PLAINTIFF'S
EXHIBIT
DUP-2583

VICTORIA PLANT



INTRODUCTION TO SAFETY HANDBOOK

This booklet is intended for use as a reminder of key safety practices at the Victoria Plant. It contains useful information pertaining to general plant safety rules, emergencies, selected industrial hygiene procedures, and selected safety and fire protection procedures. This booklet is not intended to replace the S & F Manual, I/H Manual, or Emergency Manual, nor are any procedures intended to be discussed in complete detail. For more detailed procedures, consult the S & F, I/H, or Emergency Manuals, or call the S & F office. When applicable, the S & F or I/H procedure is referenced. Please keep this booklet in your possession to use as a handy safety reference book.

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Prepared by S&F Division
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SAFETY COMMITMENT

DU 007819

EMPLOYEE SAFETY HANDBOOK

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EMPLOYEE SAFETY HANDBOOK

I. Safety Philosophy (S & F No. 1)

Du Pont has a corporate commitment to the belief that all injuries can be prevented and all occupational illnesses contained. Du Pont also has a commitment that safety is a line management responsibility. Each employee must accept safety as a job responsibility–it is a condition of employment.

Victoria Plant Management places safety ahead of production, maintenance schedules, quality, costs and all other phases of plant business–safety is number one. The primary concern of management is for the safety and health of each employee to the extent that the only acceptable injury frequency is zero. In order to accomplish this goal, each employee must accept and exercise individual responsibility by working safely to manufacture our products.

All employees are required to conduct themselves in a safe manner at all times and are responsible for calling attention to unsafe acts and/or conditions that might jeopardize themselves or fellow employees. It is impossible to have written safety rules concerning every phase of work. In all cases, especially where there is no written procedure, good judgement must be exercised. If in doubt, contact supervision or the Safety Office before proceeding with the task.

II. General Rules and Information

A. General Safety Rules

1. Know how to find and use emergency and fire equipment.
2. Know the location of the S & F, I/H Area I/H, and MSDS Manuals.

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3. No running on the plant except in emergencies.
4. Absolutely no horseplay on the plant.
5. Keep your work area clean and uncluttered.
6. Use handrails on stairs.
7. Know the proper method for lifting.
8. "Strike Anywhere Matches" are prohibited on the plant.
9. No smoking in restricted areas, during emergencies, in manufacturing buildings, or near flammable materials.
10. Never walk under the boom of a crane or hoist.
11. Cross railroad tracks only at roadways and walkways.
12. Look for and respect all caution and restriction signs.
13. Soft contact lenses are not permitted on the plant.
14. Gloves are required for all jobs except where specifically exempted.
15. Avoid reading while walking.

B. Emergency Alarms

1. Never go to the scene of an emergency unless required to do so. Leave the scene if your presence is not required.
2. Dial 1222 or activate nearest fire alarm box to report a fire. Remain at scene to direct fire brigade.
3. Dial 1222 or activate the nearest gas escape alarm box to report a gas escape.
4. When emergency alarm sounds, the plant is a "No Smoking Area".
5. Communications facilities are for specific emergency use only.
6. Report in to your accounting location when alarms sound.

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7. Remain aware of the wind direction.
8. When evacuation alarm sounds, leave the building, proceeding cross-wind, being alert for hazards.
9. Do not discuss emergency situations off the plant.

C. Emergency First Aid

1. Dial 1333 for first aid and the ambulance.
2. Give the specific location of the injured and station someone to direct the ambulance when it arrives.
3. First aid is available at all control labs.
4. All injuries shall be reported and treated.

D. Laboratory Areas

1. No smoking beyond green line; Eye protection required beyond blue line.
2. Bring samples through appropriate door and in sample carriers.
3. No eating or drinking in the lab.
4. Do not use chipped or cracked glassware.
5. Do only work which you are trained to do.

