

**SUPERSEDED**

**Monsanto Chemical Company**

PLASTICS DIVISION

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STANDARDS DEPT. FILES

**STANDARD PROCEDURE**

**SUPERSEDED**

Plant ..... SPRINGFIELD .....

Number SDP 92-1170.0

Department ..... 92 .....

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ISSUED DEC 14 1959  
STANDARDS DEPARTMENT

BY *A. O. Erickson*

**Reference**

This <sup>supersedes</sup> ~~supplements~~ instruction issued on.....

# Monsanto Chemical Company

PLASTICS DIVISION

## STANDARD PROCEDURE

Plant SPRINGFIELD

Number SDP-92-1170.0

Department 92

4 Sheets Page 3

TITLE PVC CHECK LISTS

### 1171.0 SAFETY INSPECTIONS (CL 1-5)

#### 1171.1 Routine

| <u>Number</u>      | <u>Coverage</u>                                                            | <u>Frequency</u> |
|--------------------|----------------------------------------------------------------------------|------------------|
| CL 1-92            | Safety Station<br>Raw Material Inventory                                   | Every Monday     |
| CL 2-92            | Doors<br>Safety Showers                                                    | Every Tuesday    |
| CL 2-92            | Pump Packings<br>Mechanical Guards<br>Ladders                              | Every Wednesday  |
| CL 4-92,<br>88, 84 | K.O. Tanks<br>Base of Stack<br>Stack Line<br>Vent Fans<br>G.H. Water Level | Every Thursday   |

#### 1171.2 Others

|         |            |                                               |
|---------|------------|-----------------------------------------------|
| CL 5-92 | Electrical | Every 4 Months<br>by Electrical<br>Department |
|---------|------------|-----------------------------------------------|

### 1172.0 HOUSEKEEPING (CL 6-9)

#### 1172.1 General

|         |                           |
|---------|---------------------------|
| CL 6-92 | Building Check for Visits |
|---------|---------------------------|

#### 1172.2 Specific by Areas

|         |          |
|---------|----------|
| CL 7-92 | 92 Bldg. |
| CL 7-88 | 88 Bldg. |
| CL 7-84 | 84 Bldg. |

ISSUED DEC 14 1959  
STANDARDS DEPARTMENT

BY *A. A. Erickson*

#### Reference

This supersedes instruction issued on.....  
supplements

FORM 128

RSV0026341

# Monsanto Chemical Company

PLASTICS DIVISION

## STANDARD PROCEDURE

Plant ..... SPRINGFIELD ..... Number SDP-92-1170.0  
Department ..... 92 ..... 4 Sheets Page..... 4  
TITLE ..... PVC CHECK LISTS .....

### 1172.0 HOUSEKEEPING (CL 6-9) (Cont'd.)

#### 1172.3 General Laborer

CL 8A-92, 88, 84 General Laborers Weekly Weekly  
Cleanup

CL 8B-92, 88, 84 General Laborers Daily Daily  
Cleanup

### 1173.0 TRAINING (CL 10-19)

CL 10-92, 88, 84 Orientation for New Employees

CL 12 - Warehouse Fork Truck Driver Trainee

### 1174.0 EQUIPMENT ENTRY (CL 20-30)

CL 20-92, 88, 84 Kettle Entry Checklist - MS 3216, PVC 47

### 1175.0 MISCELLANEOUS (CL 30-

CL 30 - Warehouse Fork Truck Maintenance Weekly

ISSUED DEC 14 1959  
STANDARDS DEPARTMENT

BY *A. A. Erickson*

Reference R. K. Perry - 12/16/58

This <sup>supersedes</sup> ~~supplements~~ instruction issued on.....

## MONDAY CHECK LIST - 88, 84 Bldg.

This Monday Check List covers the safety station. The inspection should be made by the 3-11 foreman. He will be responsible for equipping the Safety Station with missing items. Report any deficiencies in Scott Air Pak and Vapor tests by submitting this check list to the staff foreman immediately.

## 88 BUILDING

SAFETY STATIONEmergency ToolsVapor tester (Zero Meter)Entry Permits, Tool PermitsLock Out TagsGloves, Goggles, ApronSafety Harnesses (2)  
(Check rope & harness)Face Shields (Clean)Drop Lights (Workable)Scott Air Pak  
(Open and inspect contents  
wrench present)Styrene supply full

## 84 BUILDING

SAFETY STATIONEmergency ToolsVapor tester (Zero Meter)Entry Permits, Tool PermitsLock Out TagueGloves, Goggles, ApronSafety Harnesses (2)  
(Check rope & harness)Face Shields (Clean)Drop Lights (Workable)Scott Air Pak  
(Open and inspect contents  
wrench present)

Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

Shift: \_\_\_\_\_

MONDAY CHECK LIST - 92 Building

This Monday Check List covers the Safety Station and Raw Materials. The inspection should be made by the 3-11 foreman. He will be responsible for equipping the Safety Station with missing items. The raw material inventory should be turned into the building supervision Tuesday morning. Report any deficiencies in Scott Air Pak and vapor tester by submitting this check-list to the staff foreman immediately.

