

SAFETY PROCEDURE MANUAL

MONSANTO COMPANY

PLAINTIFF'S EXHIBIT

MON-2343

SP-002

CHOCOLATE BAYOU PLANT

FIRE AND SPILL ALARM

SCOPE

This attachment defines the responsibilities of personnel when a fire or spill occurs and the procedure to be followed in case of an alarm.

POLICY

The decision to turn in a fire or spill alarm rests with the individual observing the emergency. A hard and fast rule as to when the alarm should be activated cannot be written. If, in the judgement of the individual involved, the situation cannot be handled with the facilities and manpower present (or if there is any question whatsoever that the emergency cannot be handled), the alarm should be sounded.

RESPONSIBILITIES & PROCEDURE

1. To Sound a Fire and Spill Alarm

To sound a fire and spill alarm the individual should use the nearest telephone, dial "77" and the proper area code. The last number of the code will activate the code horns. The proper code for a particular area can be found on:

- a. The front of each telephone within its area.
- b. The fire and spill alarm code card.
- c. The map in the front of the plant telephone book.

A copy of the map showing the fire and spill alarm codes is shown on page 4 of this attachment.

Example: To sound the alarm for the #1 Barge Dock, dial "77-111."

2. Failure of the Automatic System

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In the event an alarm is turned in and the code horns do not sound within 30 seconds, a failure of the automatic system has occurred. The individual who turns in the alarm should then dial the emergency phone number "222", explain to the guard that the automatic alarm system has failed and ask the guard to sound the alarm. The guard will manually sound the code of the affected area on the auxiliary code horn, located in the Utilities area.

3. When the Fire and Spill Alarm Sounds

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When the fire and spill alarm sounds, all motor-operated mobile

FIRE AND SPILL ALARM (Cont'd)

equipment must be moved to the side of the street and stopped with the motor turned off. The only exception to this rule is the emergency equipment and cars that must operate during these emergencies. All welding, cutting torches, chipping hammers, forges, gasoline-driven pumps, or any other work creating a spark or flame must be stopped. ALL SMOKING MUST BE STOPPED WITHIN THE PLANT except in the Administration Building and the Gate Houses.

With respect to process fires (cracking furnaces, etc.), the man in charge of the area in which the emergency exists will have to decide immediately whether to turn off the process fires. The men in charge of the other areas should determine as quickly as possible the location of the danger, the direction of the wind and the effect on their department's operation, and then take steps to protect personnel and equipment. This will call for a quick decision and may mean a complete plant shutdown. Extreme urgency should be used to get personnel out of any area where toxic gas or flammable vapors are released. Immediate notification to exposed personnel in nearby Operating Areas or shops should be made either by telephone or radio. This information should then be telephoned to the Guard House using the emergency telephone number 222.

Upon receiving information concerning the release of flammable or toxic vapors, all personnel who may be exposed must decide what emergency action is required for their safety. Their actions should be quickly communicated to the Safety Director/Night Supervisor by telephone (222).

If for some reason (immediate evacuation) the exposed personnel are unable to communicate their status, the Safety Director/Night Supervisor will then make a decision to either activate the information alert or by telephone or radio determine the status of the exposed personnel relating to evacuation, head-count and conditions.

If the diesel switch engine is in the plant during a fire or spill, it should be shut down and await orders from the Distribution Department. The possible need to have the Switch Engine available to move cars from dangerous areas makes this procedure advisable.

Non-emergency mobile equipment should not resume motion until the "ALL CLEAR" has sounded so the streets can be kept clear for emergency equipment.

All personnel who are not members of the fire crews or operating

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FIRE AND SPILL ALARM (Cont'd)

personnel of the areas involved **MUST** stay away from fires or spills and if in the area, must get out, stay off roadways, and remain at a safe distance from the affected area.

Work in an area may be resumed as soon as the operating foreman has determined that his area is safe for the function of work and any pertinent fire permits have been reissued. In certain cases, when a fire or spill is in a given area, there may be little or no need for work to be held up in other areas until the "All Clear" is sounded. However, a general rule such as this cannot be made, so the operating foreman must determine his area's status. In a similar way at the supervisor's discretion, smoking may be resumed in areas not affected by the fire or spill.

4. Back-up Fire Crew Alert

Should the services of the back-up fire crew be required during normal working hours, a second alarm for the affected areas will be sounded on the fire alarm system. A representative of the Safety Department is responsible for initiating the request for the back-up fire crew.

