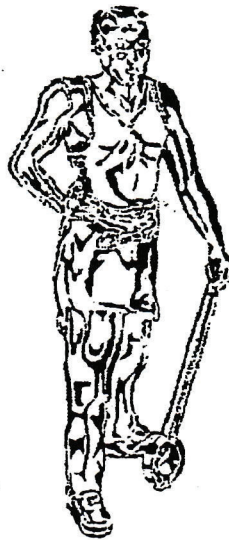


New July 99

**Armco's  
Safety  
and  
Security  
Handbook**



## **WELCOME**

At the Butler Operations of Armco Inc., Safety and Security is our first responsibility. We want Safety and Security to be your first thought. Your Supervisor will teach you how to do your job safely. If you do not understand the job or if you feel that it is unsafe, before you act, contact your Supervisor at once with your safety concern. It is your responsibility to read this booklet and know what is in it. Learn the Safety and Security Rules in your department. If you change jobs, learn the Safety and Security rules of your new job.

March 1999

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**TO: Butler Armco Men and Women**

The purpose of this book is to help promote a good Safety and Security focus among all of the Armco-Butler Operations team.

I want you to know that I am sincerely concerned about your safety, the safety of your family; and indeed, safety is the number one priority at this facility.

Having pioneered the safety movement in the steel industry, all of us have learned that tested safe practices, practical mechanical safeguards, adequate personal protective equipment, and safety rules do prevent injuries.

Experience also proves that each individual must establish a personal desire and conviction to act and think safely - to learn and understand fully the safe way to do each and every job assignment.

Reading this book and referring often to its important Safety and Security instructions will help you prevent injury, protect you, and protect all Armco-Butler Operations' employees. One person can make a difference! This is most true when safety is concerned. Let all of us work safely for ourselves, but most importantly, for our families.



General Manager - Butler Operations

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## FOREWORD

Safety is the responsibility of every employee every minute of the day and night whether he or she is at work, at home, or on the highway. Your best safeguard is to train yourself to THINK and PLAN for your own safety and the safety of those working with you. If you plan ahead and think of the safe way to do a job at all times, you will ACT and WORK SAFELY. This is your first duty to yourself, your family, your co-workers, and your company.

The General Safety, Security, and Industrial Hygiene Instructions in this book were developed for one purpose - to protect you and other employees from injury. This handbook does not constitute, and should not be viewed or relied on as, a contract of employment or as a part of your employment contract, nor does it imply that successful completion of an Orientation Period should be construed as a promise or guarantee of permanent employment. Employees performances will be continually monitored by the responsible supervisor. Know the safety, industrial hygiene, and security rules and follow them. Your cooperation in preventing accidents is an absolute necessity.

Ignorance of safety, security, and industrial hygiene instructions or regulations is not an excuse for having an injury or being responsible for the injury of someone else. The memory of being responsible for the injury of your co-worker is something which will stay with you for a long time.

If you see any condition, behavior, practice, or method of working in your department which looks dangerous, report it to your supervisor immediately. Also, consult your supervisor about the proper procedure if you have any question about your work. Under no circumstances should you take unnecessary risks.

ANY PLANT INJURY AND/OR NON-INJURY ACCIDENT, NO MATTER HOW SLIGHT, MUST BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY. YOU MAY FEEL THAT A MINOR PLANT INJURY DOES NOT REQUIRE ATTENTION, BUT DON'T TAKE A CHANCE.

If you become ill when at work, do not continue on the job; report to your supervisor immediately.

Read the bulletin boards. We can all profit from the thoughts and experiences of others.

Be alert to the safety of visitors and new employees. Frequently, they do not understand the movement of the materials or the operations of machines; and they may walk or stand in an unsafe place. Do not hesitate to tell them if they are in danger. They will appreciate your concern for their safety.

The rules and instructions contained in this book are supplementary to applicable Federal, State, and local laws and regulations. In the event of differences, the higher standard of safety shall apply.

In addition to the General Safety and Industrial Hygiene Rules and Instructions, Plant Conduct Rules and Regulations, the General Safety Orders, the Company Policies on Asset Protection, Proprietary Information, Drugs, Alcohol and Other Intoxicants, Vehicle, Package and Locker Inspections, Sexual Harassment, Smoking, and Workplace Violence, local plant management has issued Department Rules, Safety and Health Standard Practices, Job Safety and Health Analyses, General Maintenance Safety Guides, and Standard Security Procedures (which are subject to update and change anytime and for any reason) in an effort to make this a safe and secure place to work.

