



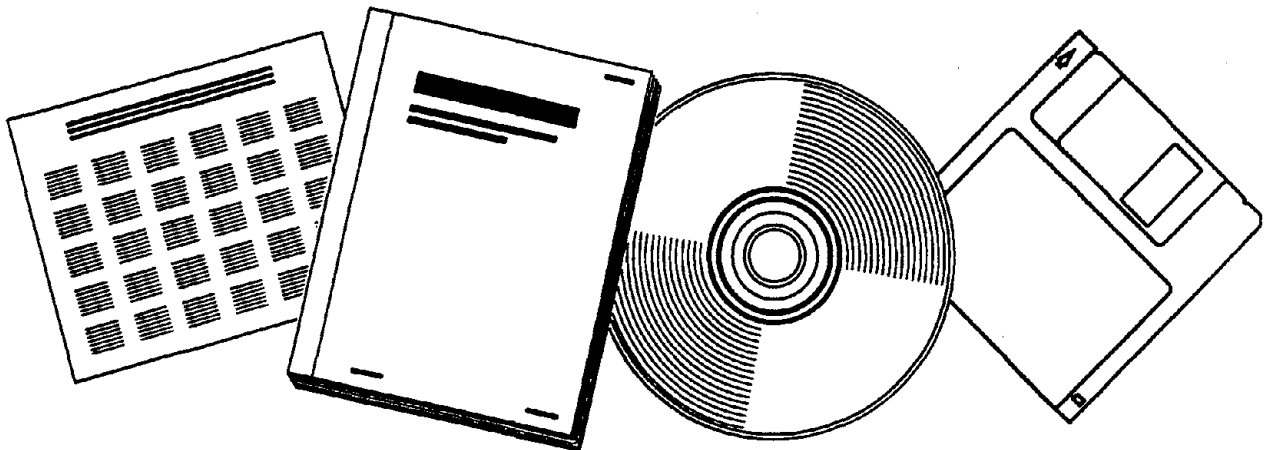
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PLANT OBSERVATION REPORT AND EVALUATION ALTAVISTA PLANT, BURLINGTON INDUSTRIES ALTAVISTA, VIRGINIA

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PLANT OBSERVATION REPORT AND EVALUATION

Altavista Plant
Burlington Industries
Altavista, Virginia

March 5, 1981



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Reproduced from best available copy.			
18. Abstract (Limit: 200 words) An on site visit was conducted to observe the dyeing and finishing operations for textiles at the Altavista Plant, Burlington Industries, Altavista, Virginia. The facility was engaged in the dyeing and finishing of polyester piece goods, and employed 1,300 workers on three shifts. Operations at the facility were observed. Polyester material in rope form was usually dyed in a closed system pressure jet beck. Dyeing was accomplished by passing a moving stream of pressurized dye liquor onto the fabric. In the finishing department the finishing chemicals were mixed and applied. A statement regarding the company's safety and health policy was included in the safety manual given to each new worker. The safety committee included management and supervisory staff, and met monthly. Each department had a safety coordinator and a departmental safety committee that included hourly wage employees. Classroom instruction, 9 hours, was provided to all newly hired workers. Industrial safety evaluations have been performed in the areas of heat stress, airborne dye particulates, air contaminant generation from plastic sealing presses, and air quality in forklift operations.			
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PLANT OBSERVATION REPORT AND EVALUATION
(may contain proprietary information)

Name of Plant: Altavista Plant of Klopman Mills
Division of Burlington Industries
P.O. Box 391
Altavista, Virginia 24517

Plant Representatives: Rich Sitterding, Chemical Coordinator
John Paul, Plant Engineer
Pat Dalton, Registered Nurse
Cliff Allen, Manager of Personnel
Administration
Phil Cheek, Assistant Personnel Manager
William Dyson, Corporate Industrial Hygienist
Danny Thompson, Training Manager
John Farris, Plant Manager

GTI Representatives: David Arieti, Document Manager
Barbara Consolazio, Assistant Document
Manager
John Pate, Senior Industrial Hygienist
Mark Belden, Industrial Hygienist

Date of Visit: July 22, 1980

Background

The Altavista plant of Klopman Mills is a large plant (540,000 square feet under roof) involved in the dyeing and finishing of polyester piece-goods. The plant is owned by Burlington Industries, a highly diversified corporation which is the world's largest textile producer (6% of total US market sales). The plant started in 1949 as part of Klopman Mills, Inc., a private company. In 1961, when Burlington Industries acquired the plant, cotton goods were dyed and finished; subsequently cotton blends were added. Currently, the principal fabric dyed and finished at the plant is 100% polyester, which is used for bottomweight items such as pants.

The plant currently employs 1,300 nonunionized people. The plant operates three shifts per day, 5 days per week. For preparatory, dyeing, and finishing processes, there are 60, 130, and 90 production workers, respectively, per shift. The annual employee turnover rate for this plant is 20%; according to plant personnel, this is relatively low compared with the turnover rate for the textile industry as a whole.

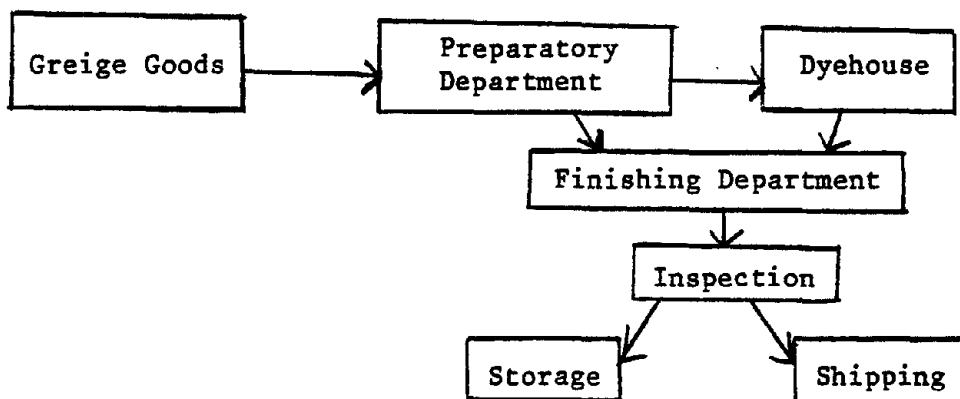
Each week 2 million yards of fabric are dyed and finished. The plant uses 5 million gallons of water per day in its dyeing and finishing operations and 100 tons of coal per day to make steam for heat generation. The plant has its own sewage treatment facility, which uses activated sludge for secondary treatment.

Before visiting the production areas of the plant, the team met with plant personnel to discuss the plant's background, operations, and other

relevant topics. The walkaround portion of the visit included all processes dealing with dyeing and finishing processes, the warehouse, and three laboratories (the plant laboratory, the division dyeing laboratory, and the research laboratory).

Survey of Operations

There are three phases involved in the dyeing and finishing of textiles, ie, preparatory, dyeing, and finishing. A diagram showing the order of activity at the Altavista plant is shown below:



(a) Preparatory Department

The most common preparatory process for polyester is boiling-off or scouring. Chemicals used for boiling-off were mixed in the nearby preparatory chemical-mixing room. This room consisted of several kettles and tanks, a barrel of Fe-60 (a chelating agent based on ethylenediamine-tetraacetic acid), and a barrel of soda ash. The floor in this wet process area had a plain steel surface, which could cause slipping.

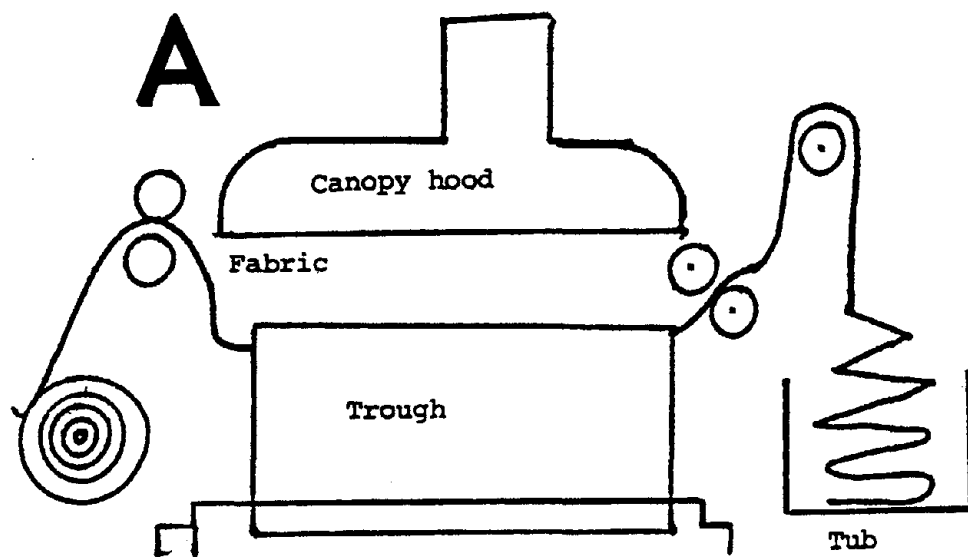
The plant has six boiling-off units (Figure 1). This process involves soaking the fabric in a tank containing a dilute alkaline solution of sodium carbonate and Fe-60 at 200 F. On the surface of the scouring solution were many polyethylene balls slightly smaller than tennis balls. The function of these balls was to reduce steam release. In addition, they protected workers from mists and vapors, conserved energy, and reduced steam jet noise. A canopy exhaust hood was positioned over the trough containing the scouring solution. Canopy hoods are generally considered less effective for open troughs than is control ventilation at the source. Furthermore, if certain manual operations at the tank are required, exposures may be aggravated by a canopy hood. However, no measurements of air movement were made, and because the ambient humidity was not high enough, the escape of the vapor column from the canopy hood could not be estimated.

(b) Dyehouse

In this area, dyes are mixed and fabric is dyed. Dyehouses consist of drug rooms and dyeing areas.

(1) Drug Room

Dyes are stored, weighed, and mixed in the drug room. The plant had a separate dye storage and weighing room where barrels of powdered dyes were lined up against the wall. The floor was made of brick, which is relatively slip resistant. This room was the only air-conditioned part of the plant's production area; it had no local exhaust ventilation. The dye



B

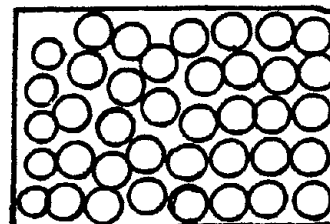


FIGURE 1. (A) Boiling-off machine. (B) Overhead view of boil-off trough containing polyethylene balls.

formulas were computer generated and written on slips. The workers weighed the appropriate amount of dye, placed it in brown paper bags, and labeled the bags. The bags were then placed on a carousel and passed into the dye-mixing room. Dye dust observed around the ledges could cause problems if inhaled. In addition, a weigher not wearing a face shield or respirator was seen consolidating the dyes from two containers (a procedure that generates dust). The dyer washed dye off his hands with a mixture of pumice stone and bleach (Clorox), which could cause skin irritation.

The dyes are mixed with water or carriers in the dye-mixing area of the drug room and then fed to the dye becks. At the Altavista plant, this room contained medium-sized kettles (2-4 feet in diameter) in which the dyes were mixed with water. The plant purchased dyes containing a dispersing agent added during their manufacture. The powdered dye was added to the water, and the dye solution was thoroughly mixed. Since the kettles were located above the floor level, catwalks were positioned to allow easy access.

Three persons were mixing dyes in this area, which seemed extremely noisy. A plant representative stated that the excessive noise was caused by a faulty pump bearing; this was confirmed by the visiting team.

(2) Dyeing Area

At the Altavista plant, the polyester material in rope form (continuous loop) is usually dyed in a closed-system pressure jet beck. Dyeing was done by passing a fast-moving stream of pressurized dye liquor onto the

fabric. The dye liquor temperature was raised slowly (5 F per minute) up to a maximum of 260 F. The complete dyeing cycle lasted an average of 4.5 hours. Only a few of the plant's 52 dye becks were in operation during the visit.

At a beck that had just stopped, a worker without gloves was handling the wet fabric while opening the seam to break the loop. This routine procedure, which is normally done after each dyeing, is a potential source of exposure to dyes and auxiliary chemicals on the wet fabric.

There is no lockout/tagout procedure for maintenance personnel entering a pressure jet beck. Workers do not routinely enter dye becks to clean them.

(c) Finishing Department

The finishing department had an area for mixing of finishing chemicals above the level of finishing units. The room contained various chemicals and a scale. Here the chemicals were weighed, placed in paper bags, mixed in troughs, and gravity fed to the paddlers.

The finishing areas contained a number of machines. The machine to open the fabric from rope form and put it on rollers in open width was barricaded with fluorescent orange guards. These alerted operators and prevented other personnel from approaching the exposed fabric, which was moving at a high speed. Other operations and machines removed nap or selectively raised the nap.

The visiting team observed the soil- and water-repellent finishing processes. The chemical solutions were padded onto the fabric from a trough. The fabric was dried, cured by passing through an oil/gas-fired oven at 400 F, and rerolled. Operators were not normally stationed at the hottest part of the oven. However, plant personnel stated that workers have complained of heat stress during maintenance operations. A slight odor of oil/gas combustion products noticed at the end of the oven was called to the attention of the plant representatives accompanying the visiting team. Plant personnel stated that for finishing solutions, Burlington has substituted a crease resistance resin with less residual free formaldehyde, thus minimizing exposure to formaldehyde.

(d) Inspection and Packaging Areas

The finished textile rolls were transferred by specially fitted mechanical trucks to the inspection area, where they were visually inspected for spots and defects. Spots were removed by hand spotting with methyl chloroform. After inspection, the rolls were sent to the packaging area. There the fabric was rolled around cardboard flats to a specific yardage, cut, and then sealed with Krysalite (Allied Chemical Corp.) shrink film. No smoke was seen during the heat shrinking and reeling operation, although an odor of heated plastic was noticeable. Packaged fabrics were sent to the stock (warehouse) area and shipped.

(e) Laboratories

The Altavista plant has three laboratories: (1) the plant laboratory, where cloth is physically tested; (2) the division plant laboratory, where dyes are matched for colors; and (3) the research laboratory, where new dyeing processes and chemicals are tested. The laboratories were well equipped with safety equipment (eyewash fountains, emergency showers, shields, hoods, etc). Test-scale drycleaning and extraction operations were carried out in locally exhaust ventilated laboratory hoods. Solvent-resistant gloves were used during drycleaning.

Safety and Health Programs

Burlington Industries' safety and health policy is stated in its safety manual (see Appendix A, p. 3), which is given to each new employee. Additional occupational safety and health information is provided in the medical service manual (Appendix B) and employee handbook (Appendix C). These publications describe the policy, programs, and resources relating to occupational safety and health that are available at the corporate level and at each plant. In addition, each location has its own written safety program tailored for the operations carried out there.

Burlington Industries' safety policy requires that each plant's central safety committee meet monthly. At the Altavista plant, this committee is comprised of management and supervisory staff. It directs the health and safety program, which includes safety instruction and education of

employees, accident investigations, and review of proposed changes in processes or equipment.

Each department has a safety coordinator and a departmental safety committee that includes hourly-wage employees. Members of the committee have monthly meetings and also conduct safety and health audits in their departments. Their written recommendations (see Appendix D) are submitted to the appropriate supervisor and the departmental committee. Membership on the departmental committees and audit teams is rotated so that most employees are directly involved during the year. A team from the corporate office conducts biannual comprehensive safety and health audits to coordinate an efficient safety and health program among all plants and to develop criteria for corporate policy.

Newly hired employees receive 9 hours of classroom and on-the-job instruction, which includes safety and health education as well as orientation on company policies, regulations, and specific procedures. In the job safety analysis (JSA) program, each task performed in a particular job is outlined in written form. Instructions concerning maintenance of product quality along with safe work practices are included in the JSA (see Appendix E). Each new employee receives a JSA for his or her job. The supervisor discusses with the employee how the job tasks should be performed and what safety precautions are necessary to perform the task safely (see Appendix E). There is no followup procedure for periodic retraining of employees.

Industrial Hygiene Service

Industrial hygiene service is provided by corporate industrial hygiene staff from Greensboro, North Carolina, on request. Industrial hygiene evaluations done in the past included the following:

- o Heat stress in preparatory and dyeing departments
- o Dye particulates in the dye-weighing and -mixing rooms
- o Air contaminant generation from plastic sealing presses
- o Carbon monoxide exposure from propane-powered forklifts used in the warehouse

Specific concentrations determined in these evaluations could not be obtained.

Burlington Industries' program for controlling excessive occupational exposures is threefold: use engineering controls to keep exposures within acceptable guidelines; institute administrative controls if engineering controls are not adequate; and require that personal protective equipment be used if neither engineering nor administrative controls are adequate. The plant maintains sampling devices and monitoring equipment, including a hand pump and colorimetric detector tubes for obtaining grab samples of solvent vapors, a sound level meter, and an air-sampling pump. There is no program to periodically monitor the workplace.

