COMPANY

HEALTH AND SAFETY

MANUAL

National Coating & Mfg.

12/21/95

Chapter 1

General Code of Safe Work Practices

Spraying Operations

In any spraying operation there should be adequate ventilation before starting any spraying job. As to the conditions of the area where the spray job is to be done, considerations should be taken before beginning work. If the area is enclosed, does it require mechanical ventilation. Before working, make sure that the area is free of combustible materials, and that there are "No Smoking" signs adequately posted and easily visible. If mechanical ventilation is provided when spraying in enclosed areas, air should not be re-circulated so as to avoid contamination. There should be adequate space and ventilation for all drying areas.

Also in an enclosed area, spray operations must be at least 20 feet from flames, sparks, operating electrical motors and other ignition sources. The spray area should be free of any hot surfaces. Any solvent used in the cleaning process should not have a flash point of 100 degrees or less. If portable lamps are used to illuminate the spray areas they must be approved for the location and must be suitable for use in a hazardous area.

Approved respiratory equipment will be provided and must be used when appropriated during spraying operations. If a sprinkler system is within the confines of the spraying area operation, it should be in working order and will be inspected semi-annually to make sure that it is in operating condition.

If a spraying booth is used for the spraying operation, it must be made of metal, masonry or other noncombustible material. Make sure that "NO SMOKING" signs are posted in spray areas, paint rooms, paint booths and paint storage areas. The spray booth must be completely ventilated. Both floors and baffles must be easily cleaned and noncombustible. Ducts and access doors must be easily cleaned. Lighting fixtures for both outside and inside the spray booth must be enclosed in clear, see-through sealed panels. Electric motors for exhaust fans must be placed outside the booth. Belts and pulleys must be completely enclosed. Drying apparatus should be located in a well-ventilated area in the booth and properly grounded. Infrared drying apparatus must be kept out of the spray area during a spraying operation

Environmental Controls

All employees must be aware of the hazards involved when working with chemicals and the remedies necessary if an accident does occur. A training program will give instructions on how to handle the chemical being used and the first aid appropriate for victims of chemical exposure. First aid and caution signs will be conspicuously posted so as to alert individuals on a constant basis. Charts identifying the chemicals utilized in the workplace, their symptoms and effects must also be posted. The workers must know what the acceptable level of exposure to a chemical is and what safety systems must be in place when working with a chemical. Staff should also be aware of new chemical products that may be available that are less harmful, and they must ensure that facilities are adequately ventilated when using chemicals on the premises.

Spray painting operations done in spray rooms or booths must be equipped with an appropriate exhaust system. Periodic inspections must be made of the booth and noted on an inspection tag posted on the booth.

If welding is done, the welder should be certified. In the welding area of operation, the welder must be aware of ventilation available, the type of respirator that can be used in the area, and if exposure time or other means will suffice as a safe and adequate measure to compensate for emitted fumes when welding. Welders should also be supplied with protective clothing and a flash shield during welding operations.

When forklifts and other vehicles are used in buildings or other enclosed areas, carbon monoxide levels must be kept below maximum acceptable concentration.

Noise levels also present a potential hazard. Noise levels within a facility must be at acceptable levels; if not, steps must be taken to reduce the level using recommended engineering controls.

When a fibrous material, such as asbestos, is being handled, the necessary precautions must be taken to protect the employee from the material. The material must be labeled, along with signs conspicuously posted that this material must be labeled, as well as signs conspicuously posted that this material is being used in the area. Employees should be aware of effective methods used to prevent emission of airborne asbestos fibers, silica dust

and other similar hazardous materials. One of the recommended methods of controlling the emission of these materials is using water and vacuuming, rather than blowing and sweeping.

Machinery such as grinders, saws and other tools that produce a fine airborne dust must be vented to an industrial collector or central exhaust system. In any ventilation system the system should be designed and operated at an airflow and volume necessary for proper application and effectiveness. The design of the ventilation system the ducts and belts must be free of obstructions and slippage.

As with all operations, there must be written standards on the procedures for the equipment, description of the job task, usage of the protective equipment provided, such as the selection and use of respirators, and when they are needed.