Rules and mechanical safeguards are not enough to make people safe. You must want to be safe; you must be safety-minded. You must know the rules of safety and security and practice them every day to protect yourself and your co-workers. Failure to do so can only lead to disaster. This is why a violation of any of the rules, orders, or safe practices must be reinforced by appropriate corrective or disciplinary action.

The thing to remember, however, is that your personal safety and security is your most important priority; and know that by observing all safety and security regulations, you will enjoy your job under safe, secure, and pleasant working conditions.



(b) Loose materials, such as planks, scaffolding, pipe, bolts, nuts, etc., must not be left overhead. Building vibration may cause them to fall and injure those below. Materials are not to be dropped or thrown to the ground but must be let down by handlines or some other controlled method.

*(Refer to GSO-0035-2 and GSO-0035-4, SHSP-0035-6, SHSP-0035-11, SHSP-0035-23, SHSP-0035-25, GMSG's 0039, 0040, 0064, and 0076, and SSP-0060-25)*

## **OPERATION OF VEHICLES AND MOBILE EQUIPMENT**

Operation of vehicles such as cars, trucks, tractors, forklifts, payloaders, cranes, and other Mobile Equipment require various degrees of License Classifications and training. Those persons who operate Company or personal vehicles on company property or on local, state, or federal highways for business purposes must comply with all State and Federal regulations, training, and license requirements. Operators are also required to comply with plant regulations and applicable department safety rules. State Motor Code rules and regulations pertaining to the vehicle itself and operation are also to be adhered to, i.e., seat belt use, inspections, etc.

*(Refer to SSP-0060-8, 11, 12, and 22, SHSP-0035-19, SHSP-0035-28, and GMSG 0018, 0052, and 0068)*

are helping to load them, cooperate with the operator by observing these rules.

5. **Never Use a Forklift** or similar vehicle as a working platform or allow yourself to be hoisted from one level to another unless a specially designed platform is provided and you have been authorized to use the vehicle in this way.
6. **If You Are Authorized** to ride in a truck or other plant vehicle, do not allow any part of your body to hang over the edge. Do not jump off of a vehicle in motion - wait until it stops. Do not ride in a truck with unsecured loads.
7. **Unsafe Vehicles** are not to be operated on Armco property or for Company business. Report all unsafe conditions to your Supervisor for repair.

### **Mobile Crane Operation**

1. **Center of Boom** point must be directly over the load during all lifts.
2. **Outriggers** must be fully extended on firm ground, or mats must be used.
3. **Slings, Shears, Load Block** and all components must be in good condition.

4. **Load Radius** and boom length must be in accordance with approved rigging procedures.
5. **Crane Charts** for capacity are in the crane cabs.
6. **Rated Load Capacities**, recommended operating speeds, and special hazard warning must be posted on all Mobile Cranes. When making a lift, add a safety factor of 15% or 5 tons (whichever is greater).
7. **Mobile Cranes** must be inspected by the operator before each use. All deficiencies must be corrected prior to use.
8. **All Operators** must follow *GSO-0035-3* when working near railroad tracks.
9. **To Prevent Damage** to wire rope, sheaves, load blocks, and/or jib crane attachments, the operator must control the speed of the crane to prevent excessive bounding when traveling to the job site.

## **RAILROAD EQUIPMENT AND TRACKS**

1. **Look, Listen and Yield** before crossing railroad tracks when walking or driving - Radio-Controlled Locomotives (RCL's) have the right-of-way. Cross tracks inside or outside of buildings at the regular crossing points. Do not step or

## **UNSAFE AND IMPROPER BEHAVIOR**

It is regrettable but, nevertheless, a fact that in an organization of our size, a few employees have almost a total lack of understanding of the safe and proper manner in which they should conduct themselves.