## I. Safety Station:

|                                   |                                                                       |
|-----------------------------------|-----------------------------------------------------------------------|
| _____ Emergency Tools             | _____ Safety Harnesses (2)<br>(Check rop & Harness)                   |
| _____ Vapor tester (Zero meter)   | _____ Face Shields (Clean)                                            |
| _____ Entry Permits, Tool Permits | _____ Drop Lights (Work-<br>able)                                     |
| _____ Lock Out Tag                | _____ Scott Air Pak (Open<br>and inspect contents.<br>Wrench present) |
| _____ Gloves, Goggles, Apron      |                                                                       |

| 2. Raw Materials | <u>Type</u> | <u>Lot No.</u> | <u>No.<br/>of Drums</u> |
|------------------|-------------|----------------|-------------------------|
| a. Catalyst      | _____       | _____          | _____                   |
|                  | _____       | _____          | _____                   |
|                  | _____       | _____          | _____                   |
|                  | _____       | _____          | _____                   |
|                  | _____       | _____          | _____                   |
|                  | _____       | _____          | _____                   |

3. Styrene Supply Full \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

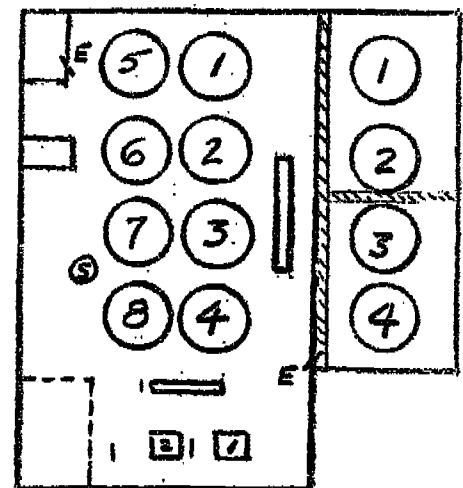
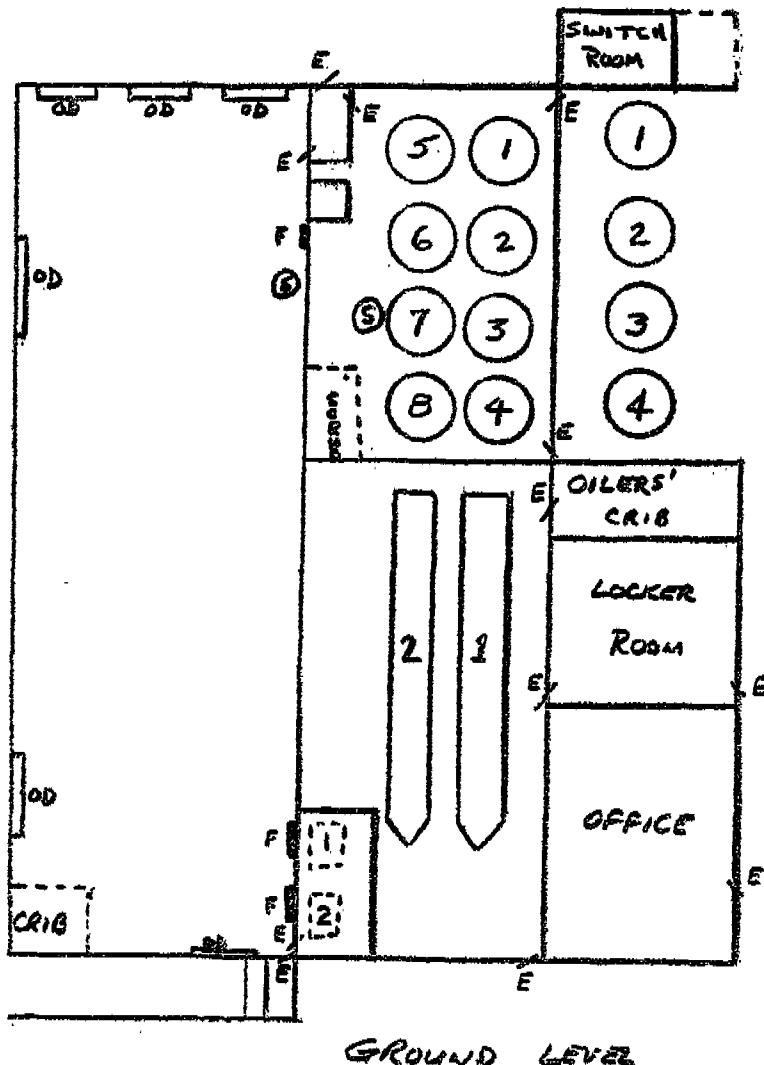
# TUESDAY CHECK LIST - 92 BUILDING

This Tuesday check list covers inspection of exit doors, overhead doors, fire doors, and safety showers and eye washes. The inspection should be made by the 3-11 shift foreman. Any item found inoperable should be noted on this sheet and corrected immediately. If the discrepancy can not be corrected, an MRO must be issued to complete the job. Each item on the sketch must be checked after it has been inspected and the list turned into the building supervisor Wednesday morning.