Any water that is provided to an employee throughout the facility should be clearly identified as to whether it is for drinking, washing, or cooking. All restrooms must be kept clean and sanitary.

Employees should be screened before taking positions that may expose them to hazards they are not physically capable of handling. An employee who takes an assignment that requires physical labor must be trained to lift heavy loads properly so as not to damage themselves physically. If the work assignment involves dealing with equipment that produces ultra-violet radiation, the employee must be properly protected or given the correct protective clothing. An employee posted to an assignment on a roadway where there is heavy traffic must be given the designated protective clothing (bright colored traffic orange warning vest) and safety training regarding the hazards of this job.

Hazardous Chemical Exposures

In any company that utilizes chemical substances, a training program on the handling, hazards, storage, exposure risks, symptoms of chemical exposure, and first aid needs to be part of any new employees training. There must also be follow-up training sessions as to any new chemical or processes that may be initiated by the company. Follow-up training sessions act as a reinforcement of safety standards that need to be followed on a daily basis.

In a training program, employees will learn acceptable levels of chemical exposure, proper storage and labeling of chemicals, and usage of protective clothing and equipment for handling chemicals. They will also learn about potential fire and toxicity hazards, when not to have a chemical in a confined area, or to store in closed containers, usage of eye wash fountains and safety showers, and the necessary posting of open, and dangerous areas. It is important that an employee recognize the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents in the workplace.

A procedural manual or se of instructions must be part of the program, with periodic inspections that clearly indicate whether an employee may be mishandling a chemical or endangering himself or others. Part of the manual or procedures must establish a standard of when and how to deal with chemical spills, neutralizing, and disposing of spills or overflows.

These procedures must also be posted in an area that is easily accessible for reference usage.

First Aid training and equipment will be routine in any facility where chemicals are used. Employees must know how to handle equipment in emergency situations, what equipment needs to be used and whether the equipment is adequate for the situation.

Respirators may be used either as protective safety equipment or for emergency usage. Therefore, the employee should recognize that respirators need to be stored in a clean, sanitary and convenient location and inspected on a regular basis. Also what respirators are approved by NIOSH for their particular applications. With a first aid program an employee will recognize when a problem may be occurring by exposure to a chemical ranging from headaches, nausea, dermatitis problems to other factors of discomfort when use solvents or chemicals.

In the design of a facility that transports chemicals from storage to vats, the content of pipes and storage containers must be clearly marked. Within that facility design there must be an emergency shut off system in case of accident. Each employee will be trained as to these emergency shut-off systems.

Ventilation is another major factor in the design of any facility. Whether by natural means or mechanical, the system must be designed to control dust, fumes, solvents, gases, smoke or vapors that may be generated in the workplace. It is also important that a medical or biological monitoring system be in operation as part of the safety standards. If internal combustion engines are used in the facility, or if there is a chance of leakage or mixture with a chemical that could create a

toxic gas, atmospheric gas levels must be monitored. If toxic chemicals are used and stored in the facility they should be located in an isolated area to guarantee safety.

Hazardous Substances Communication

When hazardous substances are used in the workplace, a hazard communication program dealing with Material Safety Data sheets (MSDS), labeling and employee training will be in operation. MSDS materials will be readily available for each hazardous substance used. A training program plus regular question and answer sessions on dealing with hazardous materials will be given to keep employees informed.

The program will include an explanation of what an MSDS is and how to use and obtain one; MSDS contents for each hazardous substance or class of substances; explanation of the "Right to Know"; identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area; the health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used; as well as informing them of hazards of non-routine tasks and unlabeled pipes.

Material Handling

In the handling of materials, employees must know the following:

There must be safe clearance for equipment through aisles and doorways.

Aisle ways must be designated, permanently marked, and kept clear to allow unhindered passage.

Motorized vehicles and mechanized equipment will be inspected daily or prior to use.

Vehicles must be shut off and brakes must be set prior to loading or unloading.

Containers of combustibles or flammables, when stacked while being moved, must be separated by dunnage sufficient to provide stability.

If dock boards (bridge plates) are used when loading or unloading operations are taking place between vehicles and docks,

precautions must be observed.

