



KOPPERS INC.

**CONTRACTOR, TRUCKER AND
VISITOR SAFETY REQUIREMENTS**

SAFETY REGULATIONS FOR VISITORS ENTERING KOPPERS INC. PLANTS

The following rules are meant as minimum requirements for safety while on Koppers' Plant property.

- Wear required personal protection when entering the plant and upon leaving the office, parking lot and/or service building depending on plant layout including:
 - Hard hat
 - Metatarsal safety shoes
 - Safety glasses with side shield
 - Long pants
- Wear face shield/splash goggles; and long sleeve shirt, where the potential for splash or skin contact exists.

SAFETY REGULATIONS FOR TRUCK DRIVERS ENTERING KOPPERS INC. PLANTS

The following rules are meant as minimum requirements for safety while on Koppers' plant property.

- Observe stop signs
- Observe plant speed limit
- Wear required personal protective equipment when outside tractor cab including:
 - Hard hat
 - Metatarsal safety shoes
 - Safety glasses with side shield
- Wear face shield/splash goggles, long sleeve shirt, long pants when handling (loading/unloading) materials with splash or skin contact potential
- No smoking
- Do not park in fire lanes
- Remain with your truck or in designated areas at all times

SAFETY REGULATIONS FOR CONTRACTORS EMPLOYEE WORKING IN KOPPERS INC. PLANTS

The following rules are meant as minimum requirements for safety while you are working in our plant and are not meant to cover all situations.

Special problems should be discussed before the job starts and/or when you move into new work areas.

1. When going to or from place of work, use only the prescribed walkways, paths or crossovers. Do not walk through plant buildings except those in which contract work is being done. In buildings, use only regular passageways, subways or crossovers. Do not climb on or over moving equipment. Stop — Look — Listen before crossing any tracks. Do not crawl on, between, over or under railroad cars.

2. Park only in authorized areas and use designated entrances and exits to the plant.

3. Do not attempt to operate any equipment other than your own unless authorized by plant management.

4. When working overhead, signs reading “DANGER — MAN OVERHEAD” shall be placed below and, in many instances; a watchman should be stationed to warn employees in the vicinity. Whenever possible, such areas should be roped off.

5. Do not work on or about overhead crane runways without first getting approval from plant management.

6. Approval from plant management shall be obtained before going on roofs.

7. All excavations or floor openings shall be guarded with stranded guardrails or be securely covered. In many cases, these areas should be marked with warning lights or signs at night.

8. In new construction or repairs, the surrounding premises must be kept as clean and orderly as possible. Boards with nails stuck in them must not be left lying around.

9. When using plant utilities such as gas, air, electricity or fuel, the source of supply shall be determined by plant management.

10. Insist upon extra caution when working near electric lines, hot rails, steam, gas, water, product lines and air services to operating departments. If necessary to disrupt services, or if there are any questions, contact operating supervision or delegated personnel.

11. The following regulations apply to **CRANE OPERATORS**
- a. Flagman should be used at all times when crane is moved through the plant.
 - b. Mobile cranes so designed shall be moved with back of cranes facing the direction of travel and boom pointing in the opposite direction of motion.
 - c. Heavy equipment shall not be operated near an open excavation when the condition of the earth appears to be such that it may not support the superimposed load.
 - d. Be alert to all equipment, overhead lines, product and service lines in the plant. Never make a lift over a gas main, product line or power lines unless it is done with the knowledge and consent of plant supervision.
 - e. All booms shall be kept a safe distance from all high voltage lines and hot rails unless such lines have been de-energized or effectively guarded against danger of accidental contact.
12. "HOT WORK" permit systems will be necessary in some areas or plants. In any case, burning or welding operations shall not be started without first securing approval from plant management. Adequate fire protective equipment shall be on hand before work begins.
13. Carrying of matches, smoking or use of open lights of any description will be **strictly forbidden** in some areas or plants. Watch for "NO SMOKING" signs and comply with them.
14. "SAFE WORK PERMIT" systems may have to be set up in some areas for some jobs in order to coordinate construction activities with plant operations and to protect workers from any hazards that may exist in the operation. Again, this will be discussed and set up before the job starts.
15. The following rules refer to pipe work in operating plants:
- a. Provide and maintain adequate ventilation for those who work inside pipes or in other confined locations.
 - b. When work is being performed on or near pipelines, they shall be treated as though carrying hazardous materials until determined otherwise.
 - c. Valves shall not be opened or closed until permission is obtained from plant supervision.
 - d. All necessary precautions will be taken when working on or near pipelines containing hazardous materials.
 - When work is to be done on pipe that contains acids, alkalis, chemicals, tars, gas, water, steam or air under pressure, employees shall lock control valves in closed position and, when applicable, drain, bleed, purge and blank the section to be repaired.
 - When a flange is opened and there is any danger of chemicals, acids, tars or other harmful pressurized product draining or spurting out on persons, procedures shall be set up to deflect or protect against such drainage or spurting.