E. Production Areas (Manufacturing Area=MAs)

1. Wear safety glasses and hardhats in MAs, carry goggles and earplugs.
2. Do not wear open top, mesh, perforated, canvas, or easily permeated shoes in MAs, shops, and laboratories.
3. Sign in to the control room before entering MAs. Remember to sign out when leaving.
4. Do not operate valves or equipment if you are not trained or instructed to do so.

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5. Be aware of possible hazards before entering MAs.

F. Office Areas

1. Keep passageways clear of tripping hazards.
2. Low heeled shoes are preferred.
3. Approach, open, and close doors cautiously and slowly.
4. Anchor file cabinets to avoid tipping.
5. Open only one file drawer at a time.
6. When operating a machine, dress suitably for the job.
7. Do not tilt back in a straight chair or lean back too far in a swivel chair.

III. Industrial Hygiene

A. Communications (I/H No. 2)

1. It is the policy of the Victoria Plant to Communicate fully and freely to all employees.
2. Requested information on a specific hazardous agent will be made available promptly.
3. Do not divulge confidential information received.

B. Respiratory Protection (I/H Nos. 5-9)

1. S & F Supt. must approve purchases of all respiratory protection equipment.
2. Only NIOSH approved respirators will be used.
3. All persons will be quantitatively fit tested.
4. No facial hair between the sealing periphery and the face or which interferes with the respirator valve function is allowed.
5. Perform a positive and negative fit test prior to using a mask.
6. Wear only respirators for which you have been

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successfully fit tested and only under the conditions for which you have been trained.

7. Inspect respirators before each use.
8. Only S & F Division will repair respirators.
9. Clean and inspect respirators after each use.
10. Store respirators only in designated area storage cabinets.
11. Send respirators to S & F Division between uses by different individuals or according to schedule for individually assigned respirators.

C. Asbestos Handling (I/H No. 10)
(Asbestos Bearing Materials=ABMs)

1. Substitute Non-ABMs wherever feasible for ABMs.
2. Cut ABMs with a knife or scissors.
3. Wet Asbestos tape before wrapping lines.
4. Respiratory protection is required when asbestos is being handled.
5. No food, gum, tobacco, etc. allowed on person.
6. Wear coveralls or other protective clothing.
7. Barricade and post areas where asbestos concentrations may be above permissible limits.
8. Dispose of asbestos wastes properly.

D. Hearing Conservation (I/H No. 16)

1. Ear plugs required when stopping within blue lines and near posted noise symbols which indicate 87dBA noise level.
2. "Hearing Protection Required" signs indicate the entire area is restricted and ear plugs will be worn.

IV. S & F Procedures

A. Ladders (S & F No. 15)

1. Use the correct ladder for the job to be done.

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2. Use only ladders with a current inspection sticker. Personally inspect prior to use.
3. Tie off all straight-type ladders. Do not use top three rungs for ascending.
4. Do not use a step ladder as a straight ladder.
5. Do not use the top two steps on step ladders.

B. Corrosive Liquids (S & F No. 10)

1. Consider all liquids on plant injurious to humans unless definitely known to be otherwise.
2. Clearly label all containers.
3. Transport glass bottles containing corrosive liquids in a secondary container.
4. Exercise care before using plastic bottles to store corrosive liquids.
5. Do not store mutually reactive materials in the same catch pan.

C. Flammable and Combustible Liquids (S & F No. 11)

1. Color Code: Red can, white letters - flashpoint below 200° F; yellow can, black letters - f.p. above 200° F; black can, white letters - non-flammable; unpainted with red "Dymo" tape - lab solvents with f.p. below 200° F.
2. Do not use or store "Red can" materials at foot of stairs, ladders, or exits.
3. Handle "Red can" materials in as small containers as is practical.
4. Do not store non-hygiene type aerosols in desk drawers or offices.
5. Return all aerosol containers to designated storage areas.

D. Steam Hoses (S & F No. 54)

1. Inspect before using, check for nozzle restriction.
2. Do not connect solidly to equipment or piping.

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3. When not in use, close both block valves, and open bleed valve.