Trucks and trailers will be secured from movement during loading and unloading operations.

Dock plates and loading ramps will be constructed and maintained with sufficient strength to support imposed loading.

Hand trucks must be maintained in safe operating condition.

Chutes must be equipped with sideboards of sufficient height to prevent the handled materials from falling off.

At the delivery end of rollers or chutes, provisions must be made to brake the movement of the handled materials.

Pallets must be inspected before being loaded or moved.

Hooks with safety latches or other arrangements will be used when hoisting materials, so that slings or load attachments will not accidentally slip off the hoist hooks.

Securing chains, ropes, chokers or clings must be adequate for the job to be performed.

When hoisting material or equipment, provisions must be made to assure no one will be passing under the suspended loads.

Material Safety Data Sheets will be available to employees handling hazardous substances.

Ladders

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play. Non-slip safety feet are provided on each ladder. Ladder rungs and steps should be free of grease and oil. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment.

It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height. Face the ladder when

ascending or descending. Be careful when you climb a ladder. Do not use the top step of ordinary stepladders as a step. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface.

It is required that when portable rung or cleat type ladders are used, the base must be so placed that slipping will not occur, unless it is lashed or otherwise held in place.

All portable metal ladders must be legibly marked with signs reading "CAUTION" - "Do Not Use Around Electrical Equipment." Employees are prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for tears and signs of corrosion. Rungs of ladders should be uniformly spaced at 12 inches, center to center.

Chapter 2

Responsible Safety Officer

General Statement

The responsible Safety Officer is the person who has been delegated the authority to develop and administer National Coating & Mfg.'s Health and Safety Program.

Environmental Protection

This area is involved with the identification and quantification of environmental quality concerns, development and maintenance of operating permits, assessment of pollution abatement programs, and liaison with environmental protection agencies. It includes the following services:

Environmental monitoring, surveillance and analysis of contaminants in air, rain, surface water, sail, and stack exhaust.

Air pollution control

Water pollution control

Polychlorinated biphenyl inventory in transformers and capacitors.

Underground tank monitoring and reporting

Treatment facilities permitting and sampling for regulatory compliance

Environmental remediation of contaminated sites.

Common Functions

All the functions of the Responsible Safety Officer include the following areas of responsibilities:

Environmental Monitoring, including both workplace and office data collection and measurement techniques.

Decontamination and waste disposal.

Safety Resource Library Maintenance. The responsible Safety Officer should either maintain or have the Company maintain a library that contains copies of codes, standards, safety manuals, and reports that regulate National Coating & Mfg.'s safety program. The library also contains copies of texts and reports regarding health and safety.

Industrial Hygiene and Environmental Protection.

Health Physics laboratory.

Maintain extra protective clothing, safety glasses and safety shoes for guests and existing employees needing temporary replacement of their protective equipment.

Chemical Safety

Introduction

The objective of this chapter is to provide guidance to all National Coating & Mfg. Employees and participating guests who use hazardous materials so that they may perform their work safely. Many of these materials are specifically explosive, corrosive, flammable, or toxic; they may have properties that combine these hazards. Many chemicals are relatively non-hazardous by themselves but become dangerous when they interact with other substances, either in planned experiments or by accidental contact.

To avoid injury and/or property damage, persons who handle chemicals in any area of the Company must understand the hazardous properties of the chemicals with which they will be working. Before using a specific chemical, safe handling methods must always be reviewed. Supervisors are responsible for ensuring that the equipment needed to work safely with chemicals is provided. The cost of this equipment is borne by the Company.

Hazcom Plan

On May 25, 1986, the Occupational safety and Health Administration (OSHA) placed in effect the requirements of a new standard called Hazard Communication (29 CFR 1910.1200). This standard establishes requirements to ensure that chemical hazards in the workplace are identified and that this information, along with information on protective measures, is transmitted to all affected employees.

This section describes how national Coating & Mfg. Employees are informed of the potential chemical hazards in their work area so they can avoid harmful exposures and safeguard their health. Components of this program include labeling, preparing a material safety data sheet (MSDS), and training.

