



PVC PLANT SAFETY & HEALTH MANUAL
ABERDEEN, MS

5a

SAFETY First -

Life vs Equal

SUBJECT: ACCIDENT AND INJURY CONTROL

EFFECTIVE DATE: 11/8/79

APPROVED BY: C. L. Miller

TITLE: PLANT MANAGER

GENERAL

The work environment in the chemical industry is potentially, by it's nature, hazardous. In addition to the potential hazards associated with moving machinery, chemical plants also process flammable and toxic material under pressure. These plants also handle materials which are corrosive and in some cases, very slippery. Winter conditions can result in more slip and fall hazards and also potential operating problems which present special hazards.

Accident and injury control is only as effective as employee's awareness of the potential hazards associated with the operation of the plant, and individual employees knowing their jobs and performing them in a safe manner. This requires a strong committment towards safety from managers, supervisors, and field personnel. It also requires that supervisory personnel train their employees to perform their jobs safely and reinforce job performance through observation and counselling. Field personnel must learn how to perform their jobs in a safe manner and perform their work in ways which prevent accidents and injuries.

The following discussion relates to the specific means which are to be used to control accidents and injuries in the Aberdeen Plant.

TRAINING

Training is the most effective technique management can use to improve work methods in general. Although training can upgrade efficiency, control loss and improve safety performance, this procedure will focus upon improvement of safety performance. In all likelihood, improvements in the other areas will also occur due to the methods utilized in executing the training. The specific areas this procedure will deal with are: new employee orientation, changes in job classification, and job safety training.

New Employees - Whenever a new hourly ^{or salaried} employee is hired, he must receive a thorough general safety orientation. This will be conducted jointly by the Safety Department and the department to which he will be assigned. Specific areas addressed by the Safety Department shall be:

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Primary
Long-Term
Emphasis.

TRAINING (Cont.)

1. VCM and lead exposure controls;
2. Lift truck training and licensing;
3. Plant emergency procedures and overall plan;
4. Respirator requirements;
5. Lifting safety;
6. Lockout and equipment entry procedures;
7. Injury control and investigation;
8. Slipping and fall hazards.

The department to which a new hourly employee is assigned shall supplement the Safety Department training by reviewing the various departmental procedures which relate to that employee's job assignment.

Employees Changing Job Classification - Employees changing job classification shall receive a thorough orientation concerning the scope of their new assignment, specific instructions which relate to the methods used to perform their new job, and safety related information specifically tailored to minimize their exposure to hazards by the department in which the change is occurring.

Job Safety Training - Job safety training is an ongoing process which reinforces the use of safe work methods in all aspects of plant operation. Three types of training should occur in this category of training and are:

1. Monthly safety meetings;
2. Individualized safety instructions to employees based upon observed deviations from safe work methods; and
3. Job Safety Analysis (JSA).

films on Safety Awareness - 2 or 3 of 7 S.A. films must be used w/in 1 week
Work crews shall meet on at least a monthly basis for a safety meeting. Specific topics to be covered shall be supplied by the Safety Director to reinforce safety awareness. This will provide for timely reminders of weather related hazards, materials handling precautions, procedural reviews and full utilization of films. The individual departments may and are encouraged to specify that work crews have additional safety meetings which cover specific topics of that department's preference. The goal of safety meetings should be to keep safety on the minds of plant employees while they are performing all aspects of their job.

Long term goal
Safety awareness must become an important part of the job function for employees at all levels. Emphasis must be placed on the prevention of conditions which pose an unacceptable level of risk. To attain this end, individualized safety instructions should be given whenever one employee notes a condition which may cause another employee to suffer an injury or cause an accident. These instructions must become formal when an employee has been observed repeatedly committing unsafe acts. Methods used to achieve a stronger personal safety commitment can include disciplinary action if the observed condition was serious.

Short Term means To get attention

Job Safety Analysis (JSA) shall be used for repetitive tasks and whenever a high injury experience occurs for a given job or there is strong reason to believe injuries could occur. The advantages to using this technique are:

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TRAINING (Cont.)

1. Direct involvement of supervisory personnel in the analysis of work methods used;
2. Respecification of work method by personnel who are responsible for enforcement of same; and
3. A standard operating procedure is issued for that job task.

When the standard operating procedure has been approved by all management personnel, supervisors in that department shall review the procedure in a safety meeting.

INJURY INVESTIGATION

The sole purpose of injury investigation is to determine what the contributing elements were and what must be done in the future to prevent injuries related to the one being investigated. To achieve this end, the plant has developed an injury investigation form which is intended to aid the investigating supervisor in determining the "Causes and Cures." For the following discussion, please refer to the attached form.

SECTION I

This section provides general information about the injury and the injured party and will be filled out by the First Aid personnel.

SECTION II

The injured employee and his supervisor are to write down what the injured employee believes happened to cause the injury. The injured and his supervisor must sign and date this statement.

SECTION III

Once Section II has been completed, the injured (if able) and his supervisor must go to the location of the injury. The injured should review the circumstances which led up to the injury and suggest what he feels will minimize the chances of a reoccurrence. The investigating supervisor must then evaluate exactly what was said against all other facts to determine his course of corrective action. The following discussion expands upon the meaning of items A through J of Section III.

