
SECTION: SAFETY

DATE: 3-12-87

SUBJECT: CONTRACT WORKER'S ESHA ORIENTATION

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POLICY:

All persons working at CCTC will be provided a safe workplace. Each contractor at CCTC will receive an orientation on the applicable safety, health, and environmental rules and practices at the facility. The orientation will provide the information needed to insure that the contractor's job can be performed safely.

PROCEDURE:

The Celanese warehouse personnel or the switchboard operator will notify the Celanese contact (e.g. maintenance foreman) of the arrival of the contract worker. The Celanese contact will then show the contract worker to the Orientation Building (B-185) and insure that these workers receive the Safety, Health, and Environmental orientation prior to the contract personnel beginning a job.

The form verifying the contractor orientation (Attachment I) must be signed by each contractor and kept on file in the office of the maintenance supervisor. A repeat orientation will be given to contractors each 12 months.

The orientation will cover the following items:

- Hazard Communication Standard
- Specific Chemical Hazards (where applicable)
- Personal Protective Equipment
- Confined Space Entry
- Hot-work
- Fall Protection
- Electrical and Rotating Equipment Work
- Smoking, Eating, Drinking
- Drugs/Alcohol

PLAINTIFF'S
EXHIBIT
CEL-645

008898

CORPUS CHRISTI TECHNICAL CENTER

ESHA PROCEDURE NO.: SA-2

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(ATTACHMENT I)

CCTC CONTRACTOR ORIENTATION SIGNATURE FORM

Orientation Presented By: _____ Date: _____

Contract Company's Name: _____

Persons receiving this orientation must sign below.

Contract Employee's Signature(s): _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Completed form must be kept on file for 12 months.

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(ATTACHMENT II)

CCTC Contractor's Safety, Health,
and Environmental Orientation Guide

1. A. Hazard Communication Standard

The OSHA Hazard Communication Standard, a worker right-to-know law, requires that on-site contractors be informed of the hazardous chemicals their employees may be exposed to while performing their work and any requirements for appropriate protective measures.

Additional information is available from Material Safety Data Sheets maintained in the unit control rooms, in the Maintenance office, and in the main library and from the Celanese site Environmental, Safety, and Health Affairs Department.

B. Specific Chemical Hazards (where applicable)

- When contract employees are working in an area where the possibility of contact with a specific chemical(s) is recognized, the hazards of the chemical(s) will be explained to the workers. The Celanese employee responsible for the contractor job will inform the contractor of hazards and protective measures.

2. Personal Protective Equipment

- All personal protective equipment will normally be provided by the contractor.

Eye Protection

- Safety glasses will be worn for eye protection. Goggles and faceshields will be worn as required for the work being performed.
- Contact lenses will not be worn.

Head Protection

- Hard hats will be worn for head protection.

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Hearing Protection

- Ear plugs or ear muffs will be worn in designated areas and when working near noisy equipment.

Respiratory Protection

- Respirators furnished by the contractor will be worn in designated areas and as necessary.

Protective Clothing

- Safety shoes, chemical splash suits, gloves, etc. will be worn as required.
- Shorts, sandals and sleeveless shirts are not allowed.

3. Confined Space Entry

- An entry permit must be obtained through the Celanese contact before any person enters a vessel, tower, excavation deeper than 5 feet, or any other confined space. Requirements for entering a confined space will be detailed at the time the permit is issued.
- All open sumps and excavations must be roped off.

4. Hot-work

- A hot work permit must be obtained before doing any work that involves an open flame or that produces sparks. The permit must be obtained through the Celanese contact, who will determine if a permit is required by existing CCTC policy. Examples of work requiring such a permit are:
 - Welding or Acetylene cutting
 - Use of electrical tools such as drills, grinders, and other non-explosion proof devices in the pilot plant and lab areas.
 - Use of air-operated tools such as jackhammers, grinders, etc. in the pilot plant and lab areas.
 - Driving an automobile, truck, or other motorized vehicle into the operating units or storage areas.
- A ground fault interrupter should be used when using any portable electric tool.

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5. Fall Protection (Scaffolds & Ladders)

- Fall protection devices such as harnesses, safety lines, etc. will be used when a fall exposure exists. All scaffolding will be properly planked and guard rails erected.
- Ladders will be in good condition and the proper type and size for the work being performed.

6. Electrical and Rotating Equipment Work

- All electrical and rotating equipment must be locked-out with a padlock before work is performed on the equipment.

7. Smoking - Eating - Drinking

- Smoking, eating, and drinking are prohibited in the laboratories and pilot plant areas.

8. Drugs/Alcohol

- Anyone under the influence or in possession of drugs or alcohol will be removed from the facility.

9. First Aid for Chemical Contact

- Anyone that is splashed or somehow comes in contact with a chemical must immediately flush the affected area with large amounts of water. Safety showers and eyewashes are provided throughout the facility for this purpose. Use of a safety shower will activate an audible alarm that will summon help.

10. Reporting Injuries and Illnesses

- All job-related injuries and illnesses must be immediately reported to the Celanese contact.

11. Reporting a Fire and Responding to Alarms

- Any fire should be reported immediately. The fire alarm may be sounded by activating a manual fire alarm pull station or by dialing the emergency number listed on the nearest telephone.
- When the alarm sounds, stop all work, turn off all engines, and follow the evacuation route/instructions of Celanese employees.

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- The CCTC fire alarm is a series of eight gongs, followed by a number of gongs (1 through 8) indicating the location of the emergency. The Celanese contact can explain the locations of the zones. (See attached map).

12. Chemical Spills and Releases

- Any accidental spill or release of a chemical to the air or soil must be reported to the Celanese contact immediately.
- Waste facilities are regulated and all material from this equipment including sumps and pipelines must be treated as hazardous waste.

13. Vehicles in the Facility

- The speed limit for all vehicles inside the facility is 15 m.p.h.
- Passengers are not allowed to ride on vehicles that are not specifically equipped for passengers.

14. Entering and Leaving the Facility

- Contract employees must sign-in at either the warehouse or front desk when entering the facility. Each employee will be issued a visitor badge that must be worn at all times while in the facility. The employees must notify the Celanese contact before signing out and return the badges before leaving the facility.

15. Special Precaution Areas (i.e. - operating units)

- Areas surrounded by a black and yellow chain are restricted access areas. The Shift Supervisor and owning operator must be consulted before a contract employee may enter the area. The Shift Supervisor and owning operator will advise the contractor of any special precautions that must be taken before entering a restricted area.
- The laboratory roof is also considered a restricted access area. The Celanese contact should be consulted and a roof entry permit obtained before going onto the roof.

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