With regard to MSDS, National Coating & Mfg. has limited coverage under the OSHA Hazard Communication Standard. The Company is required to maintain only those sheets that are received with incoming shipments for the following reasons: the Company commonly uses small quantities of many different hazardous materials for

short periods of time: the hazards change, often unpredictably; many materials are of unknown composition and most workers are highly trained.

Responsibilities of Supervisors/Management

Identify hazards for respective work areas.

Ensure hazards are properly labeled.

Obtain/maintain copies of material safety data sheets, as required, of each hazardous material used in the work area and make them accessible to employees during each work shift.

Have the written Hazard Communication Program available to all employees.

Provide hazard-specific training for employees.

Identify hazardous materials in the hazard review section of the National Coating & Mfg. Purchase requisition form.

Employees must:

Attend safety training meetings.

Perform operations in safe manner.

Notify management immediately of any safety hazards or injuries.

When ordering materials, identify hazardous chemicals in the hazard review section of the National Coating & Mfg. Purchase requisition form.

The responsible Safety Officer must:

Develop a written Hazard Communication Program.
Maintain a central file of material safety data sheets.
Review and update National Coating & Mfg. Stock safety labels.
Provide generic training programs.

National Coating & Mfg. Safety Plan

Assist supervisors in developing hazard-specific training programs.

Oversee the Hazard Communication Standard written policy and implementation plans.

Alert on-site contractors that they must provide to their employees information on hazardous materials they bring to the work site.

The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Therefore, when the chemical properties of a material are not fully known, it should be assumed hazardous and used in as small quantities as possible to minimize exposure and thus reduce the magnitude of unexpected events.

The following general safety precautions should be observed when working with chemicals:

Keep the work area clean and orderly.

Use the necessary safety equipment.

Carefully label every container with the identity of its contents and appropriate hazard warnings.

Store incompatible chemicals in separate areas.

Substitute less toxic materials whenever possible.

Limit the volume of volatile or flammable material to the minimum needed for short operation periods.

Provide means of containing the material if equipment or containers should break or spill their contents.

Follow the requirements of this manual, if systems that can generate pressure or are operated under pressure are involved.

Provide a back-up method of shutting off power to a heat source if any hazard is involved.

Obtain and read the Material safety Data Sheets.

National Coating & Mfg. Safety Plan

Airborne Contaminants

Exposures by inhalation of airborne contaminants (fases, vapor fumes, dusts, and mists) must not exceed the levels listed in the latest edition of Threshold Limit Values of

Airborne Contaminants (TLV) published by the American conference of Governmental Industrial Hygienists. These TLV levels refer to airborne concentrations of substances and represent conditions under which it is believed that workers may be repeatedly exposed without adverse effect.

In all cases of potentially harmful exposure, feasible engineering or administrative controls must first be established. In cases where respiratory protective equipment, alone or with other control measurers, is required to protect the employee, the protective equipment must be approved by the responsible Safety Officer, for each specific use.

Chemical storage

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Explosives such as picric acid should be stored separately outdoors. Use wither distance or barriers (e.g., trays) to isolate chemicals into the following groups:

Flammable liquids (e.g., acetone, benzene, ethers, alcohols). Place in approved fire lockers.

Other liquids (e.g., chloroform, trichloroethane).

Acids (e.g., nitric, sulfuric, hydrochloric, perchloric). Treat acetic acid as a flammable liquid.

Bases (e.g., sodium hydroxide, ammonium hydroxide).

Lips, strips, or bars should be installed across the width of reagent shelves to restrain the chemicals in case of earthquake.

Chemicals must not be stored in the same refrigerator used for food storage. Refrigerators used for storing chemicals must be appropriately identified by placing a label on the door (labels may be obtained from Responsible Safety Officer).

Chapter 4

Materials Handling

Introduction

National Coating & Mfg. Requires that safety planning and practices for commonplace tasks be as thorough as for operations with unusual hazards. Commonplace tasks make up the greater part of the daily activities of most employees and, not unexpectedly, offer more potential sources of accidents with injuries and property damage. Every operation or work assignment begins and ends with handling of materials. Whether the material is a sheet of paper (paper cuts are painful) or a cylinder of toxic gas, accident risks can be reduced with thorough planning. Identifying obvious and hidden hazards should be the first step in planning work methods and job practices. Thorough planning should include all the steps associated with good management from job conception through crew and equipment decommissioning.