- All exposed parts of the body shall be protected when doing such work. Proper face shields, goggles, gloves, etc. shall be worn. Respiratory protection must be worn where there is danger from fumes. Regular gas tests shall be taken where necessary.
 - Pulling and installing blanks under gas pressure shall not be done where there is any possibility of fire, explosion, or asphyxiating workers.
16. All plant roadways must be kept passable at a moment's notice for fire fighting equipment. If it is necessary to block a roadway for a long period of time, the contractor will contact plant supervision for permission.
 17. The use of water from a fire hydrant for construction purposes is **forbidden** unless specific approval has been received from plant management.
 18. All combustible scrap is to be removed from the plant. No burning of waste is to take place within the plant area.
 19. Fire hydrants and hose houses **must** be easily accessible and material shall be kept at least six feet from them.
 20. Construction material must be kept at least six feet from railroad tracks.
 21. Do not work on or around cars or on tracks where you cannot be seen by an engine crew without placing **BLUE FLAG** on the track to protect yourself.
 22. The following rules apply to the operation of contractor trucks or vehicles within the plant:
 - a. All vehicles **must** come to a complete stop at all gates, stop signs, and at railroad crossings so designated. Posted speed limits shall be obeyed. In the absence of posted speed limits, safe speed limits shall be observed.
 - b. Watch plant equipment. Be alert to the movement of railroad cars and any other equipment that could strike your vehicle. Take care to avoid colliding with product lines or power lines.
 - c. Where a number of men and various types of equipment are working a spotter shall be used in backing. Otherwise, blow your horn to give a back-up signal.
 - d. It may be necessary to haul workers in trucks from one location to another within the plant. Workers shall not be allowed to stand on the running board or bed of a truck or on the end of a truck with legs overhanging in such a position that they could be struck by a passing vehicle or caught between the truck and a building or other objects.
 - e. Workers shall not be permitted to ride on a heavily loaded truck because the load may shift and injure them. When riding on a high load, men could be struck by overhanging portions of structures, pipelines and other obstructions.
 - f. To avoid overhead lines or other low clearances, the dump box shall be lowered as soon as the truck clears the dumped load.
 - g. Truck hauling debris shall be loaded so as to prevent spillage during transit.
 23. Approval from plant management shall be obtained before storing gasoline, fuel oil or other flammable liquids and proper safety precautions set up.

24. Long sleeve shirts, long pants, hard hats, metatarsal safety shoes and safety glasses with side shields MUST be worn by all personnel while on Koppers' property. Additional personal protective equipment (such as splash protection (i.e., goggles/face shield), gloves, respirators, etc) shall be used depending on job activities. Additional job-specific personal protective equipment may be required by Koppers management. Safety equipment is to be supplied by the contractor.
25. All injuries of any nature must be reported to plant Safety Department for immediate follow-up and investigation. No injury is too small to report.

KOPPERS FOOT PROTECTION POLICY

JUNE 1997

KOPPERS FOOT PROTECTION POLICY

BACKGROUND

OSHA Foot protection Requirements

- OSHA's General Rule for personal protective equipment (1910.132) requires employers to do a written hazard assessment identifying specific dangers in the workplace. Part of that analysis includes a determination of whether foot hazards are present and selection of appropriate foot protection.
- The Foot Protection - Specific Standard (1910.136) requires that exposed employees wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects or objects piercing the sole and where (worker's feet) are exposed to electrical hazards. Additionally, all safety shoes must meet compression and impact guidelines set by the American National Standards Institute (ANSI Z41-1991). After conducting the previously described hazard assessment and based on Koppers foot injury experience, it has been determined that a minimum six to eight inch boot equipped with metatarsal foot protection will be routinely required as standard safety equipment at all Koppers operating locations.

OBJECTIVES

- Reduce the number and severity of foot related injuries.
- Standardize safety shoe requirements throughout Koppers.
- Establish minimum foot protection requirements.

SCOPE AND APPLICATION

- Metatarsal foot protection must be worn by those employees with job requirements that pose a hazard to the toes and foot extremity including but not necessarily limited to individuals involved in operations, maintenance and/or material handling.
- Effective immediately, all safety shoe purchases must meet the general specifications outlined in Attachment 1. Those general specifications can only be modified upon completion of a Foot Protection Hazard Assessment (see Attachment 2) certifying the need to apply alternative foot protection requirements for selected jobs/areas.
- Koppers will provide safety shoes as standard equipment for all employees. Local contractual issues, including replacement frequency and cost allotment will continue to be established/and implemented at the plant level.
- All visitors, contractors or staff personnel entering Koppers operating facilities must comply with all corporate as well as local health and safety rules.

This will include foot protection as specified in Attachment I for all individuals entering the plant and upon leaving the office, parking lot and/or service building depending on the plant layout. Exceptions to this policy or analysis of special case circumstances is left to the discretion of local management/safety personnel in conjunction with the knowledge and approval of the corporate Health and Safety Department and based upon a foot protection hazard assessment certifying the need for/appropriateness of the exception.