E. Oxygen and Chlorine, Equipment Maintenance (S & F No. 8)

1. Keep free of grease and oil.
2. Aerate clothes exposed to oxygen.
3. Gauges used in chlorine service are painted yellow. Do not use in any other service.

F. Compressed Gas Cylinders (S & F No. 22)

1. Do not drop nor permit cylinders to strike objects violently.
2. Use two men when handling of cylinders requires excessive lifting.
3. Do not use for any other purpose than to contain material as labelled.
4. Place caps on all cylinders not in use.
5. Do not place near any source of heat or sparks.
6. Do not use a breathing air cylinder that is not properly labeled.
7. Never hammer on cylinder valves.

G. Maintenance of Equipment in HCN Service (S & F No. 35)

1. No foodstuff, tobacco, chewing gum, etc., in areas containing NaCN or HCN.
2. Wash hands before eating or smoking.
3. Do not work with NaCN or HCN with cuts, open sores, or a ruptured eardrum.
4. Consideration should be given to the possibility of carrying cyanide home on personal articles.
5. Be aware of first-aid procedures and location of cyanide kits.

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H. Unplugging Process Lines and Equipment (S & F No. 14)

1. Do not connect well water directly to any other lines.
2. Do not use air pressure where an explosive mixture may be created.
3. Consider the possibility of generating static electricity.
4. When drilling or rodding, provide secure footing for persons using the equipment.
5. Consider the possibility of drilling or rodding into a space where pressure or liquid may be trapped.
6. When heating a line to unplug it, start at the open end.
7. When heating flanged lines, position yourself to avoid being struck by a blown gasket.
8. Relief devices must be used if positive displacement pumps are used or if the unplugging source pressure can exceed the design pressure of the equipment being unplugged.
9. Schedule cleaning so that a minimum number of persons are in the area.
10. Stay "out of the line of fire" during the work.
11. Prevent solvent materials from getting in plant drainage system.

I. Service Facilities to Process Connections (S & F No. 14A)

1. Secure the proper STP permits.
2. Each permit shall remain active for the extent of the job.
3. Take measures to prevent cross contamination.

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J. Respiratory Protective Equipment-Work Line Type (S & F No. 66)

1. High pressure hoseline equipment is used with oxygen deficient atmospheres or when personnel cannot escape injury without respiratory equipment. (Type 1 & Type 1A)
2. Low pressure workline equipment may be used when a worker can escape unharmed without respiratory equipment. (Type II)
3. When starting a job, Type I minimum cylinder pressure=1000 psig, Type II=500 psig
4. Never reduce cylinder pressure below 100 psi.
5. Check physical condition of equipment before using.
6. Check for proper fit of face mask.
7. Place a "Cylinder in Use" sign on the supply cylinder valve.

K. Portable Electrical Equipment and Cables (S & F No. 56)

1. Have the shops inspect all newly purchased electrical equipment prior to use.
2. All equipment must be marked with the month and year current inspection expires.

L. Hoists (S & F No. 52)

1. *Do not use hoisting equipment which does not* have known safe load limits.
2. Never overload hoisting equipment.
3. All hoist load hooks require a safety latch.
4. Inspect electrical hoists monthly and mechanical hoists quarterly.

M. Rail Yard Safety (S & F No. 64)

1. No rail traffic between derails while cars are connected.
2. All cars will be chocked, grounded, "Car connected" sign in place, and derails locked before loading or unloading.

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3. All rail movement stops and road crossings cleared when fire or gas escape alarm sounds.
4. Only qualified trackmobile operators will operate the trackmobile.
5. Trackmobiles will travel near the center of the road.
6. Do not use the trackmobile on the tracks while the switch engine is in the yard.
7. Do not mount or dismount a moving car or trackmobile.
8. Do not ride on the outside of a trackmobile.
9. When pulling or pushing cars, the trackmobile shall not operate at speeds faster than a person normally walks.

