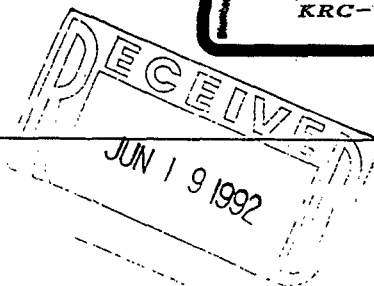


INTER-COMPANY MEMO



Joe Harris



DATE: June 19, 1992

TO:

R. Bryan	L. Dzuik	D. Norvel
J. Callihan	D. Evans	G. Parkhurst
S. Celum	D. Fish	E. Pavelka
O. Coleman	R. Hoelscher	A. Robbins
J. Cordo	H. Houser	A. Rogers
B. Crawford	C. Kramer	B. Triplett
R. Crossland	R. Martini	M. Villa
L. Dillon	J. Murphey	L. Works

cc:

B. Allen	B. Fleming
J. Cline	D. Lamp

FROM: Sally Barnes

SUBJECT: Procedure changes

Please be advised that the following procedural changes shall take place, as required by OSHA.

1. **Lockout/Tagout:** Before initiating a lockout/tagout operation, the procedure specific to the equipment or operation shall be noted in a step-wise manner on the lockout/tagout log sheet. This procedure may be noted in the sign-on/sign-off column, with the sign-on beginning just below.
2. **Fall Protection:** In situations where personnel may be intermittently attaching/detaching lanyards to structures (such as moving along pipe racks), two lanyards shall be worn. In this way, personnel are able to remain tied-off 100% of the time.

Please advise all of your affected personnel of these changes; if you have any questions, please call Sally Barnes at ext. 8571. Thank you.

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