

NO MATCHES

SAFETY RULES

TETRA ETHYL LEAD OPERATION.

GENERAL RULES:

1. These rules supplement Dye Works and Tetra Ethyl Lead general safety rules and in no way supercede them.
2. Keep a copy of these rules and the general safety rules for the Area posted in a conspicuous place.
3. It is the duty of each foreman and supervisor to see that he and all of his men understand and observe all safety rules. Read all safety rules periodically.
4. No one shall be admitted into the tetra ethyl lead buildings except employees or visitors carrying green tags giving proper permission. Supervisors, foremen, and operators shall check all persons coming into the building at any time.
5. All minor injuries, accidents and illnesses, however trivial, shall be immediately reported to the hospital, and then to the area supervision in writing.
6. No Horse Play:! It is sufficient cause for dismissal.
7. All relief in this Area shall be made twenty minutes before the change of shifts.
8. Supervisor's permission must be secured before taking time off. In case of any emergency, telephone or send word by a responsible person to the Area Office or some member of the supervisory force. Supervisors must report absences and return to work to Area Supervision.
9. This operation is the cleanest one on the Dye Works. Keep it so.
10. All employees must report to the hospital every three weeks, or oftener if so directed, for medical examination.
11. It is occasionally considered advisable by the Medical Department to have a man removed from the operation because of a physical condition which invites lead intoxication. In such cases, employees must immediately report to the Area Supervision and must not return to his operation until instructed to do so. Failure to observe this rule will be considered cause for immediate dismissal.

12. Food must not be carried into or eaten in any part of this operation. All lunches must be eaten in the change house.
13. Do not carry tobacco into the tetra ethyl lead buildings. The chewing of tobacco, gum or snuff, is prohibited while on duty in the operation.
14. Face and hands shall be washed, and mouth well rinsed before eating.
15. Bathe at end of shift before leaving Area. Wear slippers when going from one locker to another.
16. Kerosene and green soap are provided on each floor for washing. In case of contact with tetra ethyl lead, use kerosene immediately and then wash with soap. Do not attempt to wash gloves; to do so destroys the protective coating.

#### CLOTHING RULES:

1. All employees working in this operation must wear standard uniforms, loaned at the time of employment; viz., overalls, and jumper, or pants and shirt, underwear and socks. Any additional clothing must not be worn. Loaned clothing must not be taken out of the Area. Heavy clothing worn to and from the buildings must be kept in lockers used for work clothes. Such clothing is not to be worn home.
2. Composition or rubber soled shoes may be worn in this operation if a leather sole is between the foot and outer sole. Safety shoes approved by the Area are required. They protect your feet.
3. Clothing and shoes worn in the plant shall not be worn home.
4. Every man must put on clean clothing twice a week. Dirty clothing will be sent to the laundry every Monday and Thursday and returned every Wednesday and Friday.
5. All employees are assigned two change house lockers; one for working clothes, one for street clothes. Do not change lockers without securing permission from the Area Office.
6. Treated leather gloves must be worn at all times unless specific directions to the contrary are given.
7. The goggles, air masks, gas masks, and respirators are to be worn as directed in other sections of these rules.

NOTE: Clean air masks will be kept in clean paper bag and in the cabinet provided for them. At the end of each shift and whenever necessary all used air masks should be laid on top of the cabinet. They will be collected daily, sterilized, and returned in clean paper bags.

8. Air or gas masks must be worn in cleaning up tetra ethyl lead spills. In cleaning up spills, pipe valves, extension cords, or any piece of equipment, use a 5% solution of sulfuryl chloride in kerosene and then wash with water.
9. Goggles must be used when handling sulfuryl chloride, breaking up green lead, or cleaning still jets.
10. Wear goggles when handling any acid or any caustic. All acid, alkali, tetra ethyl lead samples, ethyl chloride samples, reaction mass samples, sludge samples, and alloy samples must be carried in proper carrier.
11. If clothing has been splashed with tetra ethyl lead, remove clothing at once, bathe with kerosene, then soap and water. Use clean clothing and then report to supervisor and then go to the hospital. If spill occurs on day shift, report to Area Supervision; if on night shift, leave the soiled clothing outside the Area Office. Leave a note for the Area Supervision explaining the nature of the spill.