Most of the material presented in this chapter is related to the commonplace and obvious. Nevertheless, a majority of the incidents leading to injury, occupational illness, and property damage stem from failure to observe the principles associated with safe materials handling and storage.

A less obvious hazard is potential failure of used or excessive motorized handling or lifting equipment. The responsible Safety Officer must be notified whenever it is desired to acquire a crane, forklift truck, or other motorized handling or lifting equipment from excessed sources.

Clean Work Areas

All areas controlled by National Coating & Mfg. must be kept in orderly and clean condition and used only for activities or operations for which they have been approved. The following specific rules must also be followed:

Keep stairs, corridors, and aisles clear. Traffic lanes and loading areas must be kept clear and marked appropriately.

Store materials in work rooms or designated storage areas only. Do not use hallways, fan lofts, or boiler and equipment rooms as storage areas.

Do not allow exits, passageways, or access to equipment to become obstructed by either stored materials or materials and equipment that is being used.

Arrange stored materials safely to prevent tipping, falling, collapsing, rolling, or spreading - that is, any undesired and unsafe motion.

Do not exceed the rated floor capacity of stored material for the area. The load limit and the maximum height to which material may be stacked must be posted.

Place materials such as cartons, boxes, drums, lumber, pipe, and bar stack in racks or in stable piles appropriate for the specific type of material.

Store materials that are radioactive, fissile, flammable, explosive, oxidizing, corrosive, or pyrophoric only under conditions approved for the specific use by the responsible safety Officer.

Segregate and store incompatible materials in separate locations.

Remove items that will not be required for extended periods from work areas and put them in warehouse storage. Call for assistance.

Temporary equipment required for special projects or support activities must be installed so that it will not constitute a hazard. A minimum clearance of 36 inches must be maintained around electrical power panels. Wiring and cables must be installed in a safe and orderly manner, preferably in cable trays. Machinery and possible contact points with electrical equipment must be located to prevent inadvertent actuation or awkward manipulation. When heat-producing equipment must be installed, avoid accidental ignition of combustible materials or touching of surfaces above 60 degrees C (140 F). Every work location must be provided with illumination that meets OSHA requirements. Evaluation of illumination quality and requirements is made by the responsible safety Officer, but the supervisor of an area is responsible for obtaining and maintaining suitable illumination.

Areas without natural lighting and areas where hazardous operations are conducted must be provided with enough automatically activated emergency lighting to permit exit or entry of personnel if the primary lighting fails.

Chapter 5

Ladders and Scaffolds

Ladders

Ladders must be in good condition, made of suitable material, of proper length, and of the correct type for the use intended. Damaged ladders must never be used; they should be repaired of destroyed. Ladders used near electrical equipment must be made of a non-conducting material. Stored ladders must be easily accessible for inspection and service, kept out of the weather and away from excessive heat, and will supported when stored horizontally.

A portable ladder must not be used in a horizontal position as a platform or runway or by more than one person at a time. A portable ladder must not be place in front of doors that open toward the ladder or on boxes, barrels, or other unstable bases. Ladders must not be used as guys, braces, or skids. The height of a stepladder should be sufficient to reach the work station without using the top or next to the top steps. Bracing on the back legs of stepladders must not be used for climbing.

The proper angle (75-1/2 degrees) for a portable straight ladder can be obtained by placing the base of the ladder a distance from the vertical wall equal to one quarter of the vertical distance from base to top of ladder's resting point. Ladders must be ascended or descended facing the ladder with both hands free to grasp the ladder. Tools must be carried in a tool belt or lifted with a hand line attached to the top of the ladder. Extension ladders should be tied in place to prevent side slip.

Scaffolds

All scaffolds, whether fabricated on site, purchased, or rented must conform with the specifications found in ANSI A10.8, safety Requirements for scaffolding. Rolling scaffolds must maintain a 3:1 height to base ratio (use smaller dimension of base).

The footing or anchorage for a scaffold must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blacks must not be used to support scaffolds or planks. No scaffold may be erected, moved, dismantled, or altered unless supervised by capable of supporting at least four times the maximum intended load without failure.