| MRO | Description |
|-----|-------------|
|     |             |
|     |             |
|     |             |
|     |             |
|     |             |
|     |             |
|     |             |
|     |             |

## KEY:

- E = Exit
- OD = Overhead Door
- F = Fire Door
- S = Safety Shower and Eyewash



Inspected By: \_\_\_\_\_

Date: \_\_\_\_\_

Shift: \_\_\_\_\_

WEDNESDAY CHECK LIST 92 BUILDING

This Wednesday check list covers inspection of pump packings, mechanical guards and ladder stations. The inspection should be made by the 3-11 shift foremen, but if work load is too heavy, list must be completed by the 11-7 shift foreman. Any items found defective should be noted on this sheet and corrected immediately. If the discrepancy cannot be corrected, an MRO must be issued to complete the job. Inspection of each item must be acknowledged by foreman's initials, MRO for repair, or other comments. The list must be turned into the building supervisor Thursday morning.

| Mechanical Guards | Pump Packings |                                          |
|-------------------|---------------|------------------------------------------|
|                   | X X X X X     | 1 & 2 dryer drives                       |
|                   | X X X X X     | 1 & 2 dryer support rollers              |
|                   | X X X X X     | 1 & 2 cyclone discharge rotary valves    |
|                   | X X X X X     | Hopper flumes exhaust blower             |
|                   | X X X X X     | 1 & 2 conveyor drives                    |
|                   | X X X X X     | 1 & 2 bag flattener                      |
|                   |               | Caustic charge pump                      |
|                   |               | TCE pump                                 |
|                   |               | 1 to 8 kettle jacket pumps               |
|                   |               | Caustic Recirculating pump               |
|                   |               | Caustic metering pump                    |
|                   |               | 1 & 2 high pressure water pumps          |
|                   |               | 1 to 4 slurry pumps                      |
|                   |               | 1 & 2 PDR pumps                          |
|                   |               | 1 & 2 VCM transfer pumps                 |
| X X X X X X       |               | 4 kettle dump pumps                      |
|                   | X X X X X     | 1-8 kettle agitators                     |
|                   |               | 1-8 dura seal pumps                      |
|                   | X X X X X     | 1-4 slurry tank agitators                |
|                   | X X X X X     | 1 & 2 centrifuge drive                   |
|                   | X X X X X     | 1 & 2 centrifuge torque                  |
|                   | X X X X X     | 1 & 2 rotocone drives                    |
|                   | X X X X X     | 1 & 2 blow ring drives                   |
|                   | X X X X X     | North & South rotary valves #1 collector |
|                   | X X X X X     | North & South rotary valves #2 collector |



THURSDAY CHECK LIST - 92, 88, 84 Buildings

This Thursday check list covers inspection of Knock Out Tanks, Base of Stack Stack line, Vent Fans, Pallets and Pallet Storage Areas, and Gas Holder. The inspection should be made by the 3-11 shift foreman. Any items found defective should be noted on this sheet and corrected immediately. If the discrepancy cannot be corrected, an MRO must be issued to complete the job. Each item must be checked after it has been inspected and the list turned into the building supervisor Friday morning.

1. GENERAL

- \_\_\_\_\_ K. O. Tank (East Side 84 Bldg.) (Drain out water)
- \_\_\_\_\_ K. O. Tank (N.W. corner 88 Bldg.) (Drain out water)
- \_\_\_\_\_ K. O. Tank (N.W. corner 86 Bldg.) (Drain out water)
- \_\_\_\_\_ Base of Stack (Bleed water seal - Steam on)
- \_\_\_\_\_ Stack Line (Condition of pipe and flanges)
- \_\_\_\_\_ Vent Fans (Operable)
- \_\_\_\_\_ G. H. Water Level (Water up to level) (Winter -steam on)

2. PACK-OUT AREAS: (Yes or No)

- \_\_\_\_\_ Are Pallets Neatly Stacked?
- \_\_\_\_\_ Are Bad Pallets in Proper Storage?
- \_\_\_\_\_ Are Clean Pallets Being Used?

3. Pallet Storage Areas:

- \_\_\_\_\_ Are Pallets Neatly Stacked?
- \_\_\_\_\_ Are Pallets in Proper Places?
- \_\_\_\_\_ Are all Bad Pallets Tagged?
- \_\_\_\_\_ Are Sufficient Pallets available?