N. Safety Showers (S & F No. 25)

1. A continuously burning green light will be installed over each shower.
2. The shower components will be yellow with stripes of safety green.
3. Do not obstruct access or the space under the shower.

O. Caution Tags (S & F No. 5)

1. Used as a method of providing information or restricting operation, but does not replace a danger tag where one is needed.
2. The reason for the tag must be clearly stated.
3. Replace tags after ninety (90) days.
4. Do not attach a caution tag to the same device as a danger tag.

P. Operation of Electrical Switches (S & F No. 4)

1. Wear the appropriate protective equipment for the job.
2. Use only wooden or reinforced plastic ladders.

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3. When opening or closing switches, operator stands to his right of the switch handle, turns his face away, and operates the handle with his left hand.

Q. First Break Procedure (S & F No. 73)

1. Review the first break procedure for the particular process and/or service system in the area safety rules.
2. The proprietary group will clear and test equipment before locking, tagging, and trying.
3. The mechanical group will then lock, tag, and try.

R. Atmospheric Test for Explosibility, HCN, CO, and Oxygen (S & F No. 33)

1. Tests will be run only by qualified personnel.
2. Tests required and results will be noted on the work permit form.

S. Work Hose (S & F No. 26)

1. Inspect hoses internally near the area of the coupling.
2. Tie hoses off for support at each coupling.
3. Rope off the area 10 ft. on either side of the hose.
4. Open the valve slowly.
5. Dry and inspect hoses after use. Do not store hoses that are wet or unsafe for service.
6. When crossing traffic lanes, protect hoses by "bridges".
7. Place warning signs 50 ft. on each side of the crossing indicating a "bump" and for reduction of speed.
8. Heavy equipment on tracks and cranes must not pass over bridges.

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T. Vessel and Confined Space entry (S & F No. 20)

1. All lines attached to vessels must be disconnected and/or blanked.
2. Appropriate O_2, HCN, CO, NO_x, and explosibility tests must be made.
3. Conspicuously display the vessel entry permit, vessel and confined space entry log, and a "Caution-Men Working Inside" sign near the entrance of the vessel.
4. Safety harnesses, life belts, or wrist harnesses attached to lifelines will be worn while in the vessel.
5. One standby man with the same safety equipment as the man in vessel is required at the vessel's entrance.
6. An additional employee must be within audible hailing distance.
7. A "Freon" powered horn must be provided.
8. A Type I or IA breathing system and a lifeline and belt must be on hand for rescue purposes.
9. Breathing air equipment for Type I & IA systems are checked out from S & F.

U. Danger Tags and Locks - "Lock-Tag and Try" (S & F No. 3)

1. Give complete respect to a tag or lock attached to equipment.
2. Tag and lock power sources when clearing equipment to be worked on.
3. The clearing man must remove his tag and try the push button or control device involved.
4. Danger tags are used only once and then destroyed.
5. Only the individual placing a tag may sign and date it.

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6. Danger tags must be replaced after ninety (90) days.
7. Do not assume equipment is safe for work until proven safe by actual test.
8. Each individual under a group tag must place a danger tag on at least one clearing location designated by Group Tag supervision.
9. A danger tag should be removed only by the person who signed it. Consult S & F No. 3 for exceptions.
10. The group responsible for the operation of the equipment must place their tags and/or locks first and remove them last.

V. Repairing Leaks on Process and Service Lines and Equipment While in Service (S & F No. 45)

1. Clamping of process lines to repair leaks is not an acceptable permanent repair.
2. Notify the Chief Shift Supervisor if the material is flammable or toxic.
3. This work will be considered in the same category as "First Break".
4. Isolate the exposure area using barricades and signs.
5. The first consideration when tightening flanged or screwed connections is to reduce the system pressure and/or clear up the line or equipment.