Medical Surveillance Program

New employees receive a preplacement physical examination, which includes an audiometric hearing evaluation, urinalysis, eye examination (including a glaucoma test), and blood pressure test. The examination does not include blood analysis, X-rays, or lung function tests. New employees are also required to complete a medical history questionnaire. This is used to avoid placement in a job that will aggravate a known or suspected physical ailment. Employees are annually given audiometric testing (in an in-house audiometric booth), a blood pressure test, and urinalysis to detect diabetes. Appendix F contains employee medical examination forms.

First-Aid and Emergency Protection Programs

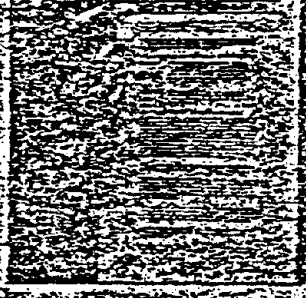
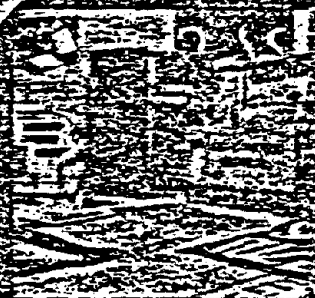
The plant operates a first-aid program and an emergency program including a fire brigade. Several employees on each shift have taken the Red Cross training course, and some employees are trained in cardiopulmonary resuscitation (CPR). The plant employs a full-time registered nurse. There is a first-aid mobile unit equipped with an electric-powered cart with a stretcher and first-aid supplies. (An accident report form is enclosed as Appendix G.) The members of the volunteer fire brigade are trained in specific industrial fire-fighting tasks and the use of fire-fighting equipment (fire extinguishers and water hoses), which is located throughout the plant. A modified forklift fire truck is used to lift a fire brigade member closer to the fire in order to more quickly extinguish it.

General Comments

The plant has a relatively elaborate safety program well supported by corporate resources (including industrial hygiene services). Details of problems addressed in the past indicate that the safety and health program is effective and not nominal. Unknown composition and effects of proprietary materials represent the greatest potential for unsuspected future health effects. This problem is being slowly addressed, as time allows, while more readily recognized potential problems are being solved (noise, cotton dust, etc.).

APPENDIX A
JOB SAFETY MANUAL

Job Safety
at Burlington
Industries



The Burlington
Industries

Ten Basic Safety Rules in Burlington Industries

1. The right way is the safe way to do your job. Plan your work. Follow instructions. If you do not know ask.
2. Report all injuries, however small. Also report all unsafe conditions and unsafe acts which might be the cause of an accident.
3. Use all safety devices and protective equipment provided for your use.
4. Maintain good housekeeping by keeping your work area clean and orderly.
5. Wear proper clothing. Loose sleeves, cuffs, rings and bracelets are hazardous around moving machinery and should not be worn. Proper shoes are helpful in working and walking safely.
6. Horseplay in any form is dangerous and prohibited.
7. Oiling, greasing, or working on unprotected machinery in motion is prohibited.
8. All machinery and equipment under repair and adjustment shall be properly "locked out" and tagged.
9. Know the location of fire exits, the location and the way to use fire extinguishers, and the proper method for reporting fires.
10. Safety does not stop when you leave your job. Off-the-job safety should be practiced too.

A well trained and safety-minded worker is the key to a successful safety program.



Safety and You

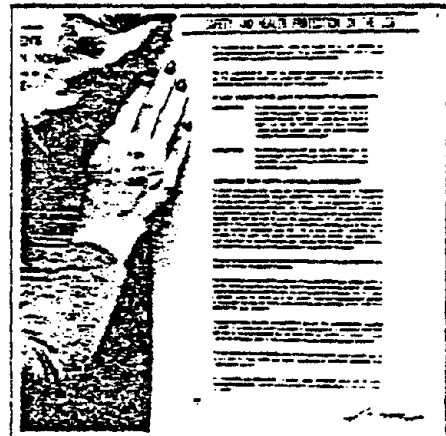
It has always been Burlington Industries' policy to provide a safe and healthful place for you to work. It just makes good business sense for the Company to assume this responsibility. Today, all employers are required to provide a safe place of employment by the Occupational Safety and Health Act of 1970 (better known as OSHA). Both employers and employees have obligations under this congressional act, which became effective April 28, 1971.

Employers must comply with occupational safety and health standards published and distributed under the act and, in addition, are required to furnish each of their employees a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm. Federal safety and health inspectors enforce the regulations set forth under OSHA. During a visit to a company work location, an

inspector will determine whether the Company is following the OSHA regulations. If he determines that the Company is not complying, he can issue a citation which may cost the Company monetary fines.

Employees are required to comply with standards, rules and orders applicable to their own actions and conduct. This is particularly true where protective devices or clothes are required. As an employee of the company, you have certain rights under the act. Assurance of a safe and healthful place to work is the most important right.

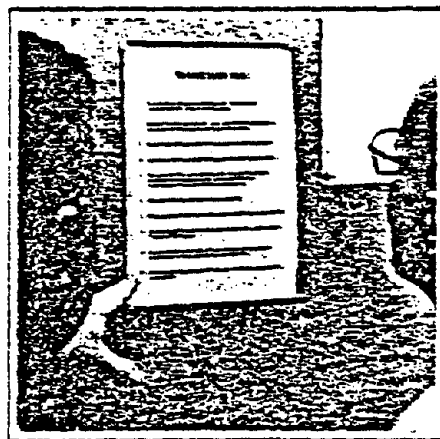
If at any time, you are aware of a plant hazard that you feel is likely to cause serious physical harm or death, please notify your supervisor.



Providing a safe place to work is Burlington policy.

The Burlington Safety Program

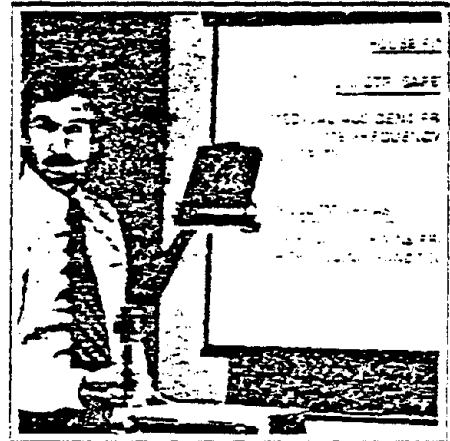
As a member of the "Burlington Team" your welfare is of vital importance to the Company. As you work with us, you will have the opportunity to participate in our safety efforts. With your cooperation, your plant safety program will work.



Accident control takes 100 percent cooperation by 100 percent of the employees 100 percent of the time.

Safety Organization

Every Burlington work location has an established Safety Organization. Most of the organizations are set up as committees of management/supervisory personnel



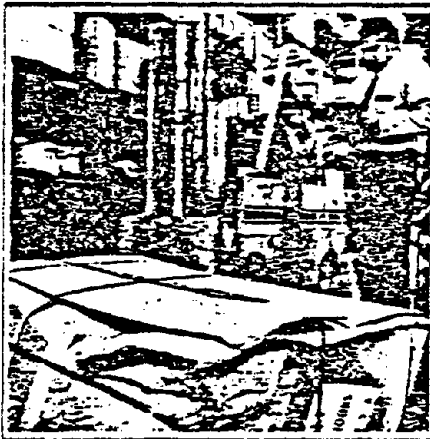
Everyone benefits when accident experience is low.

and wage employees. The committee has the responsibility for developing programs and directing activities for improvement of safety in your work location. Since representation of wage employees on the committee is usually rotated periodically, you may be asked to serve on the committee. Accept this responsibility willingly. People just like you often make the most useful contributions to the committee's work. Being "out in the plant" gives you perhaps a better "feel" than anyone else for weaknesses in the safety program.

But even though you don't serve directly on the committee, you do have a direct line to the committee through your supervisor. Keep the supervisor informed about unsafe conditions or work habits in your department. He will pass your information along to the committee or personally see to it that corrective action is taken.

Investigation of Accidents

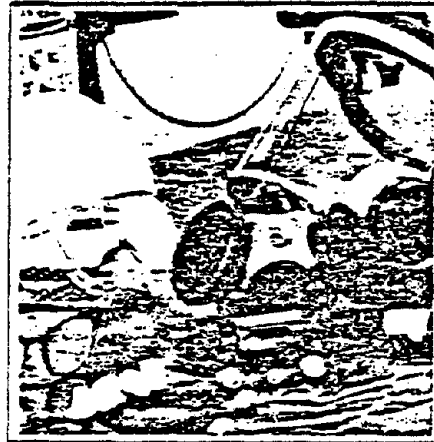
Cooperate with your supervisor to help establish the "why or how" of an accident. To paraphrase the highway safety slogan, "The injury you prevent may be your own."



Every accident is investigated by the supervisor, so it won't happen again.

Personal Protective Equipment

To the extent possible, every job in Burlington is engineered to protect employees against



Personal protective equipment: the last line of defense against hazards.

hazards. Some jobs, however, must necessarily rely on personal protective equipment as a last line of defense in protecting you, the employee. The Company strives to offer you the best equipment possible. The wearing of this equipment is Rule 3 of the 10 basic safety rules. All protective equipment required for use on the job will be supplied by the Company, unless such equipment is acceptable for street wear (such as safety shoes). In this event, you may purchase the equipment at company cost. The Company replaces all safety equipment which becomes unusable from normal wear and tear. If in

your job you feel that you need a certain type of personal protective equipment which is not being supplied, tell your supervisor. He can either get other equipment for you or make it known to his management that better equipment is needed. You can be sure that corrective action will be taken.

Safety Inspections

Safety inspections are conducted periodically on a plant-wide basis by the plant management or departmental safety and health committee. Most often these inspections are conducted monthly as a matter of routine. These inspections are done only to find and correct unsafe conditions or employee actions before an accident can result. You should realize, however, that safety inspectors cannot do everything. They may easily overlook hazards during their inspection. You should assist them even though you may not be on the inspection team. If you see or know of a condition in the plant that you consider unsafe, tell the inspectors or your supervisor about it. (This is Rule 2 of the 10 basic safety rules.) Your supervisor will relay the message to management. If you are dissatisfied with an inspection or if you feel that the inspection did not discover

an unsafe condition you know about, ask your supervisor to let you see the latest inspection report and results. If you feel correction of an unsafe condition is taking too long, ask your supervisor about it.

Safety Talks with Supervisor

As you continue your work with Burlington you can expect your supervisor to have periodic safety talks with you. The talks may be group discussions involving the whole shift or an employee-supervisor chat about safety on or off the job. The purpose of these "safety talks" is to help develop "safety mindedness" in you, the employee.



Your supervisor is interested in your safety.

The more often a supervisor can make you think about safety on the job, the less likely you will be to have accidents.



To help you learn how to work safely, Burlington provides educational material.

Safety Promotional Literature

This booklet is the first safety promotional literature you receive as a Burlington employee. More will be distributed periodically. Often this literature will supplement your safety talks with your supervisor. Safety signs and posters will also be part of this program. You are encouraged to read this literature. As with your supervisor's safety talks, the safety promotional literature is intended to develop more "safety mindedness."

Training

Your regular job training includes safety, usually identified as "do's and don't's" in performing your job. Pay attention to this training. There are many places in all Burlington work locations, and any other location for

that matter, where you can be severely injured unless you observe the "do's and don't's." Learn as much as you can about how to do your job safely. Burlington is also involved in first aid training. You may be one of the employees to receive such training. If so, you can become an even more valuable asset to the Company and your fellow employees. Fire brigade and emergency rescue procedures are other examples of safety training that you may be asked to participate in as a Burlington employee. Again, your cooperation is needed to make the safety program work.

Medical

Burlington is a forerunner in the textile industry for providing adequate medical care for employees. The Company's medical program plays a large role in maintaining a safe and healthful working place for you. The majority of Burlington plants now have a full-time nurse to assist you when you become injured or ill. Use this nurse. Tell her about unsafe or unhealthful conditions. She can help solve problems.

Your plant nurse is well-known at your plant because

she participates directly in the Company's program on hearing conservation, respiratory illness caused by cotton dust (byssinosis), and chemical hazards. In work locations where a plant nurse is not yet on staff, management works with local medical professionals to cover plant needs. In addition to professional medical care at plants and other work locations, Burlington employs a corporate medical director, a corporate nursing staff, and industrial hygienists to administer the Company's medical and hygiene programs.



Prompt medical care and health testing are important parts of Burlington's Safety and Health program.

A Final Word

Safety and accident prevention in your work location are the responsibilities of every employee, supervisor, and manager at your location. It is Burlington Industries' goal to be the absolute best in every endeavor in which the company participates.

A positive mental attitude and cooperation on your part toward safety and accident prevention is expected by the company. Please remember
"There is no such thing as an unpreventable accident."

Personal Notes

APPENDIX B
HEALTH AND SAFETY MANUAL



IT'S UP TO YOU



KLOPMAN MILLS

DIVISION OF BURLINGTON INDUSTRIES



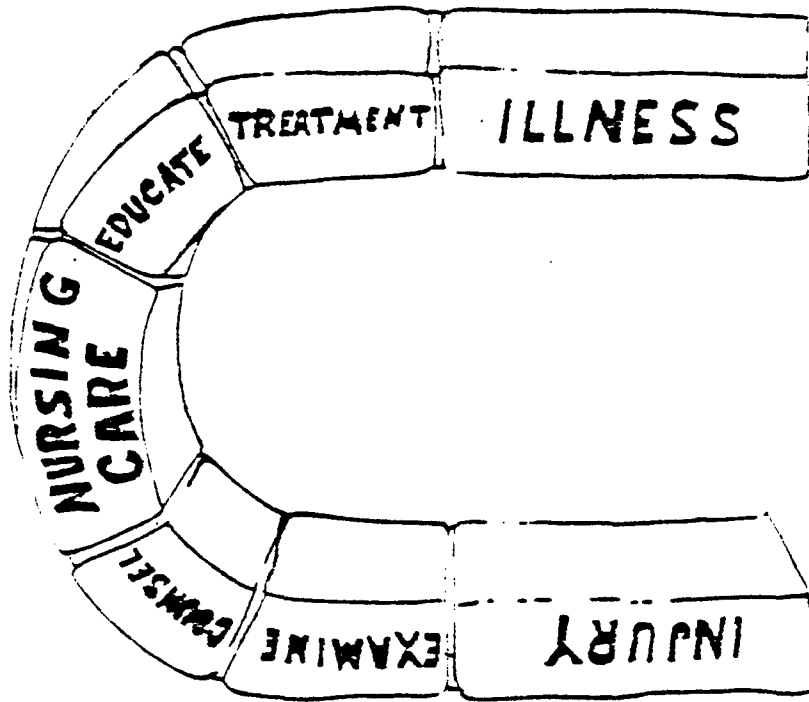
MEDICAL SERVICES

YOUR MEDICAL DEPARTMENT

Welcome to our plant. Since you probably have many questions about the plant, this booklet has been written to try to answer some of them.

The goals of the Medical Department are to help provide you with the safest and most healthful possible place in which to work and to help you maintain good personal health. You can help us reach these goals by following the many suggestions included in this booklet.

Please feel free to stop by the Medical Department at any time for assistance or answers to any questions you may have concerning the Department's services.



NURSING SERVICES

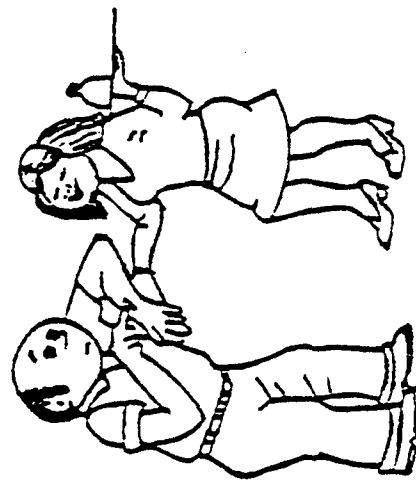
Your plant nurse is:

Her hours are posted at the Medical department.

Some of her duties are to:

1. treat any on the job injuries
2. assist you in the care of other minor injuries and illnesses such as colds, upset stomach, etc., where a physician's care would not be needed
3. listen to your problems and direct you to the proper source for a solution
4. provide immunizations to prevent such illnesses as tetanus
5. answer or find the answers to any questions you have about your health
6. conduct examinations such as hearing tests, vision tests, blood pressure check-ups, etc.

Your medical file and all conversations between you and the nurse are confidential. Personal information about you will only be given to others after your written permission has been obtained. There is no charge for any of the nursing services. These are provided by Burlington Industries as part of your company benefits.



