

A Complete
Refractories
Service



ADRIAN L. WALLICK COMPANY

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COPY

PLAINTIFF'S EXHIBIT

ALW-8

CONTRACTOR SAFETY ORIENTATION



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CONTRACTOR SAFETY AND HEALTH PROGRAM

INTRODUCTION

The ALW Co., Inc. office and warehouse is located in Columbus, Ohio. Our organization is a refractories sales and service contractor, with many years of experience in the installation and repairs of refractories in all types of industrial furnaces and equipment. Our workmen are steady, full time employees dealing only in refractory construction, and work under the best firebrick mechanics in this specialized field. All of our workers are members of the building trades and are fully covered by Contractor's Liability Insurance and Workers' Compensation.

The intent of this packet is to provide sufficient information to allow you, the employee, to conduct your business as safely as possible. Any questions or comments pertaining either to the information in this packet or safety in general, should be directed to the company.

SAFE OPERATING PRACTICES

SAFE OPERATING PROCEDURES

S.O.P.'S MAY BE REVISED, ADDED OR DELETED
AS REQUIRED BY CURRENT STANDARDS
OR PLANT INSTRUCTIONS.

CONTRACTOR SAFETY AND HEALTH PROGRAM

1. General Rules and Instructions

- A. The ALW Co. and its employees shall comply with all federal, state, and local safety regulations at all times while performing refractory work in the customer's plant.
- B. Comply with parking and ID badge requirements.
- C. Alcohol/Drug Policy - The use of or the possession of alcoholic beverages or controlled substances is prohibited at any time.
- D. The possession of firearms or any weapon is prohibited on the job site.
- E. Camera use is prohibited without approval.
- F. All hazardous openings or excavations must be barricaded at all times unless the work requires their temporary removal. The areas shall be lighted one hour before sunset until one hour after sunrise.
- G. When overhead work is being performed, the area below must be roped off with barricade tape. In addition, signs must be posted in a manner "DANGER-WORK OVERHEAD".
- H. No riders are permitted on moving equipment, rigging, or loads. This includes no riding in the beds of pick-up trucks, flatbeds, etc.
- I. Fire doors must not be blocked or fastened open. Wires, cables, hoses, etc. must not pass through a doorway and prevent the fire door from closing completely.
- J. All compressed gas cylinders must be securely fastened in an upright position.
- K. Jumping from docks, trucks, or other platforms is prohibited.
- L. The contractor shall report any malfunctioning equipment or potential safety hazard to the plant representative.
- M. Occupant restraints (seat belts) are required by all occupants of moving vehicles and lift trucks while in operation.
- N. The contractor shall obey all traffic signs within the plant.
- O. Horseplay of any kind is prohibited.
- P. Fuel Storage - Written permission is required from plant personnel for storage tanks/containers of flammable/combustion materials.

CONTRACTOR SAFETY AND HEALTH PROGRAM

- Q. Eating and drinking permitted only in designated areas of the plant.
- R. Contractors permitted ONLY in their authorized work areas. Access to the plant does not authorize access to all areas of the plant.

2. Plant Emergency

- A. In any plant emergency:
 - 1. Stop all work immediately.
 - 2. Shut off the power to all equipment.
 - 3. Evacuate to the area designated by the company representative.
 - 4. Remain until you hear an all clear. Do not return to worksite until you receive verbal notification by supervision. DO NOT LEAVE PREMISES UNTIL ACCOUNTED FOR IN HEADCOUNT PROCEDURE!

3. Housekeeping

- A. Housekeeping is the contractor's responsibility.
- B. The job site must be as clean and orderly as possible while the work is being performed. Contractor areas must be kept in a clean and orderly condition.
- C. At the end of the work, the job site must be left in an acceptable condition. The ALW Co. representative will make a final inspection to determine the adequacy of the final cleanup.

4. Equipment/Vehicles/Tools

- A. When parking inside the plant, an entry pass may be required for all vehicles.
- B. Any time a vehicle will be unattended in other than designated parking areas, the motor must be shut off and keys should remain in the ignition.
- C. Smoking is prohibited in all areas unless specifically identified as permitted smoking. This includes inside vehicles within the plant.
- D. Any employee who must operate a piece of equipment (forktruck, manlift, backhoe, etc.): must be trained in its safe operations.

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- E. Personal vehicles are not permitted in the plant without prior approval.
- F. All electrical tools must be in first class condition.
- G. Safety guards or other devices shall not be removed from equipment under operating conditions.