W. Vehicle Operation (S & F No. 67)

1. Do not drive a defective vehicle.
2. Always wear seat belts.
3. Observe the 19 mph speed limit.
4. Sound horn prior to backing.
5. Pull off the road and stop when alarm sounds or crane approaches.
6. Yield the right-of-way to cranes, trackmobiles,

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and emergency vehicles.

7. In parking lots, never back up, cross lanes or travel against the normal flow of traffic.
8. Alternate with cars when entering and exiting the plant.
9. Exercise care when crossing railroad tracks.
10. Do not pass moving cranes or trackmobiles, or busses which are stopped and unloading.

V. Common OSHA Safety Violations

The following is a list of the most common safety violations recorded by the Occupational Safety and Health Administration:

- o Grounding electrical equipment connected by cord and plug
- o Machinery guards at point of operation
- o Guards for pulleys
- o Guards for live parts of electrical equipment
- o Enclosures for blades of fans in use less than 7 ft. above floor or working level
- o Guards for belt, rope, and chain drives
- o Maintaining a log and summary of job injuries and illnesses
- o Design of guards for abrasive wheel machinery
- o Guard adjustments for abrasive wheel machinery
- o Enclosures for sprocket wheels and chains
- o Guardrails for open-sided floors, machinery, platforms, and runways four feet or more above adjacent floor or ground level
- o Personal protective equipment for the eyes and face
- o Construction sites: equipment grounding conductors or ground-fault circuit interrupters

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- o Flexible electrical cords and cable
- o Securely clamping work rests for abrasive wheel machinery

VI. **Emergency Signals List**

VICTORIA PLANT
FIRE AND GAS ESCAPE ALARM SIGNALS

FIRE AND GAS ESCAPE ALARM – 4
ROUNDS OF THE ALARM BOX ACTIVATED
TEST – 3 BLASTS BEFORE AND AFTER TEST
ALL CLEAR – 3 BLAST

GAS ESCAPE ALARM SIGNALS

11 Entire Plant West of Ave. B (ADN, Mech., Services Area)
12 North of 3rd Street and West of Ave C (AOP and Acids Power Area)
13 North of 3rd Street and East of Ave C (Nylon, "Alathon", Ammonia)
14 South of 3rd Street and West of Ave C (Adipic Acids and NRD-47)
15 South of 3rd and East of Ave C (509 T/F & CD-HCL)

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TURNING IN AN ALARM BY PHONE

1. DIAL 1222
2. GIVE YOUR NAME
3. GIVE EXACT LOCATION OF FIRE
4. GO TO THE ALARM BOX SOUNDED TO DIRECT BRIGADE TO FIRE
5. BE SURE THE POWER OPERATOR UNDERSTANDS YOU

EMERGENCY PHONES

FIRE OR GAS ESCAPE – EXTENSION 1222

EMERGENCY FIRST AID OR AMBULANCE – EXTENSION 1333

ACCOUNTING HEADQUARTERS–EXT. 1453,1470

AFTER SOUNDING AN ALARM, REMAIN AT THE BOX TO DIRECT THE FIRE BRIGADE TO THE FIRE.

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VICTORIA PLANT
FIRE ALARM SIGNALS

21 509 HCL, Truck Unloading-4th St.

23 509 T/F near chlorine car spot

24 Southeast of Cd Mfg. Bldg.

25 South of Diamine T/F on Ave. D

26 Northwest of Diamine car spot -3rd St.

27 East of DD-HCL CCR

28 West of HCL Recovery

31 West of 524 Bldg. Ave. C

32 South of Bldg. 522 Control Room

34 South of Bldg. 523 Control Room

35 Southeast of Bldg. 520-Ave. D

36 South of Diamine Control Room

37 North of Diamine Area-2nd St.

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41 Canal Pumps-2nd St. & Ave. D