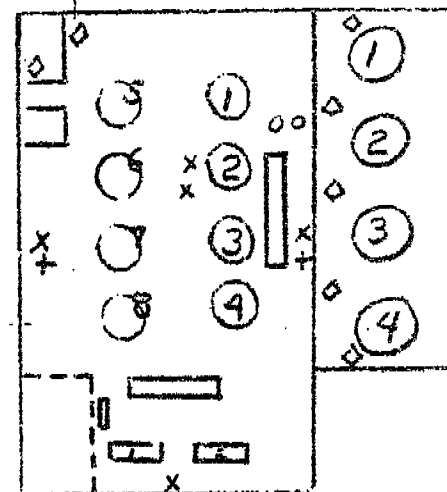
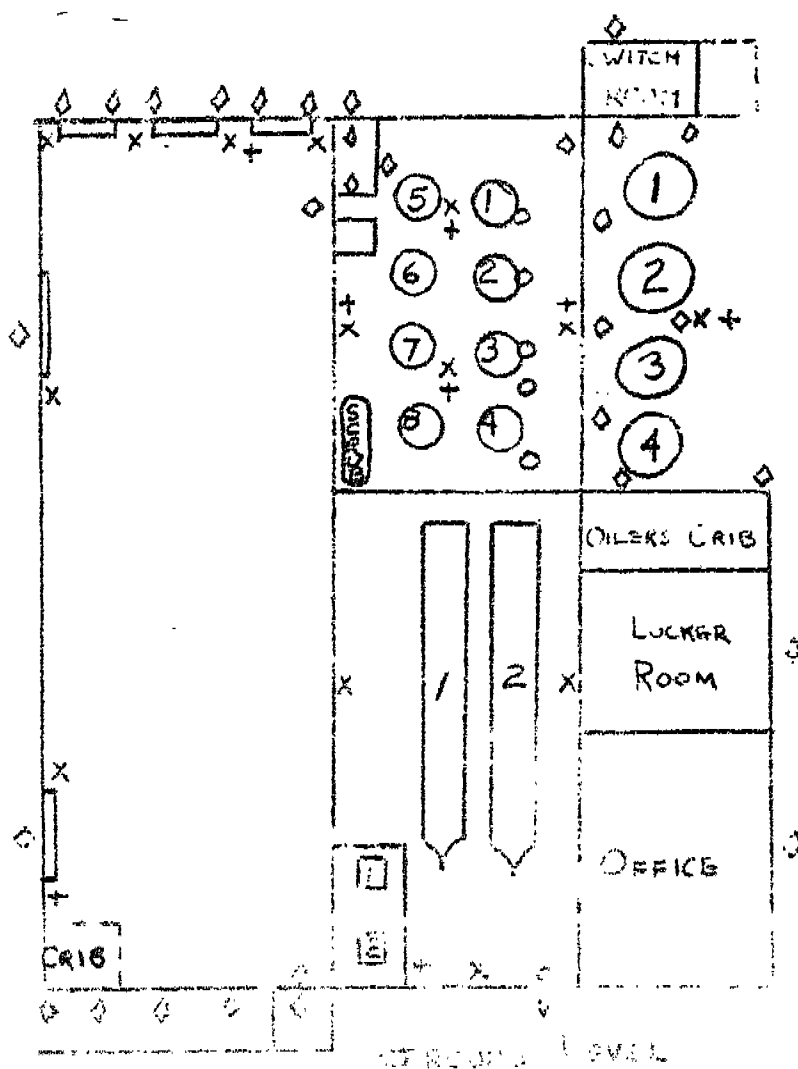
4. Corrective Action Taken:

# MONTHLY ELECTRICAL CHECK LIST

## 92 BUILDING

- \_\_\_\_\_ 1) Coppus Blower (On Kettle Floor)
- \_\_\_\_\_ 2) Vacuum Cleaner (At Pack-out)
- \_\_\_\_\_ 3) Drop Lights (At Safety Station on Kettle Floor)
- \_\_\_\_\_ 4) Night Lights in Area
- \_\_\_\_\_ 5) All 550 V and 110 V outlets

Key: X = 110 V. + = 550 V ◇ = night lights



N →

N. Rougeau  
R. K. Terry

3/11/75

RSV0026349

HOUSEKEEPING WORK AREAS - 92 BUILDING

KETTLE FLOOR PERSONNEL - Entire Kettle Floor area including area immediately under the kettles, tops of kettles, and storage crib.

Clean-Up Check List

|                                                                                                     |                                             |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------|
| <u>          </u> Hoses Coiled                                                                      | <u>          </u> Desk and tool locker area |
| <u>          </u> Safety station fully equipped                                                     | <u>          </u> clean                     |
| <u>          </u> and in order                                                                      | <u>          </u> Floor hosed down          |
| <u>          </u> All elec. coils hung                                                              | <u>          </u> Slurry tank area clean    |
| <u>          </u> Raw material area clean                                                           | <u>          </u> Sewer in front of tanks   |
| <u>          </u> Crib neat and orderly                                                             | <u>          </u> policed                   |
| <u>          </u> Glycerine cups empty                                                              | <u>          </u> Kettle covers cleaned     |
| <u>          </u> Loose flanges, nuts, bolts, rags, gaskets removed from floor, kettle covers, etc. |                                             |

DRYER OPERATOR - Entire area around centrifuges and caustic scrubber system.

Clean-Up Check List

|                                                                             |                                               |
|-----------------------------------------------------------------------------|-----------------------------------------------|
| <u>          </u> Centrifuge area clean                                     | <u>          </u> Caustic scrubber area hosed |
| <u>          </u> Desk area neat and orderly                                | <u>          </u> down                        |
| <u>          </u> Loose flanges, nuts, bolts, rags, etc. removed from area. |                                               |

BAGGER OPERATORS - Entire area around pack-out machines and dryers - also includes area in warehouse around bag flattener.