INJURIES



**REPORT EVERY INJURY,
NO MATTER HOW SLIGHT,
TO YOUR SUPERVISOR AT ONCE.**

You will hear this statement many times while you are here because it is very important. The earlier an injury is treated, the sooner it heals and the chance of any complications (such as infection) is reduced. Even a small scrape can become a serious problem if not properly and promptly treated.

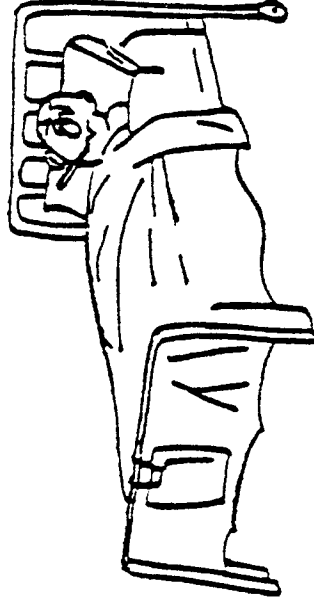
Your injury will be treated by either the nurse or a trained first-aid attendant. If you are unable to find your supervisor when you are injured, see the nurse or one of the attendants first for treatment and then report the injury to your supervisor.

If you are injured but you don't think you need treatment, such as for a bruise or back pain, report this anyway. Should you need treatment at a later date, there will be no question as to when, where and how the accident occurred.

We hope you will not be seriously injured while at work but, should such an accident occur, you will be provided transportation to the hospital for the necessary medical attention.

If you suffer an injury at home, the nurse or a first-aid attendant will be happy to treat the wound.

ILLNESS



Everyone gets sick now and then and needs help to get well. Usually, the earlier you start taking the proper medicine, the sooner you get well and the less chance there is of missing work. At the first sign of any illness, stop by the nurse's office. She is equipped to provide help for many illnesses and if she cannot help you, she will refer you to a doctor who can. If the nurse is not in, ask a first-aid attendant to help you. They are permitted to treat minor illnesses such as headaches and stomach aches.

If your illness should prevent you from coming to work, there are two things you should do:

1. call your supervisor before the shift starts and inform him of your illness; call each day you will not be able to work
2. see a doctor as soon as possible or come in to see the nurse for advice

When you are absent from work, expect a phone call from the nurse. She will not be "checking-up" on you but, rather, will offer any help she can such as medicine, the name of a good doctor or suggestions on what you can do to speed your recovery.

If you have been on sick leave, before you may return to work you must bring a doctor's statement or see the nurse. We want to be certain you are physically able to perform your job without danger to yourself or others.

SAFETY

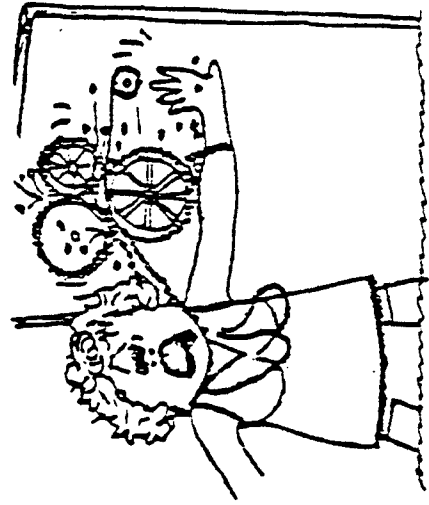
In this plant, we have an intensive safety program designed to prevent all injuries. In the months to come, you may be asked to participate in one of the monthly safety inspections in your department. In the next few days, you will learn not only how to perform your job but also the safest way. Both the Training Manager and your supervisor will tell you of safety rules which are important to follow in order to prevent an injury. There are also several rules that everyone in each job should follow:

1. **Clothing**—Baggy clothing can get caught in the machinery.

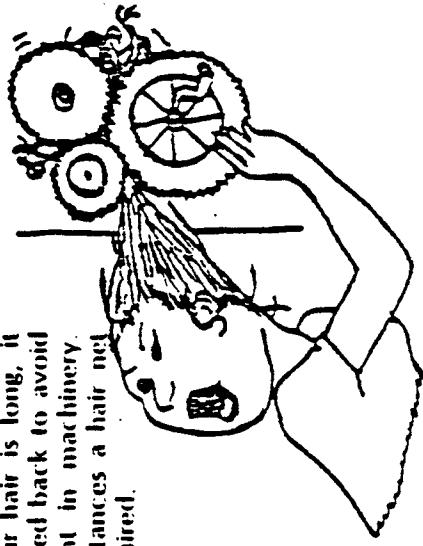
To prevent injury, do not wear items such as wide-leg pants and tank tops. Long sleeve shirts should be buttoned at the wrist and all shirts should be tucked in. Shoes should be comfortable, give support and be in good repair. It is dangerous to wear shoes with high heels such as platform and clogs. Tennis shoes and sandals are especially dangerous as they will not protect your feet from falling objects.

2. **Jewelry**—Jewelry, also, can get caught in machinery. Avoid necklaces, dangle earrings and loose bracelets.

OOPS! loose clothing again



3. **Glasses**—If you wear glasses, we recommend you have safety lenses. Contact lenses should not be worn.
4. **Lifting**—If your job involves lifting, you will be taught the proper method. Please use this method as it will avoid back injuries. Ask the nurse for more instructions if you need them.
5. **Hair**—If your hair is long, it should be tied back to avoid being caught in machinery. In some instances a hair net may be required.



As you learn your job, keep an eye open for safety hazards and report them to your supervisor or the nurse. If at any time you do not understand the safest procedure for any part of your job, please STOP AND ASK. We are trying to provide you with a safe place to work. Please help us by working safely.

HEARING PROTECTION

Some areas of our plant have rather high noise levels. If this noise level is considered high enough to damage your hearing, you will be required to wear ear protectors. If you wear the protectors properly and all the time you are at work in the designated noisy areas, the noise will not cause a hearing problem. As a precaution, your hearing will be checked annually to see if there is a change in your hearing ability.

You can help prevent a hearing loss by following the proper procedures for inserting earplugs and caring for them:

1. Hands should be clean.
2. Do not wet protectors before inserting.
3. Reach across with hand from opposite side and grasp top of ear. Gently pull up and back to straighten ear canal.
4. Hold the plug between thumb and index finger.
5. Place in ear, being sure you have a good seal.
6. After insertion of both plugs, cup hands over both ears and then release. If plugs are properly inserted, noise levels should appear the same with or without hands over ears.
7. Ear plugs are personal. Never lend or borrow from another person.
8. Jaw motion from chewing or talking may cause plug to loosen. If so, they should be reinserted.
9. If this happens often or plugs do not seem to keep noise out, please see the nurse about replacement.
10. Some plugs shrink or become hardened. If this happens, ask the nurse to check their condition and fit. This should be done periodically.
11. REMOVE EAR PLUGS GENTLY, ONE AT A TIME. NEVER jerk out quickly or both at the same time. This may damage your hearing. Use gentle downward pull to break the seal—one ear at a time.
12. At the end of the shift, using mild soap and running water, wash and rinse the plugs thoroughly.

Your company works very hard to lower noise levels wherever feasible, but in areas where it cannot be done, wearing hearing protectors is the best way to avoid hearing loss. You only have one pair of ears--FOR LIFE--so protect them. It's up to you.

COTTON DUST

A number of our plants manufacture yarn from cotton. These operations produce some dust from material which is normally present in cotton. Through modern ventilation and filtration systems, we attempt to keep this airborne dust to a minimum. Periodically, tests are conducted to determine the cotton dust levels. Some individuals may still be susceptible to even small amounts of dust. Periodic breathing testing, which is required, identifies this problem where it exists so that the individual may be advised and protected from permanent harm. Smoking causes a person to be much more susceptible to the effects of dust, in addition to the many other health problems it causes.

Occasionally there may be isolated areas or operations where it is difficult to control dust. In such instances, a respirator will be supplied and should be worn. In some cases it may be compulsory.

MISCELLANEOUS SERVICES

Group Insurance

As a part of your company benefits, Burlington provides a group insurance package. Details of the benefits are found in the booklet that will be issued to you in 60 days, when your insurance becomes effective. Please contact your personnel office for any questions you have on insurance.

For best use of the insurance and to obtain fastest payment of your medical expenses, please follow these guidelines:

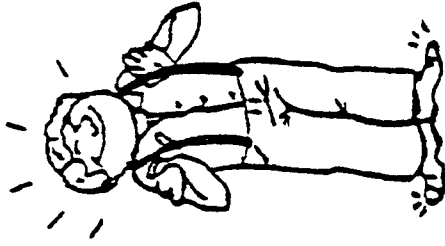
1. When you or one of your dependents go to the hospital, please take your insurance booklet.
2. Each time you or one of your dependents have a medical expense such as an Emergency Room visit - please tell the insurance clerk. She will ask you to complete a short form which is necessary before the bills can be paid. Much time is saved if you complete this form properly.
3. Throughout the year, obtain and save receipts for all medical expenses—such as doctor visits and prescriptions—for each member in your family. Turn these receipts in to personnel when the total for one person exceeds \$75.00 within a six month period.

Special Requests

One of the main interests of the Medical Department is to help you maintain your physical and mental health. To promote good physical health, you are encouraged to request the nurse to conduct periodic check-ups—such as blood pressure, vision, urine, etc. To promote good mental health, you are encouraged to talk with the nurse about your problems or ask her to refer you to someone for help. The nurse will also be happy to conduct a hearing test for any member of your family.

STAYING HEALTHY

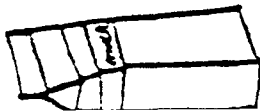
It is no secret that when you are healthy physically and mentally you look better, feel better, work better and play better. You are usually able to more fully enjoy life and more easily handle its problems. Our bodies are designed to keep themselves in good condition if we supply them with what they need and do our best to protect them against diseases. If you expect your body to work well for you, you must first work for it by getting the proper diet, rest, exercise and fresh air. You also need to practice good personal hygiene and have regular check-ups with your doctors.



Diet

Your body requires a balanced diet to repair and replace tissues necessary for life. A balanced diet means to eat the foods necessary to provide the proper amounts of protein, carbohydrates, fats, minerals, and water. Should you desire further information on diets, see your nurse. She has available samples of various balanced diets.

If you maintain a balanced diet, there is no need for taking additional vitamins. Your diet will not always be the same if you have any health problems. For instance, if you have high blood pressure, you should avoid whole milk, butter, eggs, pork, salt etc. Ask your doctor or the plant nurse for the best diet for you.



Avoid "crash" diets. These rob your body of the "balance" it needs to be healthy. To lose weight, cut down on the amount you eat and stay away from candy, cookies and other "snack" foods in-between meals.

Your body also requires water — several glasses each day. During warm weather or warm working conditions, drink extra water to replace what your body loses in perspiration. A generous application of salt on your food will supply you with all the salt your body needs. Extra salt tablets are usually unnecessary.



STAYING HEALTHY

Rest, Exercise, Fresh Air and Sunshine

Your body requires a certain amount of both rest and sleep daily to allow it time to relax. The amount needed varies but, generally, most adults need 6-8 hours of sleep daily. There are certain factors which make your hours of sleep better for your health:

1. Regular hours of sleep are best.
2. Sleeping in a cool room with good cross ventilation usually allows for a more restful sleep.
3. Tight clothes and heavy covers interfere with circulation causing you to have a less restful sleep.
4. Being over-tired sometimes hinders a sound sleep. This can be avoided by resting occasionally for a few minutes during the day.
5. You may have trouble going to sleep or awaken during your sleep if you have eaten a big meal just before retiring or if you are hungry. Its best to eat a light snack 1 hour before retiring.

A GOOD NIGHT'S



Means

A SAFER DAY'S WORK

Your body also requires exercise and fresh air daily to stay healthy. Moderate exercise helps your heart become stronger and more effective in its work as a "pump" and helps your muscles stay in shape. Insufficient exercise or exercise to which you are unaccustomed can be harmful. People who are unaccustomed to jogging or engaging in sports activities should do so gradually. Persons middle aged or older should have approval of their physician before engaging in unaccustomed, strenuous exercises. One of the best exercises is walking. One mile a day outside solves your need for both exercise and fresh air. Sunshine provides vitamins the body requires but avoid excessive sun exposure as this can be harmful.

STAYING HEALTHY

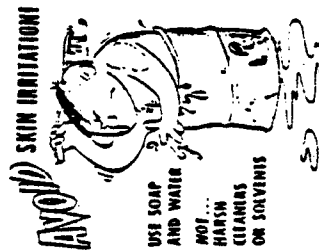
Personal Hygiene

Personal hygiene means taking good care of your skin, hair, teeth, etc. It is important because it makes you feel better, look better and protects you from disease.

Skin

Most of us do not realize just how important skin is. It protects all the structures under it; helps regulate body temperature, rid the body of waste matter and is a barrier against infection. Without proper care, the effectiveness is reduced. Proper care includes:

1. *Wash daily with soap and water and dry thoroughly.* Dirt, bacteria (which causes illness) and sweat are constantly piling up on the skin which can cause many problems — including body odor. Washing eliminates these problems. Be sure to clean the dirt from under your fingernails. This is a frequent hiding place for disease — causing germs. Hands should be washed before handling food, before eating, after using the toilet and after using a handkerchief.
2. *Change underclothes daily and change outer clothes when they become dirty.* Failure to keep clothing clean, especially underwear, is a big cause of skin rashes. This is also a good hiding place for bacteria.
3. *Report any skin irritations or rashes to the nurse.* She will try to find the cause and help you get rid of the problem.



Hair

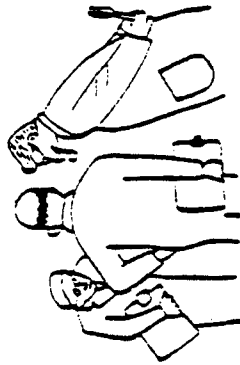
Dirt gets into your hair as easily as it gets on your skin. Hair should be washed frequently and the scalp thoroughly scrubbed. Daily brushing and combing helps remove dirt. If you have excessive "dandruff", see the nurse as many scalp diseases cause this flaking.

Teeth

After you eat, bits of food remain trapped in your teeth. This may cause tooth decay and bad breath. To prevent this, you should brush your teeth after meals. Use a toothbrush with firm bristles and brush in an up and down motion. If you are unable to brush after a meal, rinse your mouth with warm water instead. Using dental floss daily will help keep your gums healthy.

Regular check-ups

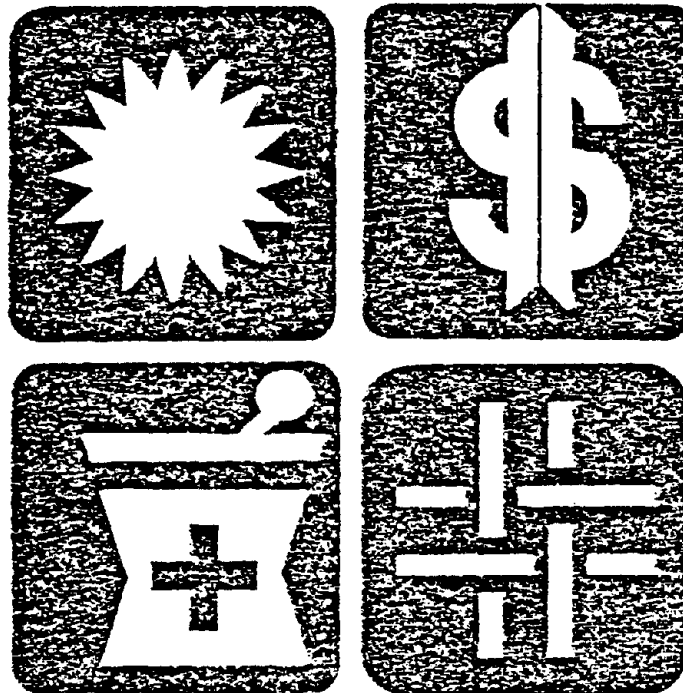
Doctors and dentists play a very important role in keeping you healthy. Many diseases develop slowly and do not cause any symptoms in the early stages. But, the earlier a disease is found and treatment begun, the better the chance for recovery. This is the reason for having regular check-ups. You should have a complete physical examination once a year. Women should have a Pap test and breast examination (both check for cancer) once a year. Your dentist should be checked every six months and your vision should be checked every two years. There is some expense involved in these check-ups, but it many times saves money and pain in the long run. Who can set a price on life? It's your body — and your choice.



