

**EMPLOYEE
INVOLVEMENT
PLAN
FOR 1997**

EMPLOYEE INVOLVEMENT PLAN 1997

The 1997 Employee Involvement Plan has three major goals for the year

- 1 Increase employee participation in the Safety Program
- 2 Improve the quality of existing employee involvement in the Safety Program
- 3 Maintain Star quality in all aspects of employee involvement

The Employee Involvement Committee, a sub-committee of the Plant's Safety Committee of Responsible Employees (SCORE) has developed this written program in an effort to increase the quantity and quality of participation of both employees, and their families, with the Muscle Shoals Plant Safety Program. This program was developed after identifying existing employee participation opportunities, identifying barriers to employee participation and brainstorming new opportunities for employee and employee's families to participate.

Following is a list of safety related activities in which employees currently participate

1. Plant Safety Committee (S.C.O.R.E.)

Members are selected from each work group throughout the plant to participate. S C O R E members rotate off every 12 months. The S C O R E has a Purpose Statement reviewed annually and signed by the current membership. The membership has an hourly employee majority, and is chaired by an hourly employee.

2. Stair-step Safety Meetings

All employees participate in safety meetings on a bi-monthly basis. Each meeting offers an opportunity for employee input into any aspect of the Safety Program. Employees bring up hazards, improvement ideas, questions, etc., and these are communicated along with management response, through the next month's safety meeting agenda.

3. Communications Meetings

Conducted once each month (normally in conjunction with the safety meeting), this median allows for peer discussion of any plant topic. Safety issues are frequently discussed. Great opportunity for peer discussion.

4. Plant Information Team

This team is made up of representative employees from the various work groups within the plant. Team make-up is determined by a rotating schedule developed by the plant's Human Resources Department and offers every employee the opportunity to participate. While not designed specifically for safety issues, but for any and all employee concerns, this team offers employees yet another opportunity to voice safety concerns or make suggestions. The Plant Manager and H R Manager participate on this team.

5. Safety Work Orders

All employees can write a safety work order.

6. Job Observation Program

All employees participate in the Job Observation Program as required in plant safety performance accountability spreadsheets. Employees conduct at least one observation per month. This program offers employees the opportunity to observe both safe and at-risk behaviors and environments within the plant. Each observer is responsible for follow-up of actions noted during the observation process.

7. Open Door Policy

All managers and supervisors at this facility maintain an "open door" policy. This philosophy is recognized and used by all plant employees and offers everyone the opportunity to bring safety concerns and suggestions to the attention of supervision.

8. Planned Inspections

Employees participate in all aspects of the planned inspection process including conducting planned general, critical items, and housekeeping inspections. All employees are typically involved in the abatement of identified deficiencies.

9. Process Safety Management Steering Committee

Made up of hourly and salary employees, this committee is actively involved in the direction and review of the plant's PSM efforts.

10. Review & Approval of Safety Procedures

Certain members of SCORE are selected to review all safety procedures for potential editing on an annual basis. The SCORE chairperson signs approval of each procedure with the Plant Manager and Safety Manager.

11. New Employee Interview Process

Three hourly employees participate as interviewers for all hourly position candidates to be interviewed for vacancies in the plant. This excellent opportunity offers our employees the chance to screen future peers and determine their commitment to safety prior to hiring.

12. Outage Planning and Safety Monitors

Hourly employees are involved in the planning of plant outages (maintenance/repair shutdowns), offering safety input for this critical period. Additionally, hourly employees work as safety monitors for specific areas of the plant during outages to help ensure safety maintains top priority.

13. Accident/Incident Investigations

Hourly employees are involved in the fact finding of the accident/incident investigation and follow-up process. Employees help determine cause and offer prevention suggestions.

14. Voluntary Protection Program (VPP)

All employees are involved in the VPP effort per SPA spreadsheets. An OSHA Star Committee made up of hourly and salary employees provide direction for this endeavor. Hourly employees participate in the VPPPA by attending off site VPPPA meetings.

15. Operating Directives

Plant Operating Directives are written through a coordinated effort by plant operations and their respective foremen. Groups of employees are selected for this process and are key to directive content.

16. Chemical Emergency Response Program Team (C.E.R.P.)

The C E R P Team is made up of hourly and salary employee volunteers dedicated to chemical emergency response. While paid for training and response time, participation is not mandatory. This program offers employees career growth and expanded training in the safety field.

17. Area Training Programs

Led by the Plant Training Coordinator, employees develop training programs for the various operator and maintenance jobs in the plant. Hourly employees complete the "Train-the-Trainer" Program and serve as trainers. All area training includes safety as a top priority. Special safety information particular to each different area is included in all area training programs.

18. Supervisor Upgrade Program

Available to all employees meeting the requirements outlined in the program, supervisor upgrade offers hourly employees the opportunity to perform as supervisors. Upgrade supervisors cover for shift supervisors when on vacation, sick, etc. This program enhances the safety participation of those upgrading by putting them in a safety "overseeing" position. Additional safety training is provided to those participating in the program.

19. Mercury Hygiene Task Force

Made up primarily of hourly cellroom operators and cell maintenance employees, this task force is involved in finding and implementing measures to reduce mercury vapors and exposure to same. The task force plays a key role in our safety effort.

20. Process Hazard Reviews (PHRs)

Hourly employees participate in hazard operability studies and hazard walk-throughs in connection with our process safety efforts. Employees have the opportunity to participate with ensuring safe design and construction of plant processes.

21. Safety Training

Through various avenues including but not limited to S C O R E, open door policy, safety meetings, all employees have the opportunity for input into training topics to be covered in monthly safety meetings. Input is provided to the Safety Department and a schedule reviewed by the S C O R E.

22. PPE Task Force

Informal task force created in the field anytime an issue arises regarding selection and use of PPE. Employee input is a valuable part of our PPE selection and use process.

23 Citizens Advisory Panel

This group was formed as part of the Plant Manager's Responsible Care outreach effort to the community. The Plant Manager, hourly and salary employees meet with members of the community to ensure open communication lines between OxyChem and the community. Hourly participation with this effort has been a great asset in our efforts to be a good neighbor.

24. Safety Suggestion Program

Offers all employees the opportunity to make safety improvement suggestions.

25. Environmental Communication Opportunity (ECO)

While this is primarily an environmental committee, safety has such close ties and crossover, combined safety and environmental issues are addressed by this group.

26. Ergonomics Team

Although this is a split group of employees from SCORE, their "in-the-plant" actions to continuously address and correct ergonomic hazards, particularly involving the repositioning or replacement of valves is noteworthy. This team is comprised of 3 hourly employees.