NOTE: The use of a removable toe/foot guard is acceptable protection for those visitors having walkthrough or indirect exposure potential (see Attachment I for specifications).

EFFECTIVE DATE

- To facilitate the transition from steel toe to metatarsal protection, a 6-month phase-in period will be observed. Final and full implementation must be complete by December 31, 1997.

M. H. Juba, Manager
Health & Safety Services
June 23, 1997

ATTACHMENT I

FOOT PROTECTION SPECIFICATIONS

GENERAL REQUIREMENTS

- ANSI Z41-1991 impact and compression standards for metatarsal footwear
NOTE: Internal metatarsal guard is acceptable.
- Six-eight inch lace-up boot
- Slip resistant/positive traction sole construction
- Chemical resistant sole construction

SPECIAL REQUIREMENTS

COKE OVENS - Heat resistant sole rating

MAINTENANCE - Electric hazard protection for selected maintenance classifications

- Rubber/liquid repellent outer construction

Removable Toe and Foot Protection – Visitors

- ANSI Z41-1991 impact and compression standards
- Tension mounting design (no lace requirement)
- Toe and metatarsal protection

ATTACHMENT 2

FOOT PROTECTION HAZARD ASSESSMENT

Certification of Hazard Assessment for Foot Protection

This Certification of Hazard Assessment is made pursuant to OSHA Final Rules applicable to General Industry Standards for Personal Protective Equipment for Foot Protection issued at C.F.R Part 1910.132 (d) (2).

SURVEY OF THE WORKPLACE

Name of Building, Structure, Department or Specific Work Area Surveyed: _____

SOURCES OF HAZARDS TO THE FEET

Impact Sources: _____

Compression (Roll-over) Sources: _____

Penetration (Sole Puncture) Sources: _____

Electric Shock (EH) Sources: _____

Conductive Footwear (Ignition/Sensitive Explosive) Sources: _____

Metatarsal Injury Sources: _____

Other Sources (Including Static Dissipative)S.D. Footwear):

Special Circumstances or Unusual Conditions: _____

ANALYSIS OF POTENTIAL INJURIES DUE TO HAZARD SOURCES

TYPE OF SPECIFIC HAZARD - Determine the specific foot hazards which are present in the surveyed work area and designate the level or degree of exposure for each hazard. Check appropriate response:

	GREATER	LESSER	NONE
A. Impact:	_____	_____	_____
B. Compression:	_____	_____	_____
C. Puncture:	_____	_____	_____
D. Metatarsal:	_____	_____	_____
E. Electrical Hazard:	_____	_____	_____
F. Static Dissipative (S.D.):	_____	_____	_____
G. Conductive:	_____	_____	_____

LEVEL OF RISK FOR EACH SPECIFIC HAZARD - The probability or likelihood that foot injuries would occur in the surveyed work area and to what degree for each specific hazard:

SCALE: 1=HIGH; 2=MED ;3 = LOW; 4=NONE

- A. Impact = _____
- B. Compression = _____
- C. Puncture = _____
- D. Metatarsal = _____
- E. Electrical Hazard = _____
- F. Static Dissipative (S.D.) = _____
- G. Conductive = _____

SERIOUSNESS OF POTENTIAL INJURY FOR EACH SPECIFIC HAZARD - Determine the seriousness or severity of the potential foot injuries for each specific hazard:

SCALE: 1=HIGH ; 2=MED. ; 3=LOW; 4=NONE

- A. Impact = _____
- B. Compression = _____
- C. Puncture = _____
- D. Metatarsal= _____
- E. Electrical Hazard = _____
- F. Static Dissipative (S.D.) = _____
- G. Conductive = _____

Simultaneous Exposure to Multiple Hazards: _____

SELECTION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

Type of Protection Needed for Each Listed Hazard:

- A. Impact: _____
- B. Compression: _____
- C. Puncture: _____
- D. Metatarsal: _____
- B. Electrical Hazard: _____
- F. Static Dissipative (S.D.): _____
- O. Conductive: _____

Type and Style No. of Selected PPE for Each Listed Hazard Which Meets ANSI Z41 - 1991 Standards: *Use attached Hazard Assessment Worksheet.*

CERTIFICATION

Date of Survey of Workplace: _____
Date of Selection of PPE: _____

I hereby verify that the above facts are true to the best of my knowledge and belief this _____ day of _____.

(Signature of Company Representative in accordance with OSHA Requirement 1910.132)

Hazard Assessment Worksheet

Company Name: _____
 Location: _____
 Type of Facility: _____

Date: _____

Area	Impact	Compression	Metatarsal	Penetration	Electrical Hazard (EH)	Conductive	Static Dissipative (SD)	Other Hazards	Recommendations

*All recommendations listed above are the result of information provided by the Certification of Hazard Assessment

Performed by: _____

(Company Representative in accordance with OSHA Requirement 1910.1321)