

## CONOCO CHEMICALS: INDUSTRIAL HYGIENE AUDIT SYSTEM

- Goals:
1. To assure that all feasible steps are being taken to adequately protect the health of Conoco Chemicals employees.
  2. To assure compliance with federal and local regulations.
  3. Assess adherence to company policies and good practice.
  4. Identify areas of need based on the above and make recommendations to aid in meeting those needs.

Procedure: Each plant will be audited at least every two years with actual frequency determined by need. The audit will be conducted in three phases as outlined below.

1. Pre-Audit - prior to the audit the plant will be contacted to arrange a time of visit agreeable to all. The time spent in the plant will vary dependent on size of the plant and extent of the existing program.

The plant to be audited will be notified of the audit criteria to enable preparation of necessary materials for review and assure the availability of key personnel to be interviewed.

2. Site Visit - the on site audit will consist of two basic parts.
  - a. The majority of the audit will be performed "in-office". An opening conference will be held with management and other affected staff personnel to describe the purpose and process of the audit. The major activity will involve review of written programs, air sampling data, recordkeeping, and overall administration of the program. The specific aspects of this review are attached as Appendix I.
  - b. The second phase of the audit will involve a walk-through inspection of the plant. This walkthrough will be done in OSHA style to identify obvious areas of non-compliance as well as allow for an assessment of administration and success of written programs.
  - c. A closing conference will be held with appropriate plant management before the audit team leaves the plant. Audit findings, preliminary recommendations, and report format and distribution will be discussed.
3. Post-Audit - A written report of the audit findings will be addressed to the plant manager, with a copy to the Vice President of Operations, General Manager of Manufacturing, and Medical Director.

Audit Team: The audit will be conducted by the Director of Industrial Hygiene, a Corporate Medical Department Hygienist, and a Person involved in hygiene activities from another Conoco Chemicals Plant.