IT'S UP TO YOU

APPENDIX C
EMPLOYEE HANDBOOK

Employee Handbook



Personal Data

Name: _____

Date Hired: _____

Plant/Division: _____

Department/Shift: _____

Job: _____

Shift Hours: _____

Supervisor's Name/Address/Phone No.: _____

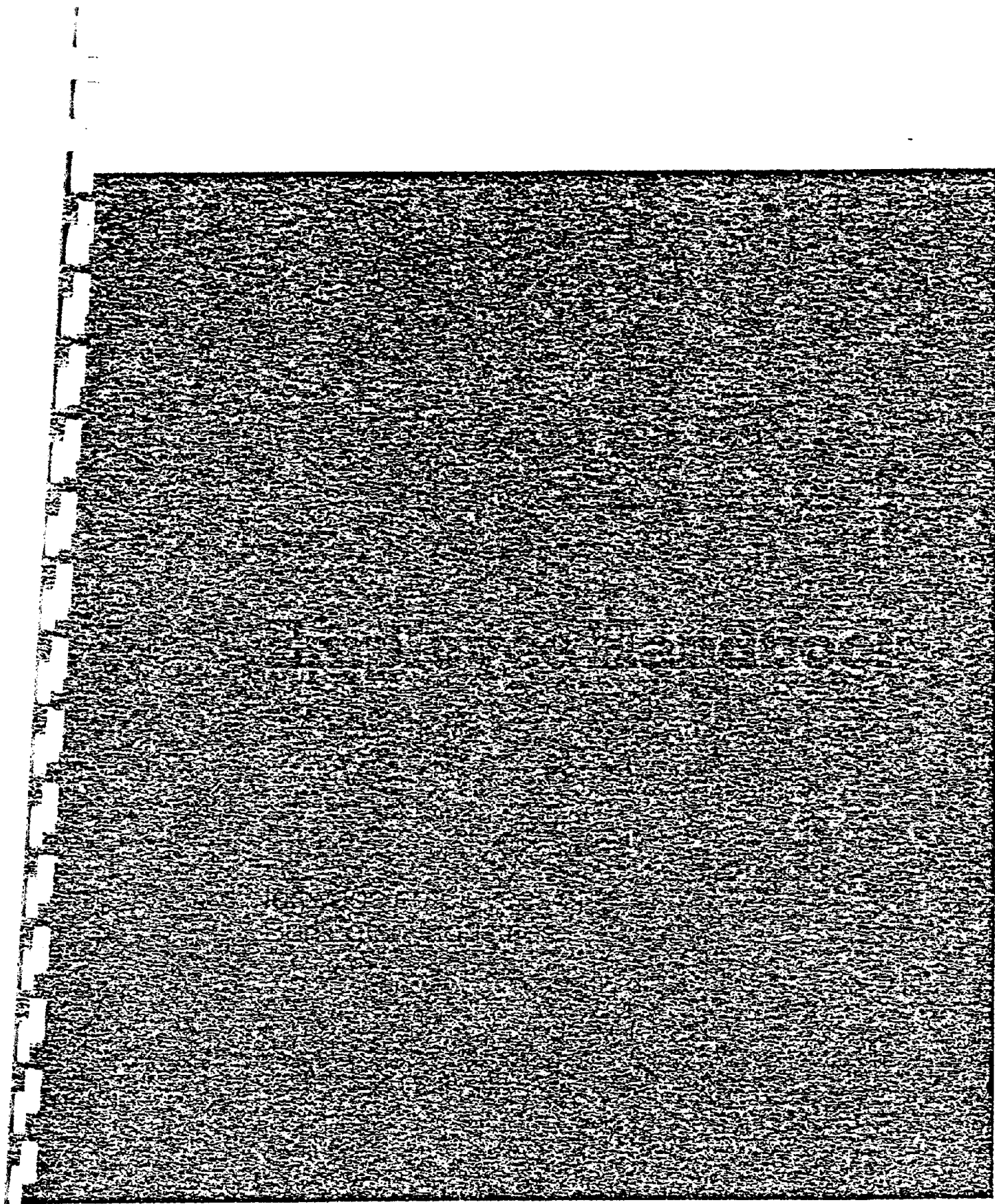
Plant Address/Phone No.: _____

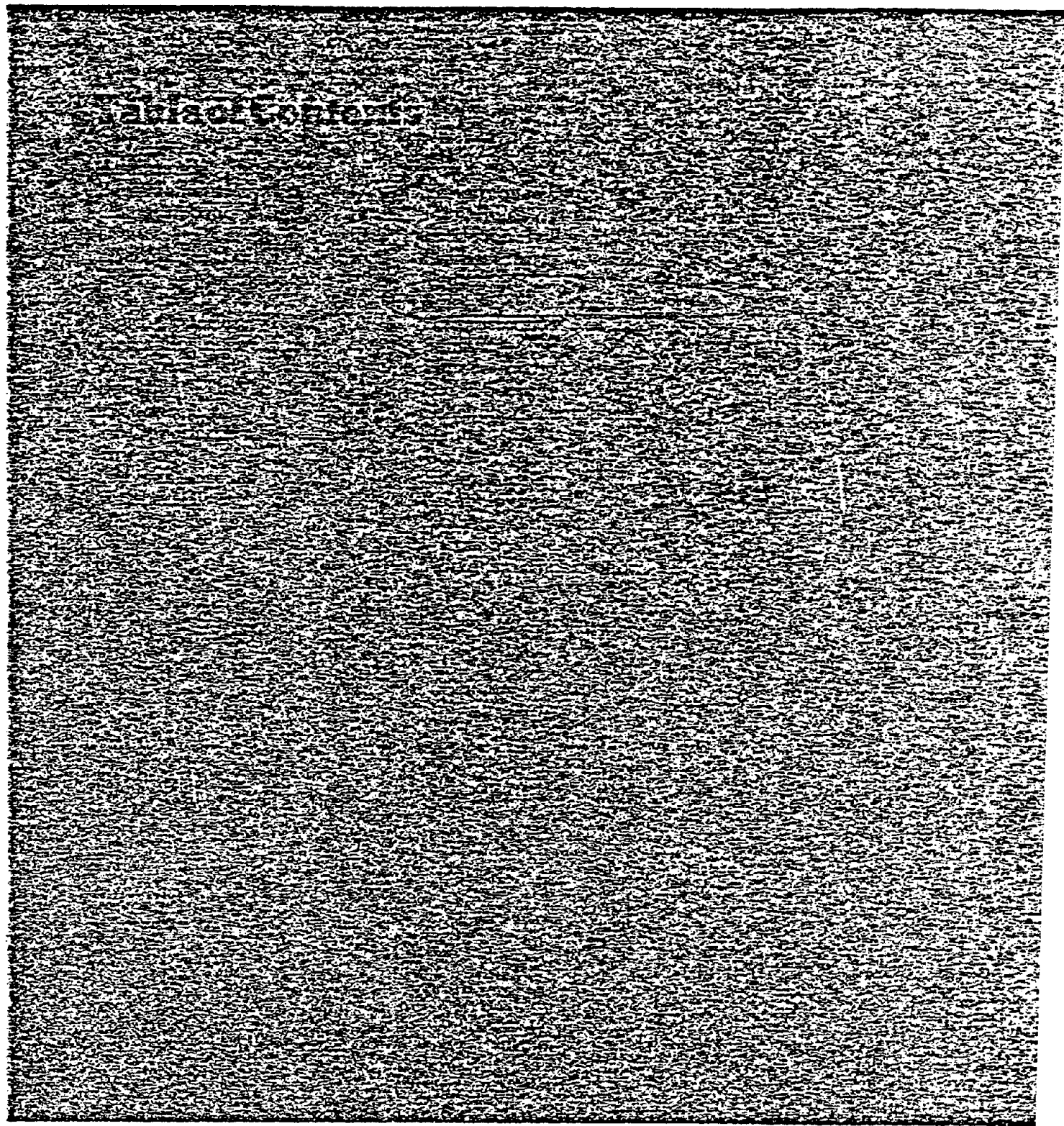
Break/Meal Times: _____

DEPARTMENT MANAGER: _____

TRAINING MANAGER: _____

PERSONNEL MANAGER: _____





Welcome to Burlington

It is a privilege to welcome you to our facility. All of us want to make your job with Burlington as enjoyable and rewarding as possible.

We hope this handbook will answer many of the questions that may arise as you begin your work. If you have other questions, do not hesitate to ask your supervisor or personnel representative for assistance.

It is important that you understand Burlington Policies and procedures and how they apply to you.

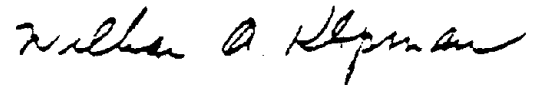
You are now a part of the world's finest textile and furniture team. We wish you a long and pleasant career as an important member of the Burlington organization.

Plant Manager

"Working together" is traditional with Burlington people. We feel that each of us will benefit as we move forward and continue working together in a vigorous and progressive way.

Burlington is recognized as the leader in the textile and furniture industries, a fact not based on our size alone, but on the quality of our people and products. Our continued success is directly related to the cooperative efforts of all employees to do their jobs better than anyone else in the industry.

We speak for thousands of "Burlington People" in welcoming you to Burlington.



William A. Kopman
Chairman, President,
and Chief Executive Officer

About Your Company

From a modest beginning as a one-plant operation, Burlington Industries has grown to become the world's leading textile producer.

In 1923, local citizens in Burlington, N.C., joined the late J. Spencer Love in building a small textile mill employing about 200 persons. As a tribute to the community, the company was named "Burlington Mills."

Today, the Company operates more than 100 facilities in the United States with additional manufacturing operations in other countries.

Burlington manufactures products for apparel, home, and industry. These products include: Yarns and apparel fabrics for dress, leisure and work — for men, women and children; socks and hosiery; carpets and rugs, upholstery fabrics, draperies and curtains, sheets and pillowcases, bedspreads and coverlets, towels, piece goods, industrial and transportation fabrics, glass fiber fabrics, furniture, lamps and decorative accessories.

Burlington's Corporate Offices are in Greensboro, N.C. Merchandising Headquarters are at Burlington House, 1345 Avenue of the Americas, in New York City. Other sales offices extend from Seattle to

Miami, Los Angeles to Boston. Burlington products are marketed abroad through sales offices in more than 80 foreign countries.

Equal Opportunity

Burlington Industries continues to maintain its longstanding policy of equal opportunity regardless of age, color, creed, national origin, race, religion, sex, veteran status or handicap.

Your Company annually prepares an Affirmative Action Plan which analyzes the entire Burlington workforce and sets goals and timetables for increasing utilization of all races, both sexes along with other protected class persons as described above. Your personnel representative is usually the Facility Compliance Coordinator for the local plant. You should feel free to discuss this subject with the coordinator.



Employee Relations

Burlington's employee relations program is outstanding. Your Company's record in providing steady employment and paying good and equitable wages is among the best in the textile and furniture industries.

Burlington believes in matching the right person to the right job. New employees are trained so that skills may be developed to the best advantage of both the Company and the employee. Basic skills training, opportunities to develop higher skills, job satisfaction and personal interest are emphasized.

We believe in:

- Treating each employee as an individual. Your rights are respected with courtesy, dignity, and consideration.
- The value of cooperative, well-trained, efficient and loyal people working together for the benefit of each other and the Company.
- Providing fair wages, the fullest possible employment and good, safe, healthful working conditions.
- Frank and open discussion of any ideas or issues or misunderstandings.

Promotions and other job opportunities are based on merit and efficiency. You are encouraged to seek the job that appeals to you. Supervision takes into account your production record, quality of work, plant seniority, stability, attendance, and other relevant objective factors when making such decisions. These and other personnel decisions are made without regard to age, color, creed, national origin, race, religion, sex, veteran status or handicap.

Your Supervisor

Your supervisor has achieved this position through hard work and the ability to get along with people. Your supervisor is your first source of instruction, information, advice, guidance and



encouragement. Your supervisor will honor your confidence and give proper consideration to your ideas or problems.

Please work with your supervisor who is there to share your ideas, your thoughts and your concerns. While your supervisor will always try to help you, you should remember that the supervisor is responsible for the work of many people and must be fair to all. Your supervisor is familiar with Company policies and rules and is required to enforce them impartially.

Your supervisor participates frequently in special training courses to keep up-to-date on management procedures, supervisory skills and leadership.

Please take advantage of every opportunity to learn from your supervisor.

Solving Any Problems

If you have a problem or some concern about your work or a personal matter, we want to know about it.

You may not understand something about your job or feel that someone doesn't understand something you've done. You may have a good idea you want to share. You may feel that you haven't been treated equally or fairly. Whatever it might be, we invite you to discuss it with us. Your supervisor is available and will assist you in any possible way, or refer you to someone who can.

Your personnel representative is also available to answer questions, or even to assist you in presenting your point of view.

You'll find that at all levels at Burlington, we believe that problems and misunderstandings can be cleared up by frank and open discussion. We feel so strongly about this that we have formal "Open Door" and "Grievance" programs to make sure you get the consideration you feel you deserve. Full details on the procedure are posted in your plant.



Open Door Policy

The Open Door Policy encourages an exchange of thoughts and suggestions between employees and all levels of management. You are a valued Burlington employee, with freedom to express yourself.

Most often, you will want to speak to your supervisor first. But you should not hesitate to talk with your personnel representative, department head, or any other member of management when you feel it is necessary.

Grievances

We believe most grievances can be prevented by treating everyone in a fair and honest manner. However, if you do feel that you have a complaint, you may request a private discussion with your supervisor and present your grievance, with the personnel representative present, if you desire. Your supervisor may be able to solve the problem. However, if the issue is not settled in this first discussion, you may present it to your department head, with the personnel representative assisting you in the presentation.

You may continue to present your grievance, up to the top levels of corporate management if the answer at other

levels does not satisfy you. You should also feel free to use the Grievance Procedure if you believe that you have been discriminated against because of your age, color, creed, national origin, race, religion, sex, veteran status or handicap.

Probationary Period

New employees are subject to a 60-day trial period. If at any time during this period it is found that you are not adapted to the work assigned, an effort will be made to place you in another job. However, if a suitable job cannot be found, you may be terminated.

Ethical Business Conduct

Burlington expects all employees to conduct business in full compliance with all laws and regulations, both in the United States and in foreign countries. Employees are to maintain high standards of business conduct by exercising individual honesty, objectivity and equal treatment in the performance of duties. Relationships with other employees, customers, suppliers, competitors, governmental representatives and others should be both legal and ethical. Burlington has a comprehensive ethical business



conduct policy. Some highlights of the policy are:

- Burlington forbids the illegal use of Company funds, goods or services for support of political parties or candidates.
- Company property will not be used for personal benefit or any other improper use.
- The use of funds to influence an official of any other organization through bribes, gifts, favors, etc., is prohibited.

- An employee may not release or use confidential information regarding products, plans, decisions, etc., which would be contrary to the Company's best interest.

You should feel responsible to inform management of any knowledge you may have of instances of unethical business conduct anywhere in the Company.

Your Pay and Your Work



Rate of Pay

The rate of pay and the rating of your specific job will be explained to you. Each job is continually studied and evaluated to make sure that everyone who is doing the same level of work is being paid a comparable rate. Burlington believes in "a fair day's pay for a fair day's work." Any hours worked in excess of 40 hours in any one week (overtime) will be paid

at 1½ times your regular hourly rate. You will be paid double time for Sunday work.

Pay Day

Except where the law requires weekly payments, wages are normally paid every two weeks by a check, usually presented to you by your supervisor. If your regular pay day falls on a holiday or during vacation, special pay provisions will be announced.

Your check will cover your earnings for the preceding pay period and according to law must be subject to the following deductions:

1. **Federal Income Tax.** A scheduled amount based on your earnings and exemptions must be deducted. You will be asked to sign a withholding exemption form.
2. **State Income Tax.** If the state where you work has a legal deduction, this will be withheld. Again, you will be asked to sign a withholding exemption form.
3. **Social Security.** A percentage of your earnings must be deducted each pay period. (Burlington matches your contribution.) Your personnel representative can answer questions about Social Security benefits.

Training and Your Ambition

We want to be sure everyone has good training before beginning a new job. Training won't stop when you start your first job. Retraining can help keep your skills at top level, or help you learn to use new equipment or new methods. If you are promoted or transferred, you will be trained for the new work. Employee training and development is a constant process in Burlington.

Personnel Policies of Interest to You

The next few pages contain information about the Performance Evaluation, Seniority, Job Opportunity, and Attendance policies. Also, the Plant Rules are covered. These policies are to be applied in a uniform and consistent manner. Uniform means the policies work the same way at each Company facility and in each department within a facility. Consistent means that each employee receives the same treatment in similar situations regardless of the person's race, sex, religion, etc.

You are encouraged to read this information very closely so you understand these policies and how they work. These are very important. Feel free to ask questions.

