

STERLING SAFETY PROCEDURE

SP-0133

COMPANY FURNISHED PERSONAL AND SAFETY EQUIPMENT

PLAINTIFF'S EXHIBIT

MON-1985

I. PURPOSE

This bulletin describes what personal and safety equipment will be furnished by the Company and the procedures for obtaining this equipment.

II. POLICY

Plant safety regulations require that all employees wear a safety hat and glasses while working in the plant (see Safety Guide for exceptions) and other safety equipment as specified by supervision on particular jobs or in specific areas. This equipment will be furnished by the Company through the Stores Department.

III. SCOPE

This bulletin covers the following items of personal equipment:

A. General Issue Items

- Safety Hats
- Safety Glasses (Plano - Clear)
- Goggles
- Flashlights
- Welder's Gloves
- Chemical Gloves
- Slicker Suits
- Rubber Boots
- Rain Gear
- Ear Plugs

B. Special Issue Items

- Safety Glasses (Prescription)
- Safety Shoes
- Coveralls
- Winter Liners for Hats
- Ear Muffs and Specialty Hearing Protectors

The procedures apply to all employees.

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IV. RESPONSIBILITY

Only supervision can requisition safety and personal equipment. The specific limits of this authority are provided in the Procedures below. The Stores Department is responsible to purchase, store, and issue this equipment. The Safety and Industrial Hygiene Department is responsible for specifying, testing, and changing of the safety equipment in the plant.

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Original
Issue

02-01-88

Revised

Page

1

of

4

COMPANY FURNISHED PERSONAL AND SAFETY EQUIPMENT

V. PROCEDURESA. General Issue Items1. Original Issue

A requisition for the original issue of this equipment to an employee must be signed by the employee's supervisor indicating the department to be charged and the employee to whom issued.

2. Replacement

Company furnished equipment will be replaced when it is worn out through normal wear and tear. Any employee requesting replacement must show his supervisor the worn out equipment, and if replacement is justified, obtain a Stores Requisition signed by the supervisor. Upon receipt of the worn equipment and requisition, Stores will issue a replacement. An issue without a replacement item will be made only on a storeroom requisition signed by a manager.

Replacements at employee expense may be purchased at Stores by payroll deduction.

3. All Items

All general issue safety supply items may be obtained in any quantity, charged to individual departments, upon presentation of a Stores Requisition signed by the department manager.

B. Special Issue Items1. Prescription Safety Glasses

Eye exam forms are available at Records and Benefits.

In cases where the employee needs prescription glasses and the Company requires eye protection, the Company will provide for the initial eye exam as deemed necessary by the Medical Department. The Company will pay one-half of the cost of subsequent eye exams completed at locations on the Company's approved list. The Company will pay the cost of required glasses as currently administered. It is the intent that the initial eye examination, as well as subsequent examinations necessary to ensure proper visual acuity, be covered by this policy.

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B. Special Issue Items - (Continued)

Shaded safety glasses are to be issued where a licensed physician, usually defined as an ophthalmologist, specifies that an employee's eye condition requires shaded glass during daylight hours.

The Company will provide two (2) pair of prescription glasses for welders. At the time of ordering, two pair will be ordered. One pair will be provided the welder and the second pair will be kept by the employee's foremen for issue to the welder when needed. At the time the first pair is turned in and the second pair issued, a new pair will be ordered unless it is time for the employee's eyes to be checked.

Any questions pertaining to the Prescription Safety Glass Program should be directed to the Records and Benefits representative.

2. Safety Shoes

The Company makes available to hourly employees, two (2) pairs of approved chemical resistant safety shoes per year.

For salaried employees who work in the field, the company makes available up to two (2) pairs of approved chemical resistant safety shoes per year.

3. Coveralls

Coveralls will be furnished to any employee upon presentation of a Stores Requisition signed by the employee's supervisor.

4. Winter Liners for Safety Hats

Winter liners will be issued to any supervisor for his personal use at his request (Requisition signed by him) or for any of his people by Stores Requisition signed by him for initial or replacement issue. However, only one liner will be issued to an individual each year. Replacement for lost, mislaid, or stolen liners will be made only upon a requisition approved by the department manager.

5. Ear Muffs and Other Hearing Protectors

Foam plugs are readily available in each unit control room and in the maintenance shops. Ear muffs and other hearing protectors will be furnished to any employee upon presentation of a Stores Requisition signed by the employee's supervisor.

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Page

4 of

4