Clean-Up Check List

|                                                |                                               |
|------------------------------------------------|-----------------------------------------------|
| <u>          </u> Hose down Dryer floor        | <u>          </u> Remove trash from pack-out  |
| <u>          </u> Clean up west side of trench | <u>          </u> area                        |
| <u>          </u> Coil hose                    | <u>          </u> Conveyor and flattener area |
|                                                | <u>          </u> clean                       |

WAREHOUSE PERSONNEL - Entire warehouse area including ramps and pallet storag .

Clean-Up Check List

|                                              |                                            |
|----------------------------------------------|--------------------------------------------|
| <u>          </u> Drums in order by elevator | <u>          </u> Warehouse crib orderly   |
| <u>          </u> Trash removed              | <u>          </u> Pallets properly stacked |
| <u>          </u> Broken pallets removed     |                                            |

PVC GENERAL LABORERS WEEKLY CLEAN UP CHECK LIST

7-3

3-11

11-7

|       |                                                                                              |                                                                                            |                                                                                    |
|-------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| MON.  | Pick up junk 88 Bldg.<br>pent house and 92<br>Bldg. dog house                                | Clean off all window<br>sills inside and out-<br>side sills at ground<br>level. (88 Bldg.) | Wipe off all fire equip.<br>and wall behind all<br>buildings.<br>(All Buildings)   |
| TUES. | Clean all bulletin<br>boards inside and<br>out<br>(92 Building)                              | Clean all bulletin<br>boards inside and<br>out<br>(88 & 84 Buildings)                      | Clean tops of and b hind<br>Inst. panels and storag<br>shelves.<br>(All Buildings) |
| WED.  | Hose down roof and<br>pick up junk.<br>(88 Building)                                         | Wipe off all safety<br>equipment and wall be-<br>hind<br>(All Buildings)                   | Wipe down conduit troughs<br>(All buildings)                                       |
| THUR. | Hose down roof and<br>pick up junk.<br>(84 Building)                                         | Hose down area be-<br>tween 84 and 86 Bldg.                                                | Clean behind recovery<br>compressors-pick up junk.<br>(88 Building)                |
| FRI.  | Clean off all window<br>sills inside and out-<br>side sills at ground<br>level. (84 Bldg.)   | Wipe off all fire<br>equip. and wall be-<br>hind all buildings.<br>(All Buildings)         | Wipe off all safety equip-<br>ment and wall behind<br>(All Buildings)              |
| SAT.  | Hose down roof and<br>pick up junk.<br>(92 Building)                                         | Clean off catwalk<br>above washed V.C.M.<br>storage tanks                                  | Clean area east side 88<br>Building.                                               |
| SUN.  | Clean off all window<br>sills inside and out-<br>side sills at ground<br>level (92 Building) | Clean and straighten<br>92 Bldg. Warehouse<br>crib.                                        | Clean and straighten area<br>above smoking room.<br>(88 Building)                  |

Date: \_\_\_\_\_

GENERAL LABORER - DAILY CLEAN-UP CHECK LIST

Check all safety equipment (free from obstructions)

Check all fire equipment (free from obstructions)

Hose down area between 88 and 92 Buildings under VCM tanks, dog house, etc. Pick up junk and polymer on sewer grating.

Hose down around bottom of slurry tanks and remove chip drum if full and replace, 88 & 92 Buildings. (92 Building on 11-7 shift only unless area messy at other times)

Hose down north side of 88 & 92 Buildings, pick up junk, paper, etc. Clean off grating on open sewer north side 92 Building.

Hose down ramp and stairway east side of 92 Building (3-11 shifts only after traffic stopped).

Dumpster areas clean and orderly by 88 and 92 Buildings (broken pallets stacked, drums not blocking dumpster for pickup, etc.)

Sweep and dust stairwell west end of 92 Building. (11-7 shift only unless area messy at other times).

Hose down floors under kettles. (pick up junk-clean off open sewer gratings).

Hose down floor of dryer rooms. (Pick up junk-clean off open sewer gratings).

Pick up all junk, rags, papers, nuts and bolts, etc. in whol area.

Clean raw material area in 92 Warehouse.

Date: \_\_\_\_\_

SAFETY CHECK LIST FOR EMPLOYEES IN PVC AREA (New And Old)

This form should be used as a guide by either the foreman or supervisor in reviewing the safety rules, departmental rules, and PVC operations in Building 84, 88, 92 with employees, both new and old. The following items should be explained and checked off as they are discussed. After the list has been completed, fill in employees name, address and telephone number below for the department files. New or temporary employees must be checked when they arrive in the area. Old employees will be checked every six months.

Date \_\_\_\_\_ Shift \_\_\_\_\_ Crew \_\_\_\_\_

Name of Employee \_\_\_\_\_ Clock No. \_\_\_\_\_

Supervisor Reviewing Check List \_\_\_\_\_

NOTE: Items marked with "asterisk" (\*) need not be covered in detail unless new or temporary employee is directly assigned to kettle floor operations. Until these items are reviewed, the employee should be restricted from kettle floor operations. Items marked (x) are those covered when list is reviewed with old employee at six month intervals.