The 10 Key Points in Performance Evaluation

We all like to know how well we are performing our jobs. Burlington believes in communicating this information with employees. There are 10 key points concerning your performance evaluation:

1. Each supervisor has the responsibility to evaluate employee job performance and conduct.
2. The performance evaluation program includes a Job Performance Appraisal, Commendation for Meritorious Conduct, and Disciplinary Action for Undesirable Conduct.
3. A written job performance appraisal for each employee will be prepared by the supervisor:
 - a. At least annually, or preferably, every six months.
 - b. Immediately after an employee makes a job opportunity request, unless the last appraisal was conducted within three months of the request date.
4. A commendation is given when an employee's job performance or service to the Company or community has been outstanding.
5. There are some individuals who violate the standard rules of conduct or behavior. Supervisors are expected to pay immediate attention to such disciplinary problems. Supervisors, managers and employees must all do their share in maintaining the consistent application of both local and Company rules.
6. The supervisor is expected to take appropriate disciplinary action when an employee's conduct or behavior violates local rules and standard rules of conduct covered in this employee handbook and posted in the plant. This action can be in the form of a written reprimand, or an involuntary termination.
7. The supervisor is to consider the seriousness and frequency of a violation when determining the form of disciplinary action to be administered. Any disciplinary action should be:
 - a. Written.
 - b. Discussed with the employee privately, with the employee's reaction written. The employee will be given the opportunity to acknowledge the discussion of a reprimand with the supervisor by signing the form.
 - c. Reviewed with the appropriate department head.
 - d. Forwarded to the personnel department and placed in the employee's file.
8. Involuntary termination due to disciplinary reasons will usually be done only as a final measure after appropriate counsel or warning, except in instances of serious violation. Should a serious violation happen, immediate termination may follow.
9. An employee receiving four reprimands for any and all reasons within a 12-month period can expect termination. Supervisors are to notify employees of this fact at the time a third reprimand is discussed.
10. Any employee who feels that harsh or unfair treatment has been given has the right to express the grievance to higher management levels. Both the immediate supervisor and department head are to make certain that the employee is aware of the Company's employee Grievance Policy.

The 10 Key Points Regarding Seniority

Length of service, or seniority, is an important factor in determining job assignments. You should become familiar with these 10 key points concerning the Company's seniority policy:

1. Burlington believes in the concept of plant seniority within job classification as a fair way to handle employee movements within the workforce.
2. A newly hired employee has no seniority privileges over other employees until 90 calendar days have elapsed after filling a job. At that time, seniority is established as of the employment date at that location.
3. Plant seniority is the determining factor in shift change, workforce reduction, regression to a lower level job, temporary layoff, recall from layoff and termination for lack of work. Seniority may be a factor in consideration for a job opportunity, provided the employee under consideration is qualified for training and has demonstrated satisfactory job performance.
4. The employee having the greatest seniority (in the job to be filled) on either the second or third shift (the two shifts are combined for this purpose) is given the opportunity to move to first shift. Should the employee decline the opportunity the next employee named on the seniority list is to be offered a chance to move to the first shift.
5. The employee having the greatest seniority on the third shift in the job in which the vacancy occurs is to be offered the opportunity to move to the second shift. If the employee declines, others in turn are to be offered the chance to move up.
6. An employee who is offered the opportunity to move to another shift may refuse to make the move. You have the choice to declare whether this is a temporary or permanent refusal. If it is temporary, your supervisor may offer you the opportunity again when a vacancy occurs. If it is permanent, your supervisor will not offer you the opportunity until you take specific action to cancel the permanent refusal.
7. In a temporary workforce reduction employees with the least seniority will be considered first for regression, transfer, layoff, or termination, in that order.
8. In a permanent workforce reduction, employees with the most seniority will be given priority consideration for transfer or regression to a different job for training. Employees with the least seniority will be terminated first.
9. The following three situations cause a break in seniority:
 - a. Voluntary or involuntary termination;
 - b. Three straight unexcused absences;
 - c. Failure to return to work within three working days after agreeing upon a reporting date to return from an inactive status.
10. All seniority may be restored when an employee is rehired after termination due to lack of work, when the employee had 60 days or more continuous service, and is rehired within 270 calendar days from the termination date.

The 10 Key Points of the Job Opportunity Policy

Burlington's Job Opportunity Policy explains how employees can be re-assigned in certain situations to different jobs. These 10 key points are very important:

1. Job opportunities include promotions, transfers, and voluntary regressions.
2. Employees are encouraged to advise their supervisors of the jobs in their department or other departments in the plant to which they desire to be promoted, transferred, or voluntarily regressed. Employees are to do this by contacting their immediate supervisor or their personnel representative. A job opportunity roster for each job has been established by the personnel department. It will show voluntary requests for movement.
3. Job requirement forms will be prepared for all jobs. These and specified requirements, if any, will be reviewed with the employee at the time of placing the name on the job opportunity roster. Each department will develop and maintain promotion charts by job titles. Employee changes of status resulting from job opportunities within a department normally occur according to information on promotion charts. Charts for all departments are maintained in the plant personnel department.
4. Job opportunity requests are generally limited to four jobs at any one time. The individual's name should be removed from the roster whenever the employee is successful in moving into the requested job. Also, an employee's name should be removed from the roster and the person advised of such action if there is little or no chance of movement into the requested job. Of course, an employee may request his/her name be removed from a job roster at any time.
5. The individual should normally work in the new job for a period at least equivalent to the recognized training period for the job before participating in another job opportunity movement.
6. A notice is to be posted whenever a new job is created. This notice is to be posted for three working days and contain the following information: job title, primary function of the job, job responsibility, shift, authorized rate of pay, and job effective date. Interested employees may submit a job request.
7. Whenever a job opportunity becomes available, the employee on the job opportunity roster with the most plant seniority is to be given first consideration. The person is to be evaluated according to the objective factors (merit, efficiency, recognized production record, quality of work, plant seniority within job classification, stability, attendance and other relative objective factors). However, placement consideration will be given to accommodate recognized handicapped individuals provided that there is reasonable expectancy that the individual will be able to perform the job and meet standards for regular sustained employment. If not selected, the next most senior employee is to be considered. This process is to be repeated until a selection is made, or the roster is depleted.

8. The appropriate department head and/or supervisor having a vacancy is responsible for the final job opportunity decision, subject to approval of the employee's immediate supervisor and the Facility Compliance Official. Special effort is to be made to satisfy current Affirmative Action Plan goals and timetables in filling vacancies.

An employee who is offered and refuses a job opportunity will be asked to indicate the refusal on a form. An employee or the Company can request that an employee return to the same job classification position previously held whenever a promotion, transfer, or voluntary regression does not work out satisfactorily within 90 days.

9. Employees passed over for job opportunities are to be informed by the appropriate department head or supervisor, told why other employees were selected and given suggestions on how to improve future chances of selection. These circumstances are to be documented on a standard form. The employee is to sign the form, and will be asked whether his or her name should remain on the roster.

10. Managers are to assure that a reasonable statistical representation of minorities and/or females are employed in each job classification in each department. Special consideration will be given protected class candidates where underutilized.

IF YOU HAVE A GRIEVANCE



THE DOOR IS ALWAYS OPEN...

FOR YOUR IDEAS AND SUGGESTIONS

It is Company Policy:

Employees are encouraged to make suggestions for improvement of the Company. All suggestions will be considered and those that are feasible will be implemented. Employees making suggestions will be recognized and rewarded.

Please do this:

- Submit suggestions in writing to your supervisor or the Facility Compliance Official.
- Be specific in your suggestions.
- Be realistic in your suggestions.
- Be timely in your suggestions.



PLANT RULES

Employees are expected to follow the following rules at all times:

- 1. Arrive at work on time.
- 2. Dress in appropriate work clothes.
- 3. Follow all safety rules.
- 4. Do not drink alcohol while working.
- 5. Do not use drugs while working.
- 6. Do not engage in any illegal activities while working.
- 7. Do not use company property for personal use.
- 8. Do not disclose company secrets to anyone.
- 9. Do not engage in any activities that could harm the company's reputation.
- 10. Do not engage in any activities that could harm the company's safety.

The 10 Key Points in the Attendance Policy

Each employee has an important job to do. Your presence is essential to the overall operation of the plant. It is necessary to have a uniform attendance policy. This will help prevent any misunderstandings concerning attendance:

1. The Company expects all employees to work the normally scheduled hours. From your first day with Burlington, you will notice that each employee has an important job. If someone is absent, arrangements must be made to obtain a replacement on that job. Therefore, it is important that you be on your job at the designated time.
2. An absence is the failure of an employee to report for work during the shift when the employee is scheduled for work.
3. An excused absence occurs when an employee notifies the supervisor of absence for personal reason, illness or emergency prior to scheduled shift starting time and gets permission to be absent. In rare cases, where an employee is unable to notify the supervisor before the scheduled shift starting time, the supervisor may excuse the absence after it occurs.
4. There are no specific disciplinary procedures for excused absences until they become chronic. This is handled on an individual basis.
5. An unexcused absence occurs when an employee fails to notify the supervisor of absence prior to scheduled shift starting time and/or permission is not granted by the supervisor.
6. Disciplinary procedures for unexcused absences are as follows: One occurrence is considered equal to one day of absence and will require a written reprimand. Four reprimands for unexcused absence within a 12-month period will be cause for termination.
7. Any employee absent for three consecutive working days without permission from the supervisor will be considered a voluntary termination and further employment will require retraining.
8. Each supervisor will maintain attendance records on employees.
9. Reprimands for attendance will become a part of the employee's record.
10. Tardiness is defined as being late for the scheduled work time without an acceptable reason. Employees reporting late may be subject to disciplinary action. Chronic and repeated tardiness without acceptable reasons will be subject to written reprimand.

Plant Rules

The Company recognizes the importance of plant rules as a protection to employees and for the proper operation of facilities. The plant rules are as follows:

1. **Working Time** — Employees are not to be permitted to perform work before shift starting time or after shift end unless the additional time is authorized and credited as time worked. Employees should not enter the plant more than 15 minutes before scheduled starting time, except if weather is inclement. In all early arrival cases, employees are to wait in a non-productive area until shift starting time. Employees are not to be permitted to remain in their job area after shift end unless authorized in advance by supervision and extra hours are paid. Those authorized to wait for rides in the plant must be in a non-productive area and will not be paid.
2. **Absence** — Absence from work may be excusable in case of illness or emergency, provided employee calls or otherwise notifies the supervisor before scheduled reporting time and gets permission to be absent. Any employee absent for three consecutive working days without permission from supervisor will be considered a voluntary termination and further employment will require rehiring. An employee having four (4) unexcused absences in a twelve (12) month period will be subject to termination.
3. **Leave of Absence** — The Company recognizes that there are occasions when it is necessary to grant leaves of absence to eligible employees because of illness, accident, maternity, military duty, special or personal reasons. All leaves are to be impartially granted in accordance with established policy.
4. **General Conduct** — Consideration of the rights of co-workers requires that employees conduct themselves in a respectable and orderly manner. Abusive or threatening language, fighting, threatening or injuring other individuals by using or displaying any object such as knife, tool, or any other solid or potentially dangerous object is not to be tolerated. This is also inclusive of "horse play" and other objectionable or unsafe conduct. An employee having four reprimands on record within any twelve month period is subject to termination.
5. **Firearms — Weapons** — No employee is permitted to carry or exhibit a concealed weapon on Company premises. This includes any type of firearms (such as a gun or pistol), fireworks, dangerous knives, or other such objects.
6. **Smoking** — Smoking in or around the plant is permitted in specifically designated places but will not be allowed in other areas. This is necessary for the protection of all.
7. **Work Habits** — Good work habits are important and it is necessary that every employee perform the job according to established Company standards.
8. **No Solicitation — Distribution Rule** — Solicitation by employees on Company property during working time is prohibited. Working time is the time an employee is expected to be on the job. Distribution of literature by employees on Company property in non-working areas during working time is prohibited. Distribution of literature by employees on Company

- property in working areas is prohibited.
9. **Visiting Other Areas** — Unless on Company business or in the course of their regular work, employees are not to visit departments other than those in which they are employed.
 10. **Telephone Calls** — Only in cases of emergency may employees make or receive telephone calls or messages during working hours.
 11. **Alcohol and Drugs** — The possession or consumption, or being under the influence of intoxicating beverages or drugs on Company premises, are grounds for immediate dismissal.
 12. **Debts** — The Company does not accept the assignment of wages by an employee to a third person as payment of an employee's debt.

An employee whose wages are garnisheed for taxes or debts is to be given financial counsel for the first occurrence. When a second garnishment is received for another debt, the employee is to be given specific financial advice by management to avoid additional garnishments.

The employee is subject to disciplinary action if after receiving counseling and specific financial advice two or more additional garnishments occur in a subsequent twelve-month period.

This amount of wages to be released against a garnishment is not to exceed local state law restrictions or the federal law which shows the amount of wages subject to garnishment. Garnishments for

city, county, state, and federal taxes do not come under the federal limitations.

13. **Property** — Damage to any raw materials, products, machinery, buildings or other property on Company controlled premises in any way or the removal of such property is prohibited. This includes items such as property of employees, contractors, suppliers, and vendors.
14. **Plant Entry** — Special permission is required for employees to enter or remain on Company premises at times outside their working hours.
15. **Safety and Occupational Health** — Equipment, facilities, and work procedures have been designed, installed, and developed for the safety and health of each employee. All employees are expected to use all safety devices and protective equipment provided and to follow all safety rules that are established. Every injury or work related injury requiring medical attention must be promptly reported to the employee's supervisor or the plant nurse. First aid facilities and attendants for care of minor injuries are available in the plant. Prompt arrangements for medical and hospital care for serious injuries are made as necessary.
16. **Employee Clothing** — Employee's attire, while on Company premises, is to be appropriate to the extent that no distracting or disruptive attention or reaction on the part of others is anticipated or caused.

If there are additional plant rules for your facility, you will be informed of these rules. They will also be posted in the plant.

Your Benefits

Insurance

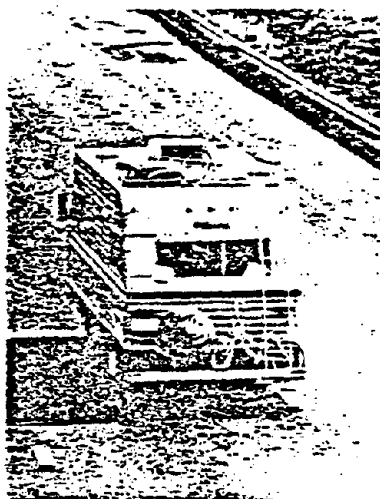
The Burlington Health Care Coverage, covered in detail in a separate booklet, makes available the following coverage:

No Cost to Employee: Basic life insurance, Basic accident and sickness disability, Basic accidental death and dismemberment, Hospital and surgical care.

Optional for Extra Cost:

For Employee: Additional term or permanent life, and additional accident and sickness disability.

For Eligible Dependents: Life and health care coverage.



Vacations

Plants may close one week during the summer for vacation, depending on business and operating conditions. Vacation

schedules will be announced as far in advance as possible.

Vacation Pay

Eligible employees will receive vacation pay twice yearly, near Christmas and during the summer. Your length of service determines your eligibility for vacation pay. A percentage of your earnings determines the amount. Employees with 6 months to 5 years service receive 2 percent, based on actual earnings for the previous 26 weeks. Employees with more than 5 years service receive vacation pay of 4 percent; with 15 years, 6 percent. If this schedule is different at your facility it will be explained to you.

Details on vacation pay and dates of payment will be announced and any specific questions about your eligibility can be answered by your personnel representative or supervisor.

Service Awards

Many of your fellow employees wear service award pins. These pins and accompanying certificates are presented after five years of continuous service and after each additional five years, as a means of appropriately recognizing the employee for service with the Company.

Retirement System and Profit Sharing/Retirement Plan

Burlington has two plans designed to help assure your future security by providing benefits when you retire or in case of disability, death or severance of employment. You will be eligible to join either or both plans when you complete one year of continuous service in which you worked at least 1,000 hours.

Highlights of the Profit Sharing/Retirement Plan

Each year the Company contributes to your personal account your share of Company profits, if the profits are above a certain level. You do not contribute your own money. Money in your account is invested. Earnings from these investments are also credited to your account.

Highlights of the Retirement System

If you want to join the Retirement System, you will contribute part of your pay each pay day to your account. Your contributions will earn interest, and Burlington will also make contributions to your account. By the time you reach age 65, the total benefits provided by the Company and the system, including interest, will be

about four times the amount you put into your account yourself.

Payments Under Both Plans

You will receive a statement of your personal account in both the Profit Sharing/Retirement Plan and the Retirement System each year. The entire amount in your account in each plan is payable upon your retirement after age 55, in case you are terminated for lack of work, or in case of disability or death.

A percentage of your account is payable upon severance of employment. This percentage grows larger each year you are employed. At the end of 12 years of service, 100 percent of your account is payable upon severance for any reason.

In the Retirement System, your own personal contributions are always guaranteed to be returned, with interest, even if you receive only a percentage of the Company contributions to your account. Loans and withdrawals can be made from the Profit Sharing/Retirement Plan when certain financial hardships exist. Seek the advice of your personnel representative when considering a loan or withdrawal.

Complete details of these

two plans can be found in the booklets entitled "Profit Sharing/Retirement Plan" and "Retirement" which can be obtained from the personnel department.

