Jeff also presented a chemical protective suit that will meet both the chemical rating but is also fire retardant. The council ask the team to confirm what chemical suits are currently being used and bring back a cost of conversion and recommendation.

The next CSHC meeting will be January 22, 1993 at 3:00 pm in the Administration Conference Room. The council will review feedback items and will then conduct a Unit Audit.

WWT/krk 111092.DOC File

K 010293

KOCH REFINING COMPANY GUIDELINES FOR CONTRACTORS FIRE RETARDANT CLOTHING

The purpose of Fire Retardant Clothing (FRC) is to prevent and/or reduce the frequency and severity of burns.

It is the responsibility of the Contractor, as a condition to performing work for Koch Refining Company, to establish and strictly enforce a FRC program which meets the minimum requirements set fourth herein.

A. Minimum Garments Specifications

Contractors may choose any FRC that meets the following specifications:

1. The garment must be long-sleeve, buttoned at cuff, tails tucked in, long pants, and worn as the outer most garment.
2. The garment must be inherently fire resistant, meaning that the composition of the fiber resists fire and that this "built in" protection cannot be washed out: (Nomex III, PBI, FR Cotton)
3. Chemical protective clothing and disposable protective clothing may be worn over the Nomex III, PBI, or FR Cotton as long as it is promoted by the manufacturer as being Fire Retardant rated.

B. Covered Areas Where FRC is Required

Processing areas,
Transfer and Shipping areas,
Storage Tank areas,
Maintenance shops,
QC laboratories,
Chemical warehouse, and
Hot construction areas.

KII will identify other areas where FRC is Required.

C. Laundering

The FRC shall be laundered in accordance with the manufactures recommended laundering procedures.

D. Colors

Orange is the preferred color of FRC to be worn by Contractors. Additional colors will be acceptable only with the approval of the Koch Contractor Safety Team.