42 NO. of No. 1 Power House-2nd St.

43 East side of Ammonia Control Room

45 East side of Ammonia Elect. Control Room

46 N.W. NO. 8 Boiler

51 West of J unit-North of Rail Road Track

52 North of J unit area-2nd St.

53 J Unit CCR

54 North of J Unit Area-2nd St.

56 East of J Unit Area

57 South of J Unit-North of Railroad Track

61 East of "Alathon" Lab-Bldg. 550

62 South of "Alathon" Area-3rd Street

64 North of "Alathon" Area-2nd Street

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65	Northwest of "Alathon" Ave. E
71	Sidewalk So. of Plant Hospital
72	South side of stores Bldg.
74	South of building 3 - 2nd St.
211	Adipic Acid Cooling Tower-4th St. and Ave. C
212	South of Adipic Acid Power Area-3rd St.
214	West of Adipic Acid Op. 4
216	Southeast of Acids Central Control Room
217	Adipic Acid Op. 1 Truck Unloading-4th St.
218	Southeast of Op. 11
221	Southeast of Op. 16
224	Southwest of Acids Central Control Room
226	Southwest of Op. 12-North 4th St.
227	East of Acids Office Bldg. Ave. B

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231 Acids Waste Incinerator

232 Construction Shops Area

241 *Barge Dock Area Tank Farm

251 N.E. Operation 1A

252 S.E. Operation 1A

254 S.W. Operation 1A

411 North of ADN Refining Bldg.

412 ADN Central Control Room

413 South End ADN Refining & Step 2 Bldg.

414 South of #3 Tank Farm at 4th St.

421 North of Step 1 Synthesis Bldg.

422 West of ADN Refrigeration Area

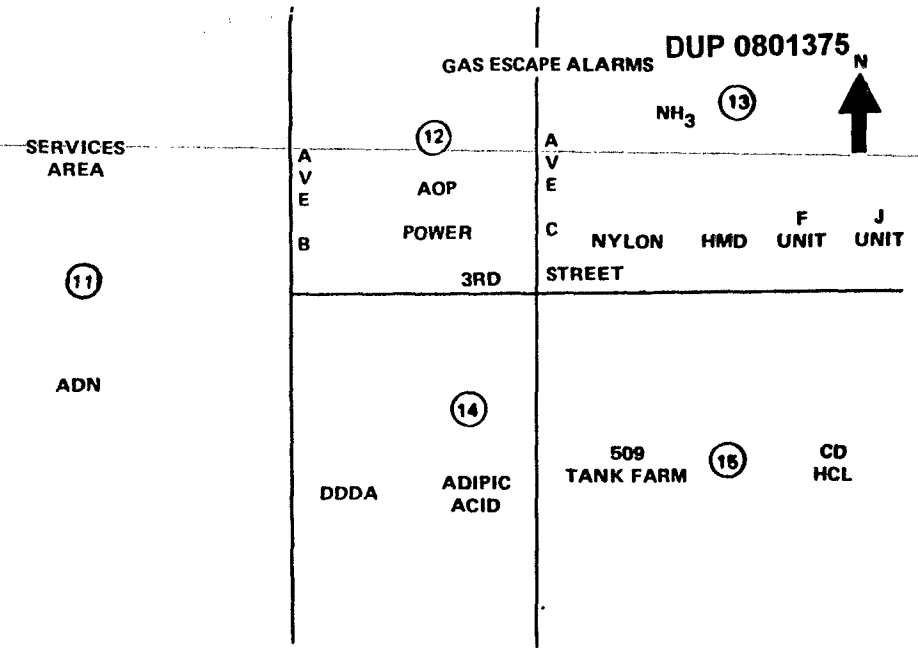
423 South End HCN Bldg. and step 1 synthesis Area

424 South of #1 ADN Tank Farm at 4th St.

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GAS ESCAPE ALARMS
N
NH3
13
12
SERVICES AREA
AVE B
AOP
POWER
AVE C
NYLON
HMD
F UNIT
J UNIT
11
3RD STREET
ADN
14
509 TANK FARM
15
CD HCL
DDDA
ADIPIC ACID