Pre-Retirement Program

The Burlington Pre-Retirement Program is available to better prepare us to make the adjustment from the world of work to retirement. The program normally starts at age 55 and continues until your date of retirement or age 65. Participation in this program is voluntary.

Many interesting and valuable topics are presented and discussed in group meetings and through individual counseling. Additionally, participants receive written materials prepared by outside experts on the subject of preparation for retirement.

Details of this program can be obtained through your personnel representative.



Holidays

The following are paid holidays for all eligible Burlington employees: Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas.

All eligible employees will receive straight-time pay for hours regularly scheduled when the holiday is observed, as well as eight hours' credit toward overtime during the work week.

If business requirements make it necessary for the plant to operate on the holiday, all eligible employees will receive eight hours' straight time holiday pay in addition to pay actually earned.

If the holidays and holiday pay are different at your plant, you will be advised. Details on eligibility for

holiday pay, as well as holiday observance plans, will be announced as early as possible.

Leave of Absence

Burlington recognizes that situations may arise requiring that you request a leave of absence. The reason may be personal, medical (illness, injury, accident, or pregnancy) or for military service. If you want to request a leave of absence, contact your supervisor or personnel representative. Your Company wants to make sure your record of continuous service will not be broken and also to ensure the proper handling of your benefits.

As your leave expiration date nears, you should contact your personnel representative to make arrangements for your return to work.



Tuition Aid

You may be reimbursed up to 80 percent of the expense for certain outside courses that improve your present job skills or prepare you for new work. The course must be approved in advance and you must successfully complete your studies in order to qualify for this financial assistance. Your personnel representative can give you full details.

Educational Loan Fund

Employees and their children may apply for low-interest loans in order to continue their education. Full details and an explanatory booklet are available from the personnel department.

Employee Merchandising Service

Many Burlington products or items made from our products may be purchased at prices below usual retail levels through the Employee Merchandising Service (EMS). This benefit is for employees and their families. Some locations have a consignment sales room; others have access to a nearby central store operated by the Company.



Worker's Compensation

Worker's Compensation Insurance, which is required by state law and paid for entirely by the Company, protects you in the event of occupational injury or sickness related to your job.

Unemployment Compensation

This is a form of insurance paid entirely by the Company and administered by the state. It provides benefit payments, as determined by the state agency involved, to meet a partial loss of income if a person is out of work through no fault of the individual.

Savings Bonds

Many employees regularly purchase U.S. Savings Bonds through the payroll savings plan. Annual bond drives are held in most plants, and you may contact the personnel department at any time to sign up.

Matched Giving Program

The Burlington Industries Foundation will match your financial gifts to qualified schools, colleges, universities, alumni funds or scholarship funds in the amounts of \$10 to \$3,500 a year. After you retire, the Foundation will continue to match your gifts up to \$1,000 a year.

Social Security

In addition to the amount you have deducted for social security, the Company contributes an identical amount.

Military Service

A leave for military service will be granted as provided by law, including re-employment rights and an unbroken service record.

Leaves will be granted as necessary to members of Reserve and National Guard units for weekend military drills, annual tours of active training and emergency active duty. You receive supplemental pay for annual tours of duty and emergency active duty. Supplemental pay will cover scheduled shift hours missed, less base military pay.

Jury Duty

Employees called for jury duty will be excused for the time served on the jury. You will be paid for scheduled shift hours missed, less court pay.

Bereavement Pay

When the employee's legal spouse, child, step-child, parent, step-parent, brother, step-brother, sister, step-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law or grandparent dies, the employee is given time off, and will be paid for the scheduled hours which were not worked on the day before, day of, and day following the funeral. Your supervisor will need full details to approve the payment.

Employee Information

Burlington wants to keep you informed about matters that affect you and your job. Much effort goes into advising you of happenings in your department, plant, division, and Company.

Supervisor Contact

In daily contact, your supervisor will regularly keep you up to date on important matters.

Keep in mind that your supervisor is the person to ask when you have a question. If your supervisor doesn't know the answer, your supervisor will find it or put you in touch with someone who can help.

Burlington Look

From time to time you will receive a copy of "The Burlington Look," the Company newspaper. The "Look" contains articles of interest to all of us.

Bulletin Boards

Bulletin boards throughout the plant carry important notices about Company policy, information about Burlington, and items of interest about your plant and fellow employees, as well as legal notices. Regular reading of the bulletin board will help you keep informed.



Meetings

Department or plant meetings are held as needed to provide important information to you and other employees.

Publications

Brochures about Company programs and benefits are periodically distributed to all employees.

Letters

From time to time, you may receive a letter at your home from your location management on topics of mutual concern and interest.

Audiovisual

The Company also uses audiovisual methods such as films, video tape, and sound-slide programs to keep you informed.

Occupational Health and Safety



The Company recognizes the importance of, and is vitally concerned with, the general health and safety of all its employees.

Health Program

The Company medical director and nursing staff coordinate a health program designed to promote and encourage good health practices among employees. The emphasis is on prevention through engineering steps, administrative procedures, health counseling and health education. Plant medical departments are staffed with professionally trained personnel to carry out the program, work with community health services, and to consult your personal physician when authorized by you.

Safety Program

Your Company takes great pride in the excellent safety record compiled by its employees over the years. This record is the result of carefully planned programs to protect employees, and it reflects full cooperation from employees. You are urged to learn safety rules, follow safety rules, wear protection where recommended or required and make suggestions to eliminate physical hazards in your work area. However, should you receive an injury, no matter how slight, it should be promptly treated and reported to your supervisor.

The 10 Basic Safety Rules

Here is a list of Burlington's 10 primary safety rules:

1. The right way is the safe way to do your job. Plan your work. Follow instructions. If you do not know, ask.
2. Report all injuries, however small. Also, report all unsafe conditions and unsafe acts which might be the cause of an accident.
3. Use all safety devices and protective equipment provided for your use.
4. Maintain good housekeeping by keeping your work area clean and orderly.
5. Wear proper clothing. Loose sleeves, cuffs, rings, and bracelets are hazardous around moving machinery, and should not be worn. Proper shoes are helpful in working and walking safely.
6. Horseplay in any form is dangerous and prohibited.
7. Oiling, greasing, or working on unprotected machinery in motion is prohibited.
8. All machinery and equipment under repair and adjustment shall be properly "locked out" and tagged.
9. Know the location of fire exits, the location and the way to use fire extinguishers, and the proper method for reporting fires.
10. Safety does not stop when you leave your job. Off-the-job safety should be practiced, too.

A well-trained and safety-minded individual is the key to a successful safety program.

Safety and You

It has always been Burlington's policy to provide a safe and healthful place for you to work. It just makes good business sense for the Company to assume this responsibility.

Today all employers are required to provide a safe place of employment by the Occupational Safety and Health Act of 1970 (better known as OSHA). Both employers and employees have obligations under this congressional act, which became effective April 28, 1971.

Employers must comply with occupational safety and health standards published and distributed under the act and, in addition, are required to furnish each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.

Federal safety and health inspectors enforce the regulations set forth under OSHA. During a visit to a Company work location, an inspector will determine whether the Company is following the OSHA regulations. If the inspector determines that the Company is not complying, the inspector can issue a citation

which may cost the Company monetary fines.

Employees are required to comply with standards, rules, and orders applicable to their own actions and conduct. This is particularly true where protective devices or clothes are required. As an employee of the Company, you have certain rights under the act. Assurance of a safe and healthful place to work is the most important right.

If at any time, you are aware of a plant hazard that you feel is likely to cause serious physical harm or death, please notify your supervisor.



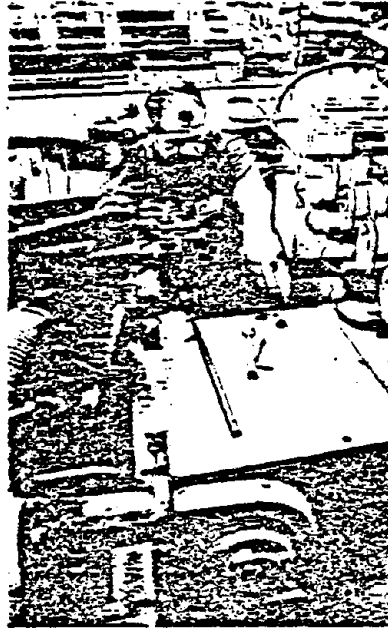
As a member of the "Burlington team" your welfare is of vital importance to the Company. As you work with us, you will have the opportunity to participate in our safety efforts. With your cooperation, your plant safety program will work.



Safety Organization

Every Burlington work location has an established Safety Organization. Most of the organizations are set up as committees of management/supervisory personnel and wage employees. The committee has the responsibility for developing programs and directing activities for improvement of safety in your work location.

Since representation of employees on the committee is usually rotated periodically, you may be asked to serve on the committee. Accept this responsibility willingly. People just like you often



make the most useful contributions to the committee's work. Being "out in the plant" gives you perhaps a better "feel" than anyone else for weaknesses in the safety program.

But even if you don't serve on the committee, you do have a direct line to the committee through your supervisor. Keep the supervisor informed about unsafe conditions or work habits in your department. Your supervisor will pass your information along to the committee or personally see to it that corrective action is taken.

Investigation of Accidents

Cooperate with your supervisor to help establish the "why" or "how" of an accident. To paraphrase the highway safety slogan, "The injury you prevent may be your own."

Personal Protective Equipment

To the extent possible, every job in Burlington is engineered to protect employees against hazards. Some jobs, however, must necessarily rely on personal protective equipment as a last line of defense in protecting you, the employee.

The Company strives to offer you the best equipment. The wearing of this equipment is Rule 3 of the 10 basic safety rules. All protective equipment required for use on the job will be supplied by the Company, unless such equipment is acceptable for street wear (such as safety shoes). In this event, you may purchase the equipment at company cost. The Company replaces all safety equipment which becomes worn out from normal wear and tear.

If in your job you feel that you need a certain type of personal protective equipment which is not being

supplied. Tell your supervisor, who can either get other equipment for you or make it known to management that better equipment is needed. You can be sure that corrective action will be taken.

Safety Inspections

Safety inspections are conducted periodically on a plantwide basis by the plant management or departmental safety and health committee. Most often these inspections are done only to find and correct unsafe conditions or

employee actions before an accident can result.

You should realize, however, that safety inspectors cannot do everything. They may easily overlook hazards during their inspection. You should assist them even though you may not be on the inspection team.

If you see or know of a condition in the plant that you consider unsafe, tell the inspectors or your supervisor about it. (This is Rule 2 of the 10 basic safety rules.) Your supervisor will relay the

message to management. If you are dissatisfied with an inspection, or if you feel that the inspection did not discover an unsafe condition you know about, ask your supervisor to let you see the latest inspection report and results. If you feel correction of an unsafe condition is taking too long, ask your supervisor about it.

Safety Talks with Supervisor

As you continue your work with Burlington you can expect your supervisor to have periodic safety talks with you. The talks may be group discussions involving the whole shift or an employee/supervisor chat about safety on or off the job.

Safety Promotional Literature

This handbook contains the first safety promotional literature you receive as a Burlington employee. More will be distributed periodically. Often this literature will supplement your safety talks with your supervisor. Safety signs and posters will also be part of this program. You are encouraged to read this literature. As with your supervisor's safety talks, the safety promotional literature is intended to develop more "safety mindedness."



Training

Your regular job training includes safety, usually identified as "do's and don't's" in performing your job. Pay attention to this training.

There are many places in all Burlington work locations, and any other location for that matter, where you can be severely injured unless you observe the "do's and don't's."

Learn as much as you can about how to do your job safely. Burlington is also involved in first-aid training. You may be one of the employees to receive such training. If so, you can become an even more valuable asset to the Company and your fellow employees.

Fire brigade and emergency rescue procedures are other examples of safety training that you may be asked to participate in as a Burlington employee. Again, your cooperation is needed to make the safety program work.

Medical

Burlington is a forerunner in the textile industry for providing adequate medical care for employees. The Company's medical program plays a large role in maintaining a safe and healthful working place for you. The majority of Burlington plants now have a full time nurse to assist you when you become injured or ill. Visit your nurse, who can help solve problems.

Your plant nurse is well-known at your plant because of participating directly in the Company's program on hearing conservation, respiratory illness caused by cotton dust (byssinosis), and chemical hazards. In work locations where a plant nurse is not yet on staff, management works with local medical professionals to cover plant needs.

In addition to professional medical care at plants and other work locations, Burlington employs a corporate medical director, a corporate nursing staff, and industrial hygienists to administer the Company's medical and hygiene programs.

A Final Word

Safety and accident prevention at your facility is the responsibility of every employee, supervisor and manager at your location. A positive attitude and cooperation on your part toward safety and accident prevention is expected by the Company. Please remember . . . "There is no such thing as an unpreventable accident."



Burlington Industries, Inc.

PS-61-6773A, Rev. 10/77

APPENDIX D
SAFETY INSPECTION REPORTS

PLANT SAFETY INSPECTION REPORT

No.

THIS FORM IS TO BE USED FOR RECORDING THE INSPECTIONS MADE BY THE PLANT SAFETY INSPECTOR AND BY THE SAFETY COMMITTEE. WEEKLY INSPECTIONS TO BE MADE BY THE INSPECTOR—MONTHLY OR MORE FREQUENTLY BY THE COMMITTEE.

NAME OF PLANT OR DEPT. Dyehouse LOCATION Altavista
DATE OF THIS INSPECTION 7/23/80 MADE BY See Attached DATE LAST INSPECTION 6/18/80
(Plant Safety Inspector or Safety Committee)

ITEMS TO BE CHECKED

PLACE AN X IN THE SPACE AT THE RIGHT OF EACH ITEM (A) TO (M) INCLUSIVE, WHEN INSPECTION DISCLOSES NEED FOR IMPROVEMENT. FOR EACH X, ONE OR MORE RECOMMENDATIONS OR COMMENTS SHOULD BE MADE ON BACK OF FORM.

ITEMS TO BE CHECKED	X	ITEMS TO BE CHECKED	X
(A) POINT OF OPERATION GUARDS FOR MACHINES (Refers to Lack of, or Inadequate Guards on Punch Presses, Bull Dozers, Saws, Shears, etc., Bells, Shears, Grinding Wheels, Extruders, Mixers and all other machines where exposed points of the point where work is done.)		(G) FIRES AND EXPLOSIONS (Refers to Lack of, or Inadequate or Poor Condition of Tanks, Scaffolds, Stand-Pipe and Hoses, Extinguishers, Fire Escapes and Ladders, Also Storage and Handling of Flammable and Explosives, Alarm Systems and Drills.)	
(B) MACHINE AND POWER TRANSMISSION GUARDS (Refers to Lack of, or Inadequate Guards on Belts, Pulleys, Shafts, Couplings, Gears, etc. and Sprinklers and other Dangerous Moving Parts—Refers also to Lack of Safety Concentrated Gating Platforms and Runways.)		(H) BOILERS AND PRESSURE VESSELS, TURBINES, ENGINES AND PUMPS (Refers to Lack of or Inadequate Safety and Regulating Devices, Locks, Valves, Maintenance and General Unsafe Conditions.)	X
(C) STAIRS, ROOFS, ROOF AND WALL OPENINGS, PLATFORMS, STAGING AND RUNWAYS (Refers to Defects such as Worn, Splintered, Uneven, Loose, Missing, Weak, Loose, Spacing, Missing, Not Properly Covered or Guarded.)	X	(I) ELECTRICAL EQUIPMENT (Refers to Lack of, or Inadequate Fuses, Circuit-breakers, Arresters, Safety, Cut-Outs, etc. Also to Insulating or Guarding and to conditions such as Overloading, Poor Insulation and Lack of Grounding.)	X
(D) ELEVATORS, HOISTS, LIFTS, DERRICKS AND OTHER HOISTING EQUIPMENT (Refers to Lack of, or Inadequate or Defective Gates, Doors, Belts, Signal Systems, Lighting, Handrails and Over-Travel Limits, etc. Also to Condition of Cables, Hooks, etc.)		(J) ACIDS, DUSTS AND GASES (Refers to Corrosive, Asphyxiating or Otherwise Hazardous Substances and to Lack of, Defective or Inadequate Storage Facilities, Ventilation, Isolation, Gloves, Goggles, Masks, etc., and to Mechanical Aids for Safe Handling.)	
(E) PORTABLE TOOLS AND EQUIPMENT (Refers to Unsafe Condition of Powered and Hand Trucks, Portable Powered Drills, Motors, Saws, etc., Also to Hand Tools, Ladders, Scaffolds, etc.)		(K) PROCESSES AND GENERAL CONDITIONS (Refers to Available Records in the Methods of Handling and Processing Raw Materials, Incoming and Finished Products. Refers also to Housekeeping, Plant Lay-out, Fire-Exit Facilities, Sanitation, Yards and Side-Tracks.)	
(F) UNSAFE PRACTICES (Refers to the Violation of all Plant Safety Rules and of all commonly accepted Safe Practice Rules such as Not Wearing Goggles, etc., Oiling or Adjusting Machinery in Motion, Excess Speed, Using Unsafe Tools, etc.)		(L) OTHER CONDITIONS (Refers to Conditions not Covered by Other Listed Items, such as the Special Records peculiar to this particular Plant or Department.)	X

SELECTED PRINCIPAL UNSAFE CONDITIONS

STATE THE PROGRESS MADE IN CONTROLLING THE PREVIOUSLY SELECTED UNSAFE CONDITIONS—ALSO DESCRIBE OTHER MECHANICAL HAZARDS OR UNSAFE ACTS THAT, IN YOUR OPINION, ARE MOST LIKELY TO CAUSE SERIOUS OR FREQUENT ACCIDENTS.