5. Personal Protective Equipment (PPE): As required by each plant.

- A. Hard Hats (SOP #25) - Bump caps are not an acceptable substitute for hard hats.
- B. Eye and Face Protection Policy (SOP #30)
- C. Uniform/Clothing as required.
- D. Safety Shoes are required when performing work.
- E. Hearing Protectors - in designated areas or when operating equipment which generates noise levels 85 dB or greater.
- F. Respiratory Protection - Employees will be fitted for proper selection and supply of respirators as well as training and fit-testing. All respirators must be NIOSH Approved and must be approved by the ALW Co. prior to use.
- G. Gloves may be necessary to protect you from chemical or physical hazards. The contractor is responsible for supplying appropriate gloves to its employees. You may consult with your representative for assistance in choosing appropriate hand protection.
- H. It is the responsibility of the contractor to enforce the use of required PPE by its employees. The contractor will supply PPE to its employees unless instructed otherwise.

6. Ladders/Scaffolds

- A. Ladders other than step ladders must be held by another person or tied-off.
- B. Scaffolding must be level and plumb.

7. Safety Belts/Harness/Lifelines

- A. Safety belts or harnesses must be used whenever work is performed which is greater than 8 ft. and without a standard work platform.
- B. Lifelines should be attached to the structure and not the scaffold.

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- C. To be worn as required by confined space entry procedure.

8. Trenching/Excavations

- A. Shoring/Sloping to prevent cave-in.
- B. If greater than 4 ft. deep, must have adequate means of exit such as step ladders.
- C. If 4 ft. deep or greater, must have confined space entry permit prior to entry.

9. Confined Space Entry Procedure (SOP #15)

Review ALW Co. and Plant procedure.

10. Lockout/Tagout Procedure (SOP #20)

Review ALW Co. and Plant Procedure.

11. Injury/Incident Reporting (SOP #35)

- A. All injuries sustained by the contractor's employees must be reported to the representative immediately following the incident. A copy of the accident investigation report must be provided the ALW Co. representative and plant representative within 24 hours following the incident.
- B. Provide adequate first aid kits and supplies for it employees.
- C. In the event of a medical emergency, the plant medical department may be used for treatment.

12. Hazard Communication:

The practices and procedures described herein constitute the program by which Adrian L. Wallick Company will comply with the OSHA Hazard Communication Standard, (29 CFB 1910, 1200).

A. HAZARD DETERMINATION

This Facility does not manufacture refractories or chemicals, therefore, hazard determination is performed by the various manufacturers. In instances where the validity of the information provided by the manufacturers is in question or where MSDS are not supplied, Adrian L. Wallick Company will obtain additional information from the manufacturers.

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B. PRODUCT SPECIFICATIONS

Refractory material product data information is available on request.

C. MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets are obtained from manufacturers/suppliers for all refractories or chemicals prior to their use at this job site. Material Safety Data Sheets are maintained at the office of the Program Coordinator and available for review during normal working hours.

D. LABELING

Containers of hazardous materials/chemical at the job site are labeled, tagged or marked by the manufacturer/supplier, with identity of the hazardous chemical, appropriate hazard warnings and the name and address of the manufacturer, importer or other responsible party. All labels or other forms of warning are legible, in English and prominently displayed on the container or readily available in the work area throughout each shift.

E. EMPLOYEE INFORMATION AND TRAINING

All employees are provided training and information on hazardous refractories or chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.

Employees are informed of:

- The existence and requirements of the OSHA Hazard Communication Standard.
- The components of the hazard communication's program.
- Operation in their work area where hazardous refractories or chemicals are present.
- Location of the written hazard communication program, the list of hazardous refractories/chemicals and Material Safety Data Sheets.
- Hazards associated with non-routine tasks.

Employee Training Includes:

- Methods to detect the presence of a hazardous chemical in their work area.

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- The physical and health hazards of chemicals in their work area.
- How the hazard communication program is implemented in the work place, how to read and interpret information on Labels and Material Safety Data Sheets, and how to obtain and use the available information.
- Measures employees can take to protect themselves from hazards, including specific procedures required to provide protection against hazards (work practices, personal protective equipment, emergency procedures).

Employee training and information requirements are satisfied through formal classroom training, handouts, signs and placards, and periodic safety meetings.

13. Disposal of Hazardous Material:

- A. Drains - NEVER pour any chemical down drains.
- B. Seek assistance in disposal of any material within the plant. Dumpsters and normal trash receptacles may be used only with permission of the plant representative.
- C. Never put liquid materials in the compactor.