



DOW CHEMICAL U.S.A.

PLAINTIFF'S EXHIBIT

DOW-1904

MICHIGAN DIVISION
August 8, 1986

MIDLAND, MICHIGAN 48674

All Plant Superintendents

RE: CONTRACTOR SAFETY

CONTRACTORS ON SMALL CAPITAL & EXPENSE TYPE JOBS
OWNER'S RESPONSIBILITY

The Contractor is responsible for the safety of their employees.

The Owner is responsible for providing the Contractor with information relative to the work site conditions and requirements associated with those conditions.

- . Plan and define the job: What, Where, When, and Material Specs.
2. Identify the Owner Representative: Person authorized by owner, in writing, to act in a representative capacity for Owner in matters covered by any particular contract.

(a) Plant personnel can be designated as an Owner Rep. Owners must assure person is aware of "Basic Guidelines and Procedures for Owner Representatives" (copy attached) and "RULES AND PROCEDURES FOR CONTRACTORS" (blue book available from Security, 815 building, 6-0034).

or

- (b) Obtain designated owner representative from Engineering Department or other Departments providing specific services.
3. Obtain "Contract Release" from Purchasing Department.

Contact the Division Purchasing Agent responsible for your area during the early planning stages of your project. Your buyer can be a strategy resource; will involve the right contractor(s); will help you attain the best prices; will minimize Dow's legal/liability exposures; will issue the purchase order release(s). Call 6-1175 if in doubt who your purchasing contact is.

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Prepare equipment and area for work.

- (a) For pressure vessel and relief device work, obtain necessary documentation per Safety Standard TS-468.

5. Participate in Pre-Job Safety Conference.

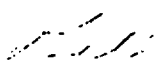
- (a) Owner Representative to hold pre-job safety meeting with Contractor.
- (b) It is recommended that Owner and Owner Representative review Pre-Job Safety Conference form (M-61441 R3-86) prior to meeting so as to identify applicable items, including Hazard Communications, and other specific area safety requirements or concerns.
- (c) Pre-job form M-61441 R3-86 or similar (M-71828) documentation is acceptable.

6. Follow-up during job:

- (a) Assure necessary permits are issued.
- (b) Review procedures for vessel entry, line opening, tagging and lockout and similar activities.
- (c) Coordinate activities between the plant and those of the contractor.
- (d) Communicate with the Owner Representative.
- (e) "Final Contractor Report" (copy attached) provides a good check list during job activities.

7. Follow-up after job completion.

- (a) Inspect job to assure requirements have been met such as installation, workmanship, materials and housekeeping.
- (b) Review job with Owner Representative who is responsible for completing "Final Contractor Report" and closing the job.
- (c) "Final Contractor Report" may be waived on small jobs (less than \$25,000) unless strong positive or negative performance is to be communicated.


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