IMPROVEMENT OF THE ACCIDENT PREVENTION PROGRAM

STATE HOW THE ACCIDENT PREVENTION PROGRAM CAN BE MADE MORE EFFECTIVE—CONSIDER POSTERS AND BULLETINS, TALKS, CONTESTS, MOTION PICTURES, ACCIDENT ANALYSIS, ACCIDENT RECORDS, ETC.

ACTION ON PREVIOUS RECOMMENDATIONS

GIVE IDENTIFYING NUMBERS AND DATES OF ALL RECOMMENDATIONS NOT YET CARRIED OUT, ALSO MAKE PERTINENT COMMENTS.

CHAIRMAN SAFETY COM. See Attached
MEMBER See Attached
MEMBER See Attached
MEMBER See Attached

Signature of Plant Safety Inspector

APPROVED BY

RECOMMENDATIONS AND COMMENTS

SUBMIT ONE OR MORE RECOMMENDATIONS OR COMMENTS FOR EACH LETTERED ITEM (A TO H INCLUSIVE) THAT IS MARKED WITH AN X.
RECOMMENDATIONS TO BE NUMBERED IN SEQUENCE AND IDENTIFIED BY THE LETTER OF THE ITEM TO WHICH THEY RELATE.

Becks:

- *****1. Beck 30 needs catwalk at end of beck beside holding tank.
- *****2. Beck 50 makes too much noise when depressurizing. Extend pipe to drain.
- *****3. Beck 50 needs rubber mat on loading platform.
- *****4. Bottom guard rail at top of steps to Drugroom is loose from wall.
- *****5. Repair hole in grating in section H.
- *****6. Beck 64 - small area in front of holding tank needs grate.
- *****7. Beck 63 - small area beside Inst. panel needs grate.
- ***8. Beck #75 needs valve handle on steam line.
- ***9. Beck #80 - Water leaking from valve in ceiling in front of beck.
- ***10. Beck #77 - Hot water leaking from ceiling beside holding tank.
- ***11. Beck #78 - Needs valve handle on steam line.
- ***12. Pipe hanger over B-40 where opener stands to load beck needs removing.
- ***13. Secure steps to manhole on B-3, 11, 12, 48, 50, and 52.
- ***14. Grate broken at loading platform in front of tube #1 at Beck 41.
- ***15. Put guard rails on becks on right side steps to manhole beside Inst. panel so operator can use it for hand rail getting in and out beck to clean screen. Should be put on all becks.
- **16. Becks 30, 29, and 28 need stand to get into beck.
- **17. Water leaking from ceiling between becks 68 & 72.
- *18. Beck #69 needs valve handle on steam line.
- *19. Beck #70 needs valve handle on steam line and water line.
- *20. Install foot guard rail on load platform 53 & 54.
- *21. Repair guard rail in isle beside beck 21, broke at floor.
- *22. Extend platform between beck and Inst. panel - beck 28.
- *23. Beck 47, tube #3 - conduit pipe from lifter motor to lifter switch box - broken at switch box.
- *24. Light fixture in main isle in front beck 48 needs replacing. (Ceiling light).
- 25. Beck #64 - small area in front of holding tank needs grate.
- 26. Beck #63 - small area beside Inst. panel needs grate.
- 27. Beck #80 - water leaking from valve in ceiling in front of beck.
- 28. Beck #77 - hot water leaking from ceiling beside holding tank.
- 29. Beck #78 needs valve handle on steam line.
- 30. Beck #69 needs valve handle on steam line.
- 31. Beck #70 needs valve handle on steam line and water line.
- 32. Beck #78 - floor needs repairing in front of beck.
- 33. Beck #75 needs valve handle on steam line.

Drugroom:

- *****1. Cover steam and water lines to mix and pump tanks.
- ***2. #1 pump to mixing tank vibrating and very noisy.
- ***3. #2 pump to mixing tank vibrating and very noisy.
- ***4. #3 pump to mixing tank vibrating and very noisy.
- ***5. #4 pump to mixing tank vibrating and very noisy.
- ***6. #5 pump to mixing tank vibrating and very noisy.
- ***7. #6 pump tank hot water valve leaking.
- ***8. Roof leaking at center of wall between weighing area and mixing area.
- 9. #5 mill tank hot water valve leaking.
- 10. Pipe behind #3 mill tank leaking.
- 11. #2 pump tank hot water valve leaking.
- 12. #3 pump tank hot and cold water valve leaking.
- 13. #4 pump tank cold water valve leaking.

RECOMMENDATIONS AND COMMENTS

SUBMIT ONE OR MORE RECOMMENDATIONS OR COMMENTS FOR EACH LETTERED ITEM (A TO M INCLUSIVE) THAT IS MARKED WITH AN X.
RECOMMENDATIONS TO BE NUMBERED IN SEQUENCE AND IDENTIFIED BY THE LETTER OF THE ITEM TO WHICH THEY RELATE.

15. #7 pump tank cold and hot water valve leaking.

- I. 1. Repair wires above double doors in mixing area- hanging down from pipe.
***2. Cover off of wiring below switch boxes in hall next to big door to weighing area.
*1. Eye washer in mixing area needs repair or replacing. Broken up inside of washer.

Openers:

- *****1. Repair broken grates that are not level with floor around all openers.
*2. #6 opener - put fall guard at top of ladder to catwalk.
3. Repair floor to the left of the opener. Floor has sealer on concrete and is slick. - #5 opener.
4. #6 opener - repair grooves and cracks in concrete floor.
5. #6 opener - bolt guard rail to floor behind scray pan.
6. #5 opener - repair broken grates.
7. #3 opener - repair broken grates.
*1. #4 opener reelite stop needs repairing.
*1. #5 opener - eating table next to #5 opener needs repairing - seats are loose and one seat is missing.
2. #4 opener - replace hood on scray pan.
* - Items on report 6/18/80 that have not been completed
** - Items on report 5/22/80 that have not been completed
*** - Items on report 4/22/80 that have not been completed
**** - Items on report 3/20/80 that have not been completed
***** - Items on report 2/21/80 that have not been completed
***** - Items on report 1/23/80 that have not been completed.

First Shift:

Supervisor - Robin Dunn

Wage Members

Tom Wilson

Edward Rickman

Second Shift:

Supervisor - Ira Smith

Wage Members

Robin Hines

Charles Burton

Third Shift:

Supervisor - James Pritchett

Wage Members

Marie English

Wayne Wood

APPENDIX E

**JOB DESCRIPTION CHARTS
AND SAFETY ANALYSIS FORMS**

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 303975 Jet Beck Operator (Page 1)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Duties and Machine Check Points

Quality

Safety Keypoints

I. Start-Up

- A. Before loading the machine, it is necessary to check the following mechanical items and conditions.
 1. As much as possible check all surfaces that the cloth to be processed will come in contact with for burrs and roughness. Use a piece of a style that snags easily to detect these conditions (Single Knit). Anything found of this nature must be remedied before processing.
 2. Check the interior of the Beck and the mixing tank for cleanliness. Any deposit dyed or undyed that might stain the cloth or contaminate the ingredients of the bath must be removed before proceeding. This condition can occur after a Beck scour if the scour has been unsuccessful. If in doubt check with the Dyer.
 3. Items 1 and 2 apply on closedown if loading occurs during that time for start-up.
 4. Check mechanical conditions such as the flow of the water to the lifter reel, boardings and pump seal.
 5. Check amp meter setting with Beck stopped at the beginning of each shift. It should be set on zero. Overload setting should be 2½ amps.

Picked places in cloth.

Use goggles when hosing down after a Beck scour.

B. Moore controller

1. Jet Becks equipped with Moore controllers are operated in the same manner as those with Taylor controllers with the following exceptions:
 - a. Fill function-To fill the Beck, turn the function selection switch to the "fill" position. The Beck will fill to a preset level. If more water is needed, leave the function selector switch on "fill" and turn the fill level switch to "overflow". Hold on "overflow" until the desired level is reached.

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

303975

Job Code No. and Name Jet Beck Operator (Page 2)

Name Operator

Name Supervisor

Date Reviewed

Date Revised 9/5/79

Job Duties and Machine Check Points

- b. System pressurization-The system pressurization switch should be set on "auto" while the temperature is rising. To depressurize the beck while cooling the system pressurization switch should be set on "depressurize under 200 F".
- c. Program installation - see attached instruction sheet (attachment II).
- d. Chart removal - during the dye cycle the chart will be moving from spool B to spool A (see attachment III figure 1). To remove the chart at end of cycle:
 1. Detach the chart magazine from the chart chassis.
 2. Unroll the chart from spool A.
 3. Using scissors, cut the chart at the end of the completed dye cycle graph.
 4. Tape the blank chart back to spool A.
 5. Place the chart magazine on the chart chassis.

II. Loading Procedure

- Before loading clock log card in "start load" block after previous load is unloaded.
- A. Check template.
 1. Proper template for process called for on Jet Beck process chart and for Supervisors initials verifying that the chart is correct.
 2. The template is flat, not bent or warped and is in good condition with smooth edges.
 3. The template should fit drive shaft neither so loosely that it can move nor so tightly that it must be forced on.
 4. Servo head and arm must be in perfect condition. Be sure the indicator pointer is not bent and is not behind servo head.
 - B. Installing process template
 1. Press control power button to turn control power off. Servo head will rise to a point clear of the template.

Quality

These instruments are delicate and must be handled properly and with care.

Safety Keypoints

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 303975 Jet Beck Operator (Page 3)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Outlets and Machine Check Points	Quality	Safety Key Points
1. (Cont'd) Keep hands away from mechanism in the top half of the instrument. They are delicate and can easily be disturbed causing malfunctions of the equipment. 2. Grasp black program disc at bottom half. Locate on control shaft matching flat side of hole in center to flat side of projection on control shaft. (see Att. I) 3. Locate space on center of black program disc so that pin in control shaft enters hole in spacer. 4. Locate templates on spacer matching flat side of hole in template to flat side of projection in spacer. 5. Locate hollow side of washer next to template. 6. Place knurled edge of nut that protrudes away from washer. Thread nut onto threaded control shaft until hand tight. No unusual force should ever be employed in installing process template. 7. Press control power button to turn control power back on. 8. Servo head will automatically come down. Servo head pin should come to rest on template without interference from Servo head. If the Servo head pin does not come to rest on the template by itself the chart is warped or incorrect. 9. Never alter the instrument in any way. Any problems that arise during the installation of the process template must be referred to the Supervisor. 10. To remove template turn control power off so that Servo head rises clear of template and reverse above procedure. C. Fill Jet Beck with water. 1. Prior to filling the Beck the water line should be run until clean because rust often accumulates in water line. 2. Press switch on control panel marked fill and allow Beck to fill to bath load level. 3. This bath level is read with the pump stopped. The pump is stopped by pressing the switch marked unload.	Be sure Beck is clean. Can cause rust stains.	Incorrect procedure may result in uncontrolled temperature rise.

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

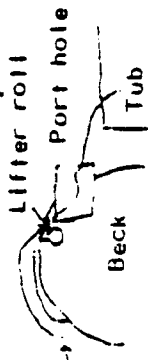
Job Code No. and Name 302975 Jet Beck Operator (Page 4)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

	Quality	Safety Keypoints
<u>Job Rules and Machine Check Points</u> 4. Check drain valve to ensure that it is not leaking. If leak is found, notify Supervisor before proceeding. D. Check pump before loading 1. Check the loading chart for bath load level and machine settings (see item C - #2) 2. Circulation pump on. (press switch marked load). 3. Lifter rolls off while loading (can cause chafes). 4. Program drive off. 5. Make sure tub numbers match those on location ticket. Check Ack. # and piece numbers on cloth against those on location ticket. 6. Check all piece numbers and record on loading chart and master ticket. 7. Inspect the cloth for stains, picks, etc while loading. Record any poor quality on master ticket and notify Supervisor. 8. Check each seam. (Must be sewn straight, tied down properly and face to face.) 9. Check drop out valve on holding tank to be certain that it is closed before anything is pumped from Drug Room. If anything pumped from the Drug Room overflows the holding tank a Supervisor is to be notified immediately.		
E. Load Cloth: 1. Loading thread up: venturi tube		Bad seams result in seconds, reh. and lost time in other areas.
2. Thread cloth over lifter roll into venturi tubes. Load cloth using venturi Pressure to control cloth from being loaded. Cut undyed patch for office from first piece loaded in tube two. 3. Cloth speed during loading should be controlled so that the above conditions can be met.		

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 303975 Jet Beck Operator (Page 5)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Duties and Machine Check Points	Quality	Safety Keypoints
4. The lead rope is in the tube, pull the middle of the end of the cloth through the lead rope loop and tighten loop. Set venturi pressure and start loading with lifter rolls off. (Lifter roll switch is above port holes.) Push load button - push forward button. 5. Keep slack out of the rope manually while cloth is traveling through the tube and cloth chamber. 6. When the end of the cloth arrives at the port hole allow to hang out in front of the machine about 18 inches while the remainder of the strand is being loaded.		
7. The rope can be detached from the end, coiled neatly and hung on the hook installed for this purpose between the instrument panel and the Beck. 8. Load each tube with the specified number of pieces which will vary according to style have been loaded in the chamber. Sew seams after the last piece has been loaded. Using flat top sewing machine, sew end of the last piece to end of the first piece in chamber with a complete seam. This will form a continuous strand. Tear seams before sewing.	Do not let the cloth touch the floor.	Straight seam free from twists. Replace any piece numbers and Ack. #'s cut off when sewing seams.
a. Use wide stitch sewing machine for Two-Way-1D needle b. Sueded Two-Way and G/S 3703 - use wide stitch 5D needle and special thread. 9. After Beck is loaded start cloth running using venturi pressure only until cloth levels out, then turn on lifter rolls, set speed indicated on loading chart. If this speed is unobtainable inform Supervisor before proceeding.		
10. Clock dye formula card in "loaded" block. 11. After the cloth is running in the Beck, add defoamer and acid if the appearance is satisfactory call the Drug Room for the dye or next chemical needed.		

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 303975 Jet Beck Operator (Page 6)

Name Operator

Name Supervisor

Date Reviewed

Date Revised 9/5/79

Job Duties and Machine Check Points

Quality

Safety Keypoints

III. Dye In Procedure

- A. Clock beck machine log card "stop dye in" and place beck on "run".
- B. Check appearance of dye in add tank and inject into Jet Beck if good. If not, inform Supervisor immediately. Use 15 minute slow injection on all shades.
- C. Rinse add tank and fill Beck to operating level. Bath level should be 250 gal. on a 1-Jet beck, 650 gal. on a 2-Jet beck, 1,250 gal. on a 4-Jet beck and 1,850 gal. on a 6-Jet beck. These bath levels are read with the pump on and after the dye is in.

IV. Running Procedure

- A. Start program drive.
 1. Process will be run as specified in procedure book.
 - a. Check and set recirculation pressure.
 - b. Cloth Jet or venturi pressure (as specified on load chart)
 - c. Plant air pad (20 lbs.)
 - d. Set lifter roll speed as specified.
 - e. Check large man hole to be sure door is positioned over hole properly, bolts are in position and nuts are tight.
 - f. Check port holes to be sure doors are positioned properly over them. Tighten bolts in the following sequence: top left, lower right, top right, lower left.
- B. Take sample bath for pH as soon as above steps are completed.
 1. Flush approximately 2 pints of dye liquor from the dye line before taking the first sample. Take beaker of bath to pH meter to check pH.
 2. On each subsequent dye liquor sample - repeat step one until steam comes from line. At this point open the valve and flow some steam out. Close valve until the dye liquor is coming out in droplets then collect the sample.
 3. Return to Jet Beck and rinse beaker.

Proper pH is essential to producing consistent defect free dyeings.