I. GENERAL ORIENTATION (New or Temporary Employees Only)

- \_\_\_\_\_ a. Issue safety glasses and explain where they must be worn at all times. Also explain that wearing safety shoes and hard hats, static precautions is desirable.
- \_\_\_\_\_ b. Describe general work areas.
- \_\_\_\_\_ c. Point out locker rooms' and lavatories' locations.
- \_\_\_\_\_ d. Issue locker key if required and available.

2. DEPARTMENTAL SAFETY RULES

- \_\_\_\_\_ a. (x) Explain rules prohibiting horseplay and running in buildings and on stairs.
- \_\_\_\_\_ b. (x) Explain evacuation horn signals and show location of two evacuation areas.
- \_\_\_\_\_ c. (x) Explain the location and use of the fire extinguishers, fire blankets, safety showers, eye washes, and stretchers.
- \_\_\_\_\_ d. (x) Explain reasons for never blocking fire doors.
- \_\_\_\_\_ e. (x) Explain the lock-out and entry procedure for tanks, dryers, and dust collectors.
- \_\_\_\_\_ f. (x) (\*) Explain the lock-out and entry procedure for kettles and check list.

- \_\_\_\_\_ g. (x) Explain reasons for:
  - 1. Immediately disposing of oily rags.
  - 2. Removing rags from steam pipes
  - 3. Never heating soup or food cans on steam lines
- \_\_\_\_\_ h. (x) Restrictions covering use of non-sparking tools.

3. HOUSEKEEPING DUTIES

- \_\_\_\_\_ a. (x) Explain that work area must be kept clean.
- \_\_\_\_\_ b. (x) Explain about coiling hoses and placing them back on racks.
- \_\_\_\_\_ c. (x) Explain need for cleaning all spills as soon as they occur.
- \_\_\_\_\_ d. (x) (\*) Explain cleaning assignment for kettles and other equipment by washing them down with soap and water.

4. RAW MATERIALS

Describe the raw materials used in the building, associated hazards, and required protective equipment.

|        |                        |        |                              |
|--------|------------------------|--------|------------------------------|
| (x)    |                        | (x)(*) |                              |
| (x)(*) | Vinyl Chloride Monomer | (x)(*) | GMS                          |
| (x)(*) | Vinyl Acetate Monomer  | (x)(*) | Lauroyl Per-oxide (Catalyst) |
| (x)(*) | PDR-1                  | (x)(*) | DAM                          |
| (x)(*) | Caustic Flake          | (x)(*) | TCE                          |
| (x)(*) | 50% Caustic Solution   | (x)(*) | Glycerine                    |
| (x)(*) | Duponol                | (x)(*) | MGD                          |
| (x)(*) | Potassium Persulfate   | (x)(*) | Octanol                      |
| (x)(*) | Sodium Bisulfite       | (x)(*) | Sodium Bicarbonate           |
| (x)(*) | Span 20                |        |                              |

5. MISCELLANEOUS

- \_\_\_\_\_ a. (x) Telephone numbers for emergencies (Fire 2771; Medical 2770).
- \_\_\_\_\_ b. (x) Explain plant fire whistle signal. (South Plot is 41)
- \_\_\_\_\_ c. (x) Explain need for reporting all minor injuries no matter how slight.
- \_\_\_\_\_ d. (x) Give employee available booklets on emergency procedures, raw materials, safety rules and lock-out.

FORK TRUCK DRIVER TRAINEE CHECK LIST

## Driving Instructions-Gasoline Truck

| <u>STEP</u>              | <u>TECHNIQUE</u>                                                                                                                                  | <u>KEY POINT - SAFETY</u>                                                                                                      |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 1. Ignition Key          | Must be off whenever truck motor is not running.                                                                                                  | Battery will run down otherwise and may fail to start. Prevent unauthorized use.                                               |
| 2. Radiator Water        | Check and fill as required.                                                                                                                       | To prevent motor over-heating.                                                                                                 |
| *3. Gasoline             | Check tank level before using. Do not use if low. Fill if gas available. Shut motor off first. Wipe up any spills.                                | Low gas level runout may be away from supply location. Prevent fires.                                                          |
| *4. Oil Level Crank-case | Check level. Fill if low.                                                                                                                         | Run-out may result in job midst. Prevent motor damage and failure.                                                             |
| 5. Clutch and Shift      | Operates in the same manner as standard automobile. Show two forward positions and the reverse position.                                          | Avoid gear clashes. Clutch wears if ridden unnecessarily.                                                                      |
| *6. Emergency Brake      | This is only other brake than foot brake. Use to brake truck at any time operator leaves it.                                                      | To prevent rolling away and possible injury to personnel or truck damage.                                                      |
| 7. Hoist Lever           | Pull to lift - push to drop. Check before using truck on job and also for oil leakage. Always keep forks low when traveling with load or without. | Oil leakage may indicate impending failure. Carrying forks and load low will permit better visibility and be less of a hazard. |
| *8. Tilt Lever           | Pull to tilt - push to straighten hoist. More tilting is required for heavier loads and higher reaches with loads.                                | Tilt centers load over truck and reduces tendency of truck to tip.                                                             |
| 9. Forks                 | Adjust width spacing to provide good load balance.                                                                                                | Narrow fork spacing may allow pallet or load to tip.                                                                           |

\*Check these items each shift on either type truck assigned before using.  
Report all defects to foreman for correction before attempting use.

