FORM DC 00018-R1

DANA CORPORATION

Victor Facilities Engineering

INTRA-COMPANY COMMUNICATION

SUBJECT PROPOSED SMOKING POLICY DATE January 10, 1990

TO Mary Adrian Gunkel FROM George Ferley

I agree with you, we're probably better off starting out with a very simple, generalized SMOKING POLICY in the plant, and work out the details as the need arises.

There are several considerations of my own, however, that I might briefly mention:

1. Because of the ever present flammability hazards from solvents and coatings used in Departments 217 and especially 222, I would like to see both of these departments designated as NO SMOKING AREAS (as apparently was the case some years ago).

2. Please note for loss control purposes, that employees exposed to both asbestos fibers and cigarette smoke are known to have a 50 to 90 times greater chance of developing lung cancer than would otherwise be expected. Over 30 years may elapse from the time of exposure to asbestos until an asbestos related desease is detected.

3. Because of the ineffectiveness of the two air-purifying units installed in the silk screen room (Dept. 222) to remove solvent vapors, we can reinstall these same units in conference rooms or training rooms where they would be very effective at removing cigarette smoke with their activated charcoal filter system.

4. Certain parts of our FIRE PREVENTION PROGRAM (copy attached), such as relate to RESTRICTED AREAS (elevators, explosion proof rooms, both labs, battery charging stations, etc.), could be referred to in the SMOKING POLICY, since most of it is directed to employees who smoke.

cc: Gary Austin
Bob Zborowski
Lee Linde