General Safety Orders, Safety and Health Standard Practices, General Safety Instructions, Department Safety Rules and Regulations, Standard Security Procedures, and Company Policies have been established to promote the health and welfare of all employees. Violation of these orders, rules, regulations, and/or policies **WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISCHARGE.** In order to avoid any possible misunderstanding of the following rules and regulations, you are urged to discuss them with your supervision:

### **1. Fighting and/or Assault**

Fighting or provoking a fight and/or assaulting another employee is prohibited while on company property. (*Refer to the Work Place Violence Policy*)

### **2. Stealing, by any of the following commissions, is prohibited:**

- (a) Any action contrary to the company *Asset Protection Policy*.

- (b) Unauthorized possession of property of the company or of another employee/contractor.
- (c) Punching of others' time card.
- (d) Falsifying records or reports.
- (e) Releasing proprietary or confidential information.
- (f) Misuse of material passes.
- (g) Personal work using company material or equipment.

*(Refer to the Asset Protection Policy)*

### **3. Intoxication**

Infraction of the company's Drug and Alcohol Policy including possession, usage, or passing of alcohol, hallucinogens, depressants, stimulants, or other drugs, except the use and possession of drugs prescribed by a physician, is prohibited.

Help for drug and alcohol problems can be obtained through contacting your Supervisor, Company Doctor, or Employee Assistance Program Coordinator.

*(Refer to Drug and Alcohol Policy and the Policy on Drug and Alcohol Rehabilitation)*

4. **Sleeping while on duty is prohibited.**
5. **Insubordination, including failure to carry out definite instructions or assignments, is prohibited.**
6. **Possessing, using, or passing weapons, incendiary devices, or explosives is prohibited.**
7. **Violations of common decency or morality of the plant or community, including indecency (*Sexual Harrassment Policy*), disorderly conduct, abusive or threatening language, or conduct which endangers the safety of others, is prohibited.**
8. **Willful hampering of production, producing defective work through obvious carelessness or negligence, or concealing defective work (sabotage).**
9. **Willful damage to, destruction of, defacement of, or neglect of company, customer, contractor, visitor, or another employee's machinery or property.**

Other types of misconduct will also not be tolerated. Anyone found engaged in any of the following unsafe practices or improper behavior **COULD BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISCHARGE.** While not intended to be all inclusive, outlined are many of those areas of behavior which are not in the best interest of Armco or its employees.

Any disciplinary action will, of course, be based on facts and circumstances in each specific case and total record of the employee involved.

- (1) Violation of any Butler Operations safety order.
- (2) Violation of any Butler Operations departmental safety rule.
- (3) Willful violations of OSHA standards.
- (4) Leaving the job or work area during or before the end of one's work shift without permission.
- (5) Not using authorized, designated walkways when entering or leaving the plant. **Do not take shortcuts through other departments when going to or from your locker room.**
- (6) Not wearing all the protective clothing and equipment prescribed for your job.
- (7) Using/working on crane runways without the authorization of your supervisor. Only authorized employees are permitted in crane cabs.
- (8) Tampering with or operating any switch that is locked or any switch which does not concern your job. (*Refer to GSO-0035-1*)

- (9) Knowingly harboring infectious disease which may infect others.
- (10) Failure to report an accident, injury and/or non-injury, or deliberately giving false testimony in accident investigations or reports. Injuries and accidents, no matter how slight, shall be reported immediately to your supervisor.
- (11) Smoking or utilizing an open flame in dangerous and posted areas.
- (12) Horseplay, scuffling, pranks, goosing, pestling, throwing materials at or near others will not be tolerated.
- (13) Unauthorized crossing under, over, or between railroad cars.
- (14) Gambling and/or organizing, operating and conducting gambling activities.
- (15) Careless waste of material, abuse of tools, machinery, or equipment. Be sure to follow published and established safety practices in starting up, operating, and shutting down equipment.
- (16) Improper operation of motor vehicles.
  - (a) Do not drive into or through the plant unless authorized.



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(b) Failure to comply with parking and plant drive-in rules and regulations. (*Refer to SSP-0060-8, SHSP-0035-19, SHSP-0035-28, and GMSG 0018*)

(17) Infractions of security or proprietary policies and regulations. (*Refer to the Proprietary Information Policy and the Standard Security Procedures and Policies*)

(18) Violations of criminal laws.

(19) Failure to disclose conflict of interest or violation of business ethics.

(20) Unauthorized use of or carrying concealed cameras.

(21) Unauthorized selling, soliciting, canvassing, or distribution of goods.

(22) Posting unauthorized notices, defacing walls, or tampering with bulletin boards.