18

Fork Truck Operating Procedure for Depts. 84, 88 and 92

FORK TRUCK DRIVER TRAINEE CHECK LIST

(Cont'd)

Driving Instructions-Gasoline Truck

| <u>STEP</u>            | <u>TECHNIQUE</u>                                                          | <u>KEY POINT - SAFETY</u>                                                                                                   |
|------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 10. Load Rack          | Use truck with rack only for palletizing 2 and 3 high.                    | Prevents spills from pallet onto driver and truck.                                                                          |
| *11. Horn              | Test before using truck. Short blast rather than long sound when using.   | Short blasts attract more attention.                                                                                        |
| *12. Overhead Guard    | Test for defects before using truck.                                      | Guard protects driver from overhead spills.                                                                                 |
| *13. Fire Extinguisher | A standard piece of truck equipment use. Should be on truck at all times. | Use in case of truck electrical or gasoline fire.                                                                           |
| 14. Battery            | Check once per shift for water level.                                     | Use gloves to prevent acid skin burns. Open battery caps only when motor is not running--to prevent being splashed by acid. |

\*Check these items each shift on either type truck assigned before using.  
Report all defects to foreman for correction before attempting use.

**FORK TRUCK DRIVER TRAINEE CHECK LIST**

**Driving Instructions - Electric Trucks**

**STEP**

|                                                |                                                                                                                                    |                                                                                                         |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1. Mount truck seat                            | Use steps provided. Do not mount by climbing truck in any other way.                                                               | Avoid slipping and head injury from guard.                                                              |
| 2. Turn on switch key                          |                                                                                                                                    |                                                                                                         |
| 3. Start Truck                                 | Depress Clutch. Move gear lever to neutral. Set emergency brake. Press starter button.                                             | Insure against accidental movement of truck when starter button is pushed.                              |
| 4. Shift to Low Gear                           | Depress clutch firmly. Move gear lever to low position.                                                                            | Prevent grinding of gears and jerking of truck.                                                         |
| 5. Start forward move-                         | Release emergency brake. Release clutch slowly and smoothly. Watch ahead for obstacles or people. Be prepared to stop immediately. | Prevent jerky starting of truck. Watch out for personnel or obstacles.                                  |
| 6. Drive forward for short distance and stop.  | Step on accelerator slowly and evenly. Step on brake smoothly to stop.                                                             | Prevent jerky movements. Repeat this movement a few times to get feel of clutch, brake and accelerator. |
| 7. Place Gear Lever in                         | Depress clutch. Move lever firmly to reverse position. Place on brake.                                                             | Prevent grinding of gears and jerky movement of truck.                                                  |
| 8. Move truck in Reverse                       | Release clutch slowly and smoothly at same time remove foot from brake in like manner. Check rear of truck for obstructions.       | Prevent grinding of gears and jerky sudden movement of truck.                                           |
| 9. Drive in Reverse for short distance         | Same as 8. Be ready to step                                                                                                        | Get feel of truck while backing up. Watch out for obstruction                                           |
| 10. Practice forward and reverse several times | Same as 4 - 9<br>Watch out for low clearance                                                                                       | Same as 4 - 9                                                                                           |
| 11. Positioning forks in pallet for pickup     | Check overhead and obstacle clearances. Approach pallet in line squarely.                                                          | Pallet load must be centrally balanced on forks.                                                        |

FORK TRUCK DRIVER TRAINEE CHECK LIST

Driving Instructions - Electric Trucks  
(Continued)

|                                             |                                                                                                                                        |                                                                                                                                                         |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Positioning forks in<br>pallet for pickup   | Stop truck 6" from pallet.                                                                                                             | This is best adjusting<br>position.                                                                                                                     |
|                                             | Adjust fork elevation to<br>clearly enter pallet.                                                                                      | To prevent container<br>breakage.                                                                                                                       |
|                                             | Adjust tilt to clear pallet<br>boards top and bottom.                                                                                  | To prevent container<br>breakage.                                                                                                                       |
|                                             | Insert forks in pallet with<br>truck slowly.                                                                                           | Stop at first contact<br>of container with rack.<br>Avoid pushing pallet.                                                                               |
| 12. Pallet pickup (48 x<br>48 pallet)       | Lift pallet vertically 6-8"<br>off floor. Tilt back forks<br>approximately 10°. Maneuver<br>to avoid adjacent container<br>breakage.   | Loads should be carrier<br>at low level for better<br>control and visibility<br>Tilt helps balance load<br>on truck and prevents<br>slipping off forks. |
| 13. Transporting pallet<br>(48 x 48 pallet) | Check forward or reverse<br>path of truck before<br>travel. Observe obstacles<br>and clearances. If clear,<br>move truck with pallet.  | Drive around forward<br>and reverse with pallet<br>to gain clearance ex-<br>perience and feel with<br>load.                                             |
| 14. Drop pallet on empty                    | Guide truck approach, raising<br>hoist if necessary for ample<br>clearances in direct line,<br>for exact vertical drop onto<br>target. | Cocked or off target<br>palletizing is not stab.<br>Off target drops also<br>break containers.<br>Repeat several times to<br>train judgment of drop.    |
| 15. Double stack pallet<br>(48 x 48)        | Follow steps 8, 9, 10 and 11                                                                                                           | Check items as indicated<br>in steps 8, 9, 10 and 11                                                                                                    |