- A. The specific location of injury, was job being performed a part of the injured's normal duties, and any and all eye witnesses to the injury. Witnesses should also be questioned.
- B. Describe what the employee was doing at the time of injury and make sure that important related details are stated (i.e., abnormal conditions, equipment problems which are relatable, fellow employee, etc.).
- C. Relate the details which describe the injury and how it happened.

- SECTION III (Cont.)
- D. In nearly all cases, injury occurrence is relatable to an unsafe condition and an unsafe act. This item seeks to identify the unsafe condition(s) in the work area which contributed to the injury.
 - E. Item D seeks to define the condition. This item seeks to determine why the unsafe condition existed. This may be due to mechanical and/or operational problems.
 - F. Self explanatory.
 - G. The things which are done to prevent similar injuries must be observable as a change in the unsafe condition to a safe condition or being able to observe a change in job performance patterns. These changes should be observable shortly after the occurrence of injury.
 - H. The persons responsible for corrective actions requiring repairs or modifications are supervisors. The injured employee may also bear a responsibility in correcting his actions which contributed to the injury. This should be measurable on a short-term basis.
 - I. The primary focus of this item is on changes which may take longer periods of time to achieve such as Mechanical Department work or the ordering of equipment with long delivery times.
 - J. Timetables should be devised to correct unsafe conditions and acts. Whenever possible, complete dates or target dates should be indicated.

SECTION IV

The review process should proceed in the order as shown in this section in descending order. Please note that the last individuals to see the final injury report are the injured employee and his supervisor. Personnel who review the various injury reports must sign and date the report when they are satisfied that all of the facts are properly noted and that the appropriate corrective actions are specified.



Continental Oil Company
Conoco Chemicals

Injury Investigation --
Aberdeen Plant

ROUTING:
1. White - Immediate Supervisor
2. Pink - Safety Director
3. Canary - Plant Nurse

Employee _____ Job Class _____ Dept. _____
Supervisor _____ Date of Injury _____ Time _____
Nature of Injury (Be Specific) _____

I

First Aid

Treatment _____
Treated By _____ Date of Treatment _____ Time _____
Employee Sent ☐ Back to Work ☐ To Doctor Doctor's Name _____
Doctor's Treatment _____

Employee's Statement

Employee States: _____

Employee's Signature _____ Date _____ Supervisor _____

A

Where Did Injury Occur _____ In Line of Duty ☐ Yes ☐ No
Witnesses _____

B

What Was Employee Doing at Time of Injury (Be Specific) _____

C

How Did Injury Occur (Be Specific) _____

Supervisor's Investigation

III

What Unsafe/Mechanical/Physical/Environmental Conditions Contributed to Injury _____

Why Did Condition(s) Exist _____

What Specific Acts by Injured or Others Contributed to Injury _____

G

What Has Been Done to Prevent Similar Injury (Be Specific) _____

H

Person(s) Responsible for Planned Corrective Actions _____

I

What Else Will Be Done _____

J

When Will It Be Done (Give Date) _____ Date Completed _____

Review Signatures (in descending order)

Signatures	Date	Injury Classification
Area Supervisor _____		☐ First Aid ☐ Medical ☐ Disabling ☐ OSHA Record
Dept. Superintendent _____		
Safety Director _____		
Plant Superintendent _____		
Plant Manager _____		
Immediate Supervisor 11/8/79	Section 1.215	
Injured Employee _____	Page 5	026332

IV

SAFETY FUNDAMENTALS WORK SHOP - NOVEMBER

I. First Aid Coverage - Memo

II. OFF The Job Injury & Attending Physicians Forms

III. Injury Investigation - New Procedure

- A) Film, "Fact Finding Not Fault + Finding (12 minute)
- B) Discussion of New procedure & questions

IV. SAFETY AWARENESS - Grid Concept of Confronting Problems

- Petroleum Newsday
- A) Introduction and Plant Needs
- B) Methods of Reinforcement
 - 1) Positive Approach - Most Important - Correct before injury occurs.
 - 2) Disciplinary Action - Gravity of infraction.

C) Film Series - SAFETY AWARENESS

- 1) "You and What You Do" - Focus on Attitude Toward Work. and Awareness of hazards (9 minutes)

- 2) "Accidents Make Easy" - Focus on Supervisory Control of Work Methods (13 Minutes)

a) Discussion Topics:

- 1) Why do we have "Safety Rules"?
- 2) How does the Supervisors Attitude Toward Safe Work Rules affect the employee and how he performs his work?
- 3) How do the attitudes of Management affect Supervisor's attitudes?
- 4) As you see yourself where do you fit if you were to relate to the Supervisors in this film?
- 5) What can you do to help us all pull the same direction - seeing to it that "our employees return home in the condition they came to work in - except they are more tired." Do we take chances with our people?

Safety rules go in because they were written in blood. What does that look like?

Break

D) Film Series - PERSONAL SIDE OF SAFETY (10-15 min./ea)

- 1) "SAFETY RECORD" Strong Safety records are the result of hard work by all employees. They don't just happen!

- 2) "TWO STEPS TO SAFETY" - Know your job and yourself.

- 3) "LET HABIT HELP" - Good habits help keep you safe.

- 4) "GET A GRIP ON YOURSELF" - If we let our emotions control our actions, we can get hurt, or hurt our fellow workers.

- 5) "DECIDE TO BE SAFE" Safety is a personal thing and stresses the high points of the above films and ties the concept of Personal Safety together