Guard rails and toe boards must be installed on all open sides and ends of scaffolds and platforms more that 10 ft above the ground or floor. Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches must have standard installed on all open sides and ends of the platform.

Wire, synthetic, or fiber rope used for suspended scaffolds must be capable of supporting at least 6 times the rated load. No riveting, welding, burning or open flame work may be performed on any staging suspended by means of fiber or synthetic rope. Treated fiber or approved synthetic ropes must be used for or near any work involving the use of corrosive substances. All scaffolds, bosun's chairs, and other work access platforms must conform with the requirements set forth in the federal Occupational safety and Health Regulations for Construction, 29 CFR 1926.451, except where the specifications in ANSI A10.8 are more rigorous.

Fall Arrester Systems Required:

When workers are required to work from surfaces that are in excess of 7-1/2 feet above an adjacent safe work place and are unprotected by railings, the following procedures and guidelines must be applied:

Before selecting personnel for work at elevated work stations, supervisors must consider the workers' physical condition, such as medical problems, fear of heights, and coordination. The Medical Services Department should be contacted for information in this regard.

Approved fall-arrester systems are required for all work at heights of 10 or more feet. A recommended fall-arrester system consists of a full body-harness, a lanyard consisting of ½ inch nylon rope or equivalent with a breaking strength of 5400 pounds, a maximum length to provide for a fall no greater than 6 feet, Sala-type fall-arrester block (optional), and an anchored hook-up location. Alternate equipment must be approved by the responsible Safety Officer.

Fall-arrester systems are recommended for light work at heights between 7-1/2 and 10 feet.

Fall-arrester systems are not required when work is being done while standing on a ladder. Ladders should be tied off for stability.

Use of a controlled descent device is not necessary unless it is impossible to reach a stranded person by another means.

The Responsible safety Officer will advise, on request, regarding usage and procedures.

It is the responsibility of the supervisor to plan the intended work sufficiently to ensure that job planning and proper precautions have been taken. The Responsible safety Officer is available for consultation.

Chapter 6

Safety Training

Safety Training

National Coating & Mfg. Policy and federal law require that National Coating & Mfg. Staff, participating guest, and visitors receive appropriate health and safety training. Managers are responsible for ensuring that employees and guests under their supervision receive this training so they are fully informed about possible occupational health hazards and know how to work safely.

Training must include National Coating & Mfg.'s health and safety orientation for new employees plus any additional training specific to the nature of hazards on the job; employees must complete this training before they can work unsupervised. All new employees must attend the new employee orientation within the first month of employment.

OSHA and other federal regulations explain several specific health and safety training requirements for special hazards. These include, but are not limited to, radiation safety, hazard communication for exposure to hazardous substances, asbestos exposure, respirator use, hearing conservation, laser safety, confined space hazards, and certification for using material in moving equipment such as forklifts and overhead cranes. Employees who do hazardous work, such as working with high-voltage power supplies, or who are members of building emergency teams are required to have CPR and First Aid certification.

Managers should identify training needs for the job classifications for which they are responsible. Please refer to specific chapters in this manual for further information on training requirements. Consult with the Responsible Safety Officer staff about other training needs and requirements.

Training not provided by Responsible safety Officer, such as on-the-job training, is the responsibility of line management. This includes information on procedural changes or system modifications that impact safety. The responsible Safety Officer provides several Health and safety training courses, technical assistance on training needs, and resources to help supervisors fulfill their training responsibilities. An announcement describing health and safety courses offered by Responsible Safety Officer is distributed quarterly. Educational resources such as fact sheets, hazard summaries, and other written materials, as well as videos and slide show, are available from Responsible Safety Officer.

Supervisors can get a catalog from the responsible Safety Officer describing audio-visual materials that may be used to supplement safety training programs.

All health and safety training must be documented. Supervisors must note the participants' names and employee numbers, topics discussed, instructor(s), and date. Supervisors are responsible for maintaining training records. A copy of this information

should be sent to the responsible Safety Officer or training/education coordinator for inclusion in National Coating & Mfg.'s training data base.