See Attachment #2 for alerting of the back-up fire crew during off hours and for a list of the members of the back-up fire crew.

5. End of Emergency

When the emergency is over, the member of the Safety Department coordinating the emergency in the field will check with operating supervision for the affected area. If agreed that all is safe, the Safety Department representative will radio the guards and request that the "ALL CLEAR" be blown. The guard will then sound the "ALL CLEAR" signal which is ONE 15-SECOND BLAST on the code horns. This will indicate that all parties concerned should resume normal operations.

6. Testing the Fire and Spill Alarm System

The fire and spill alarm system will be tested every Monday at 1:00 p.m. The test code is 5-5-5. The Safety Department is responsible for the maintenance of the fire and spill alarm system.

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SAFETY PROCEDURE MANUAL

Revised

SP-003

MONSANTO COMPANY

CHOCOLATE BAYOU PLANT

MINOR INJURY REPORTING AND INVESTIGATION

PURPOSE

The minor injury and accident investigation procedure is established to provide a record of all industrial injuries and their causes for use in accident prevention work.

POLICY

Thorough analysis of the causes of accidents is essential to an effective accident prevention program. All injuries, no matter how small, must be reported immediately for treatment and investigation.

SCOPE

This procedure applies to all employees at the Chocolate Bayou location. The procedure does not apply to injuries occurring to contractor or employees nor to off-the-job injuries occurring to our own employees.

RESPONSIBILITY

The injured is responsible for reporting to the dispensary for treatment of his injury as soon as possible. The supervisor of the injured is responsible for the investigation of the events relating to the injury, taking corrective action if necessary, and completing the injury report form. The Safety Department is responsible for the preparation and distribution of reports compiled from the injury report.

PROCEDURE

The Injury and Accident Report form is used for reporting the investigation of a minor injury. See Attachment #1. This report is initiated by the plant nurse (or the fire-safety inspector) on any injury requiring treatment and given to the injured employee to take to his supervisor.

The accident should be investigated and the report completed immediately but in no case later than the next working day. The report should then be mailed to the Safety Department via line supervision of the injured employee.

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SAFETY PROCEDURE MANUAL

SP-003

MONSANTO COMPANY

CHOCOLATE BAYOU PLANT

MINOR INJURY REPORTING AND INVESTIGATION

The plant nurse will maintain records which will be checked each month for delinquent minor injury reports.

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SAFETY PROCEDURE MANUAL

SP-003

MONSANTO COMPANY

CHOCOLATE BAYOU PLANT

MINOR INJURY REPORTING AND INVESTIGATION

MINOR INJURY AND ACCIDENT REPORT

MONSANTO COMPANY
CHOCOLATE BAYOU

FORM TO BE RETURNED TO SAFETY DEPARTMENT AFTER COMPLETION

Date Time Name of Injured

Employee's # Day of Week Home Dept. Dept. where Injury occurred

Employee's Supv. Type of Injury Injured Part

Employee's statement of Injury or Accident Cause: _____

Treatment: _____

Treated by: _____

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR

Could this injury have been more serious? YES NO

Is there any corrective action required to prevent a reoccurrence of this type of injury? YES NO

Corrective action taken: _____

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ATTACHMENT #1

SAFETY PROCEDURE MANUAL

SP- 004

MONSANTO COMPANY

CHOCOLATE BAYOU PLANT

TREATMENT OF INJURY TO CONTRACT PERSONNEL

Revised 9/80

PURPOSE

The purpose of this procedure is to establish a practical method for treatment of injury to contract personnel.

SCOPE

This procedure covers all personnel of contractors working at Monsanto Chocolate Bayou.

PROCEDURE

1. Each contractor will maintain a first-aid kit for treatment of minor injuries.
2. Any injury that cannot be treated by the contractor, the injured may secure treatment at the plant dispensary. A written report will be sent to the Monsanto Contractor Supervisor.
3. Should further medical attention be recommended by Monsanto Safety Department, the contractor will be responsible for making arrangements for the injured to get further medical treatment.
4. In the case of serious injury that requires immediate physician attention, Monsanto will furnish transportation to the Alvin Gulf Coast Hospital and administer necessary first aid in route.
5. Each contractor should report injuries promptly to their immediate Monsanto Supervisor. Work must be stopped following a serious injury and should not resume until the appropriate Monsanto Supervisor has checked the job site.

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