#### OPERATING RULES:

1. Tetra ethyl lead spills must be reported immediately to the supervisor who is responsible for proper cleaning. (Also leaks and repairs).
2. Leaks must be reported to the supervisor as soon as discovered, and all work on the leaky apparatus discontinued until necessary repairs have been made. This applies to vapor as well as liquid leaks.
3. All spills and leaks should be first treated with 5% solution of sulfuryl chloride and then washed with water. Sulfuryl chloride must only be used as a 5% solution of sulfuryl chloride mixed with 95% kerosene. See general safety rules.
4. Do not open any pipe line or pump, or other equipment that contains tetra ethyl lead without obtaining permission from Area Supervision.
5. Do not clean inside an autoclave enclosure when autoclave is under pressure. Do not have more than two doors of an autoclave enclosure open at any one time. Use an air mask when tightening stuffing boxes, cleaning seats, cleaning feed sprays, removing slide valves, repairing angle valves, and testing for small leaks. In case of a bad leak, consult your supervisor immediately. Use air or gas mask whenever entering an autoclave enclosure when autoclave is

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6. Consult the foreman and then dispose of waste or any other material that contains any tetra ethyl lead.
7. Always have water and sulfuryl chloride available before starting a repair job.
8. Never open a hot still.
9. Never open an autoclave which is under pressure. A charged autoclave may be opened only to the still for the purpose of discharging the reaction mass after ethylation.
10. Autoclaves must be washed out and left wet, before starting any repair requiring the opening of the autoclave to the air, for any appreciable time.
11. Remove all bars, etc. before moving still agitator.
12. Keep doors closed. The ventilation of the building is planned to operate with closed doors.
13. Do not stand on wrenches when opening or closing autoclave angle valves or still plug cocks. Keep them workable by lubrication.
14. Ethyl Chloride Safety Rules:
  - a. The use of tools which may cause sparks, the use of torches or other open flames is prohibited in the vicinity of ethyl chloride.
  - b. See that a gas mask or air mask is handy before starting any work with ethyl chloride.
  - c. In case of a spill, a gas mask or air mask must be worn. Ethyl chloride fumes are toxic and should not be inhaled. In cases where fumes have been inhaled before a gas mask can be secured, report to the supervisors at once.
  - d. All recovered ethyl chloride contains tetra ethyl lead and contact with this material must be avoided at all times.
15. Consult foreman regarding safety precautions to be taken in changing autoclave discs, still discs, cleaning slide valves, and all similar infrequent operations.
16. No tank or pit in this Area is to be entered without the permission of Mr. Stecher or Mr. Fisher.

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GENERAL SAFETY:

1. When in doubt, consult your immediate supervisor.
2. Do not obstruct exits.
3. Do not permit trash and waste to lie around. They are fire hazards. Dispose of used waste by placing in proper container. Keep new waste in can provided for it.
4. Keep all tools in their proper places. Keep water hose hung up.
5. Do not use defective tools or equipment. Tools with mushroom heads are especially hazardous, and must not be used.
6. Eliminate, by removal, all tripping hazards, slipping hazards, and unsafe practices.
7. Report at once all faulty operating or safety directions, unsafe practices, or unsafe conditions.
8. Do not tamper with electrical equipment.
9. Keep your building, and the spot where you work, clean. Cleanliness is the first step to safety.
10. Keep windows clean; a light building promotes safety.
11. Keep all material at least six inches away from steam lines.
12. Keep light globes intact and keep them clean.
13. Suggestions and additions to these rules will always be favorably received from any employee in the Area.

BE ALERT FOR THE SAFETY OF OTHERS AS WELL AS YOURSELF.

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