Department fork truck safety rules reviewed and presented to trainee  
Storage procedure explained - bulk boxes, pallets, drums, heights  
spacing

Area limitations explained -

Use of elevators for fork trucks - material storage - truck  
clearances explained

Electric trucks must not be used for truck and trailer loading  
or unloading

Use of dock plates explained

Use of fork blocks or pallet stops on short pallets explained.

Assign to drive under lead operator's or other experienced driver's  
guidance

Follow-up and review to trainee's questions and performance made  
one to three days later.

DATE \_\_\_\_\_

FOREMAN \_\_\_\_\_

DATE: \_\_\_\_\_

Please take corrective action on the following apparent defective items:

Oil Leaks  
Engine  
Hydraulic System  
Forks - bent  
Fork Carriage  
Lock pin  
Overhead guard - broken  
Bent  
Fan and/or Gen. Belts  
Worn  
Loose  
Horn - Inoperative  
Lights - Inoperative  
Gauges - Inoperative  
(specify)  
Steering Defects  
Load Safety Rack - Bent  
Broken

Remarks:

Operating Dept. Foreman

3/19/58

Date \_\_\_\_\_  
Shift \_\_\_\_\_

KETTLE ENTRY CHECK LIST (84, 88, 92 Building)

Entry preparations for No. \_\_\_\_\_ Kettle in \_\_\_\_\_ Building.

Upon completion of this check list and issuance of a Safety Permit by responsible supervision, the above kettle will be ready for entry. This check list must be attached to the approved Safety Permit and returned with the Permit to the responsible supervision upon completion of the job.

Check Here

- \_\_\_\_\_ 1. Necessary monomer charge valves closed and tagged or locked out as required.
- \_\_\_\_\_ 2. Vent line and stack line valves in proper position.
- \_\_\_\_\_ 3. Dump, raw material, high pressure water, and water charge line valves closed as required.
- \_\_\_\_\_ 4. Kettle properly aired out:
  - a. Vacuum of 20" pulled twice.  
(vacuum valve closed at completion of this purge.)
  - b. Coppus blower blown into kettle for 15 minutes.
- \_\_\_\_\_ 5. Jacket instrument at proper setting.
- \_\_\_\_\_ 6. Kettle agitator push button tagged and disconnect locked out and tagged.
- \_\_\_\_\_ 7. Following equipment available and ready for use as required by the Safety Permit.
  - a. Harness with rope to be secured to pipe outside kettle.
  - b. Rubber-fotted aluminum ladder with rope to be secured to pipe outside kettle.
  - c. Explosion-proof extension light or flash light.
  - d. Spark-proof tools.
  - e. Gloves, rubber footwear, goggles or face shield and tool belt.
  - f. Coppus blower plugged in and placed on stand-by.
- \_\_\_\_\_ 8. Line tender available.
- \_\_\_\_\_ 9. No monomer will be charged to a kettle during entry.

The above items have been prepared prior to request for a Safety Permit and kettle entry. I am familiar with the Standard Operating Procedures governing kettle entry and have read and checked the above precautions. In signing this form I am not waiving any rights to claim benefits under the Workmens' Compensation law which would otherwise be available to me.

\_\_\_\_\_  
Line Tender

\_\_\_\_\_  
Man Entering Kettle

# APPROVAL SHEET

No. SDP 92-1170.

Date: Dec. 22, 195

To: \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_

|                 |       |                 |
|-----------------|-------|-----------------|
| R.K. Perry      | 12/22 | R.K. Perry      |
| M.E. Willis     | 12/22 | M.E. Willis     |
| R.O. Jackson    | 12/22 | R.O. Jackson    |
| G.M. Ellsworth  | 12/22 | G.M. Ellsworth  |
| D.E. Philpott   | 12/22 | D.E. Philpott   |
| A.O. Ericksberg | 12/22 | A.O. Ericksberg |
|                 |       |                 |
|                 |       |                 |
|                 |       |                 |
|                 |       |                 |
|                 |       |                 |
|                 |       |                 |
|                 |       |                 |

Please check the attached procedure specification and sign it if it meets with your approval. If you have any suggestions, corrections, or additions please note them on this sheet: DO NOT WRITE ON SPECIFICATION OR PROCEDURE

Then detach one "RETURN TO STANDARDS DEPARTMENT" slip and return it under separate cover.

Please give this your immediate attention.

Remarks: (Please initial)

2583

[illegible]