JOB DESCRIPTION CHARTS
ALTAVISTIA PLANT

Job Code No. and Name 303975 Lat Beck Operator (Page 7)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Duties and Machine Check Points	Quality	Safety Keynotes
4. Upon return check instrument to be sure template is running properly and temperature recording rate of rise, etc. specified in process. C. Other operator requirements while running. 1. Sew seams on lot from previous load. Tear seams before sewing to ensure a straight seam and record your individual sewing number very close to the seam. Be certain that the seam is as near perfect as possible before recutting your sewing number. Cover cloth in tubs with poly. 2. When Beck reaches top temperature check wash valve for steam or bath leak. Notify Supervisor if a leak is found. 3. Fill out checklist every 30 minutes which includes bath level, pump pressure, lifter roll speed, kler pressure, plant air pressure, manual vent open or closed, recirculation and venturi pressure and temperature. Also record anything that happens during dye cycle such as tangles, power failure or any malfunction of the Beck. 4. Operator is to observe the running of the Beck at all times while coming up to temperature at the prescribed running temperature and while cooling. 5. If the procedure calls for X-2, PSR, etc. on cool down call for these chemicals from the drug room 45 to 60 minutes before needed in the process. 6. As soon as possible after next load is pulled to beck, check to see that it is the right lot with proper paperwork and identification. At this point, fill out all information on checklist that can be done ahead of time. Also fill out white ticket for Drug Room and secure template. 7. If program calls for a X-2, the X-2 should be put in around 145 F. Water should be taken from Beck into the mix tank and mixed well before pumping into beck.	It is essential that all tubes are kept running during cool down to avoid cracks and crush.	Anytime a beck has to be opened, procedure for Section V part B must be followed. Temperature indicator pin must be no hotter than 195 F.

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 303975 Jet Beck Operator (Page 8)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Duties and Machine Check Points	Quality	Safety Keypoints
8. Cool and wash as prescribed in process. If an addition of dye is necessary, drop the equivalent of one full mix tank out of Beck. Dilute, add with a full mix tank of water. Inject into Jet Beck. Special add instructions will be given by shift supervisor. After Beck has reached washing temperature (150° F): a. Set timer for prescribed wash time: 14-10 min., Med-15 min., Dk.-20 min. and press wash button. b. If the water is not clear by the time the timer has completed its cycle, inform the supervisor.		
V. Problems that occur while the Beck is running. A. Tangles		
1. If a tangle occurs, turn off venturi pressure, reverse lifter roll, then start forward turning venturi pressure to max. If unsuccessful, increase cloth jet pressure and repeat reversing and forwarding process. Increased lifter roll speed may be used also. It occasionally helps to cut cloth pressure to the point where a great deal of flush back takes place. Allow this flushback to soften the knot and open a path through the goods for several minutes before attempting to move the cloth. To obtain the maximum jet pressure possible in a single tube, cut off the pressure in all other tubes including the recirculation. If all means fail and it becomes necessary to cool back until the pressure is released following procedure for getting back from under pressure and opening it. Be sure lifter roll is turned off. Before pulling cloth from Beck to remove bad tangle, check port surface for burrs or roughness. Provide for a location outside the Beck that will not damage the cloth, either a lined tub or poly upon which to pile the cloth. If a hook is used, use care that it does not damage the lifter rolls. The hook should be smooth, preferably covered by poly.		
		Cloth picks easily.
		Be sure to run at least 15 min. at top temp. after a tangle to avoid cracks and crush.

JOB DESCRIPTION CHARTS
ALTA VISTA PLANT

Job Code No. and Name 303975 Job Beck Operator (Page 9)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Duties and Machine Check Points

2. When the Beck is in operation again return straight to the temperature at which the tangle occurred and adjust pressure and lifter roll speed to normal settings.
- B. Getting Beck out from under pressure and opening.
 1. Advance template to 190° F on cool down side. Heating up side must never be used. If a malfunction of equipment occurs or if the Beck somehow gets into a run position it will heat back and go back under pressure causing great danger. Do not use the emergency cooling button because emergency cooling retains Servo head at temperature that cooling started out at. If a malfunction occurs or a run position accidentally occurs, the Beck will heat straight back to its former temperature and go back under pressure. Emergency cooling also stops the lifter rolls causing physical defects in the cloth such as pile marks and blotchy dyeing.
 2. While cooling to 195° F Beck should depressurize automatically around 190-200° F.
 3. When 190° F is reached, press manual vent button. Manual vent is labelled air pad on some of the new becks. This will back up the automatic depressurizing system and may improve the degree of depressurization. While cooling, the operator should listen for the automatic pressure release and the manual vent to act. This will not be positive proof that absolutely no pressure remains inside the Beck, but it will be an indication that the above depressurization systems have functioned.
 4. Press load button to maintain temperature at 190° F. When in load position and equipment is functioning properly machine will stop whenever pressure exists or develops.
 5. Before attempting to open port holes or man hole the following checks must be made:
 - a. Template - Servo head must be on cool down side of template on 190° F.

Quality _____

Safety Keypoints _____

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 303975 Jet Deck Operator (Page 10)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Duties and Machine Check Points	Quality	Safety Key Points
b. Temperature chart - temperature indicator pin must be no hotter than 190 F. c. Manual vent button must be in open position. d. Keir pressure gauge must read 0 pounds. e. Pump discharge pressure gauge must read same pressure as in beginning of process going under pressure. Refer to pump pressure recorded for this part of process on checklist.		
6. Opening port holes. Note: if for any reason man hole is to be opened, open a port hole first by the following procedure. Approach opening Beck as if you expect pressure to be in beck even though your checks all indicate there is not any. This cautious approach will help protect you in case of equipment failure or a mistake.		
a. Use rubber gloves to avoid burns on hands. b. Loosen wing nuts in the following sequence. (If pressure escapes while loosening at any point stop and allow pressure to escape completely before proceeding.) Top nut next to hinge; bottom nut next to hinge; top nut away from hinge; bottom nut away from hinge.		
c. Position yourself away from port hole on hinge side keeping a clearance of at least the port hole door between you and port hole. Never stand in front of port hole while loosening wing nuts or opening door.		
d. Swing door open cautiously.		
7. Return to operation:		
a. Locate port hole doors squarely on porthole. Man hole door if it has been opened for some reason.		
b. Locate bolts in good position in slots in doors.		
c. Tighten nuts securely.		
d. Reverse template to position on dyeing process held before cooling.		
e. Press run button.		

Failure to follow the outlined procedure may result in serious injury.

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 303975 Jet Beck Operator (Page 11)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Duties and Machine Check Points	Quality	Safety Key Points
VI. Unloading the Beck A. Stop lifter rolls. B. Use venturi pressure to propel cloth until seam can be found. On tubes that have only one seam, make sure that the seam is not within 25 yards of where cloth is cut. C. Pull cloth through port hole clear of beck so that seam may be cut neatly without damage to cloth on either side of seam. Do not cut threads in seam. D. Lay trailing end out of Beck about 18 inches, then turn lights off until loading is achieved on next load. E. At chambers #1 & #4, cut a cold patch. Record the Beck # on the patch and place in dryer at the Dyehouse office. Patch should be 6"X15". If Ack # and piece range has been removed from the end remark with Martex pen. F. Identify both ends of strand from each tube with Ack. # and piece range for each separate tube. Refer to loading chart on checklist or master ticket for proper piece range for each tube. G. Tie leading end to lead rope. H. Set venturi pressure. Guide rope into tube until end of rope is at hand. Tie end to port cover wing nut. I. Repeat this process until condition in Step G exists in all chambers. J. Place lined, fiberglass tub in position under unloading reel. Check unloading reel covering. Be sure it is clean enough for shade to be unloaded. If in doubt, inform supervisor. K. Thread and left out of port hole over unloading reel. Start unloading reel. Plait cloth neatly into tubs. When end of cloth comes out, cut off take-off reel so tape on reel will not be torn. Make sure that water is draining from tub. Inspect cloth while unloading. Report picks or off quality to Supervisor. L. Record tub number on master card or ticket. Write unloaded, record time and initial in appropriate space on master ticket. Clock "unloaded" block on machine log card.	While unloading, closely inspect 2-3 yds. out of each tube for picked places, food stains, blotches, etc. If any are found notify Supervisor immediately. Be sure tubs are clean.	

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 303975 Jet Beck Operator (Page 12)

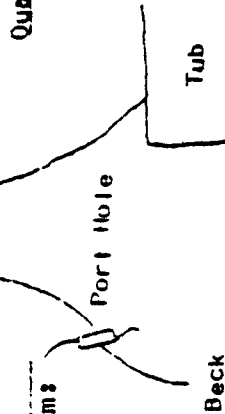
Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Duties and Machine Check Points
Unloading Procedure - unloading diagram:



Quality _____

Safety Keypoints _____

M. Carry all paperwork involved with load plus shade patches and drug room ticket (white ticket) to office. Return to beck and start loading next load.

VII. Cleaning the screens

A. Screens are to be changed after every third load, before Jet Scour and on close down shift.

B. Cleaning Procedure

1. All switches will be turned off except the power on and light switches.
2. All port holes will be opened including the large one on the end of the Jet Becks.
3. Make sure beck is cold and rinsed out good.
4. Then the operator will go inside the Jet Beck, take the top screen out using the large port hole on the end.

5. [REDACTED]
6. [REDACTED] place the cleaned extra set of screens, the bottom first, then the top.
7. Clean trimmer(white chalky residue) from each end of the Beck or anywhere necessary.
8. The operator will use a brush to clean the lint from the screens. The strings that cannot be brushed off will have to be picked off the screens with your hands. Screens are to be cleaned during the cycle on the next load after changing them.

VIII. Beck Scour

A. All becks unloaded early on close down shift will be scoured as deemed necessary during the week by office Supervisors.

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 303975 Jet Beck Operator (Page 13)

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 9/5/79

Job Duties and Machine Check Points	Quality	Safety Key Points
B. Beck scours are performed to clean any residue from the interior of the Beck. C. Beck scour procedure 1. Operator will place scour chart on machine. 2. Operator will fill to bottom of port hole glass. 3. The operator will call for the chemicals from the drug room over the PA system. 4. The Jet Beck operator will pump these chemicals into the Jet Beck from the add tank when bath temperature reaches 140° F. 5. Operator will push the fill button which will fill the beck to above the port holes. 6. Operator will push the run switch which will start the Beck into the scour cycle. 7. After scouring the sufficient time and temperature drop out at 190° F after depressuring and refill to above the port holes. 8. Call for neutralizing chemicals over the PA system. 9. After beck has run at 140° F for 10 minutes, drop out and refill to load level. IX. Curtail Beck for Week-End A. Cloth left in beck 1. Cloth will be loaded in the same manner that it is when dyeing. 2. The Jet Beck will be filled to the top of the port holes. 3. All port holes will be bolted tight to prevent any leaks. At this time all switches will be turned to an off position when the beck is ready to be started up. 4. Press drain switch and drain bath to the proper dye in level. Continue the dye cycle. B. Beck is left empty 1. Close port holes - do not bolt to keep any objects from getting into the Beck. 2. Turn all switches to off position. Also turn off air valve.	It is important to drop out the scour bath at 180-190° to remove from the Beck.	

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name: 303975 Jet Deck Operator (Page 14)

Name Operator

Name Supervisor

Date Reviewed

Date Revised

9/5/79

Job Duties and Machine Check Points

X. Preventive Maintenance by Deck Operator

A. It is very important that the plumbing, wiring and controls for each Jet Beck are maintained in as nearly perfect conditions as possible. Report any defects or malfunctions to Dyehouse head as soon as possible after noticing them.

XI. Smoking

- A. No smoking is allowed by any employee traveling between areas.
- B. No smoking is allowed by any employee in a rest room or locker room. Always put butts in designated containers.
- C. No smoking is allowed by any employee while operating a plant motorized truck.
- D. Smoking is allowed in the beck areas, opener areas and designated break areas.

XII. Breaks

- A. No breaks are to be taken during the first or last hour of the shift.
- B. A 10 minute break is allowed during the second and third hours of the shift and again during the sixth and seventh hours of the shift.
- C. A 20 minute meal break is allowed during the middle two hours of the shift.
- D. All breaks are to be taken at a time that least conflicts with assigned duties. All breaks are to be taken during pure dye time unless otherwise approved by supervisor. Whenever a break is taken, that operators co-worker must remain on the job and ensure that all becks concerned remain running properly.

XIII. Miscellaneous

- A. Emergency procedure for temperature rising out of control. The steam return valve of the Jet Beck heat exchanger is identified with a tag and is painted red. If the temperature begins to rise and the operator is unable to control the temperature, this valve should be closed immediately. As soon as the valve is closed, call the Supervisor.

Quality

Safety Key Points

Do not operate a Jet Beck that is not in good condition or is not functioning properly. Do not use any short cuts. Do not tamper with machine or instrument in order to make them run.

Never smoke around flammable chemicals.

Take breaks at times that the operation will be least affected. Be sure that a fellow employee covers your becks while you are on break.

JOB DESCRIPTION CHART
ALTAVISTA PLANT

Job Code No. and Name 203275 Jet Back Operator (Page 15)

Name Operator

Name Supervisor

Date Reviewed

Date Revised 9/5/79

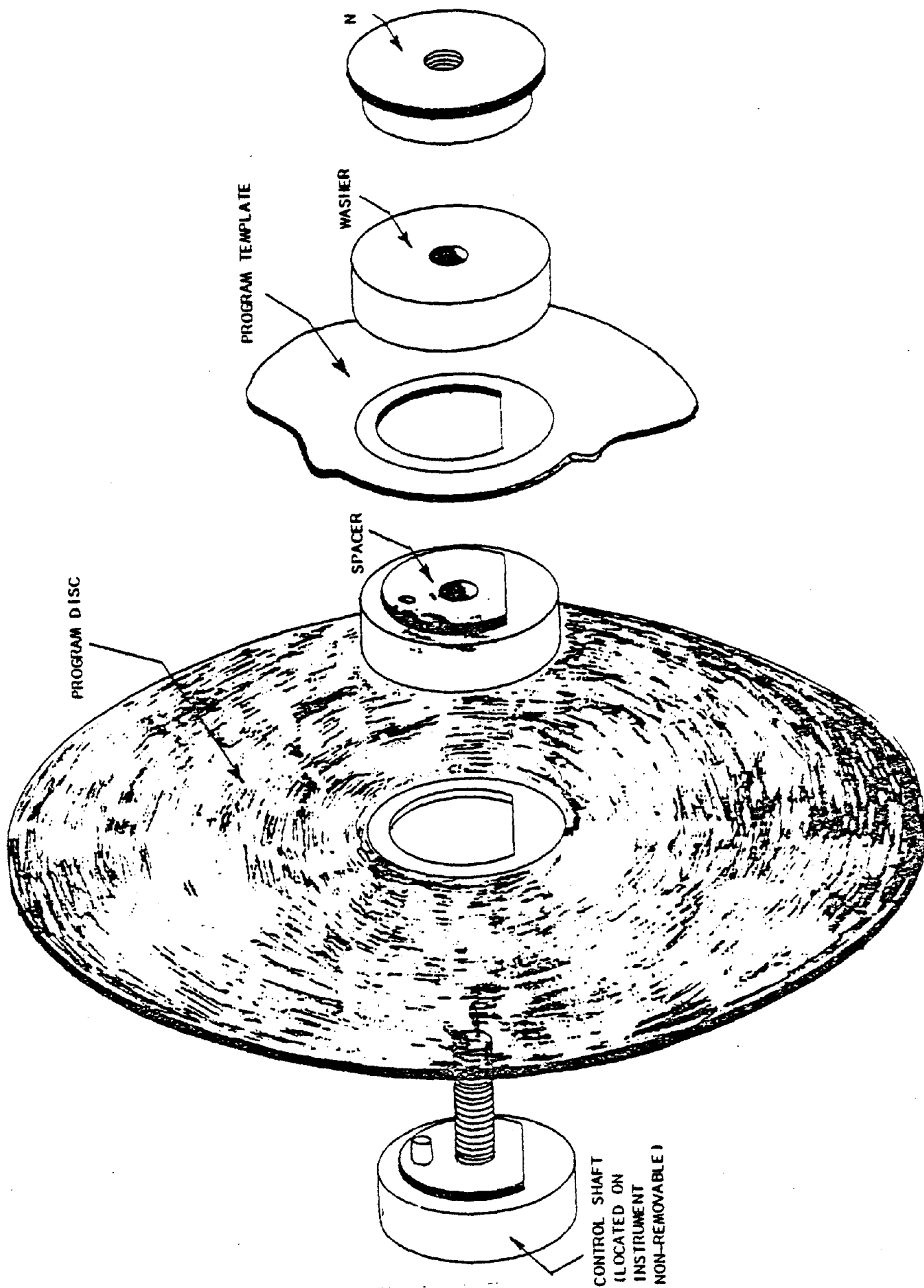
Job Duties and Machine Check Points

B. Only regular Jet Back operators are permitted to operate Jet Becks.

C. Other miscellaneous duties are necessary as part of this occupation and will be specified by the Supervisor. These are to be performed with the same consideration for quality and safety factors as those listed under specific duties.

Quality

Safety Keypoints

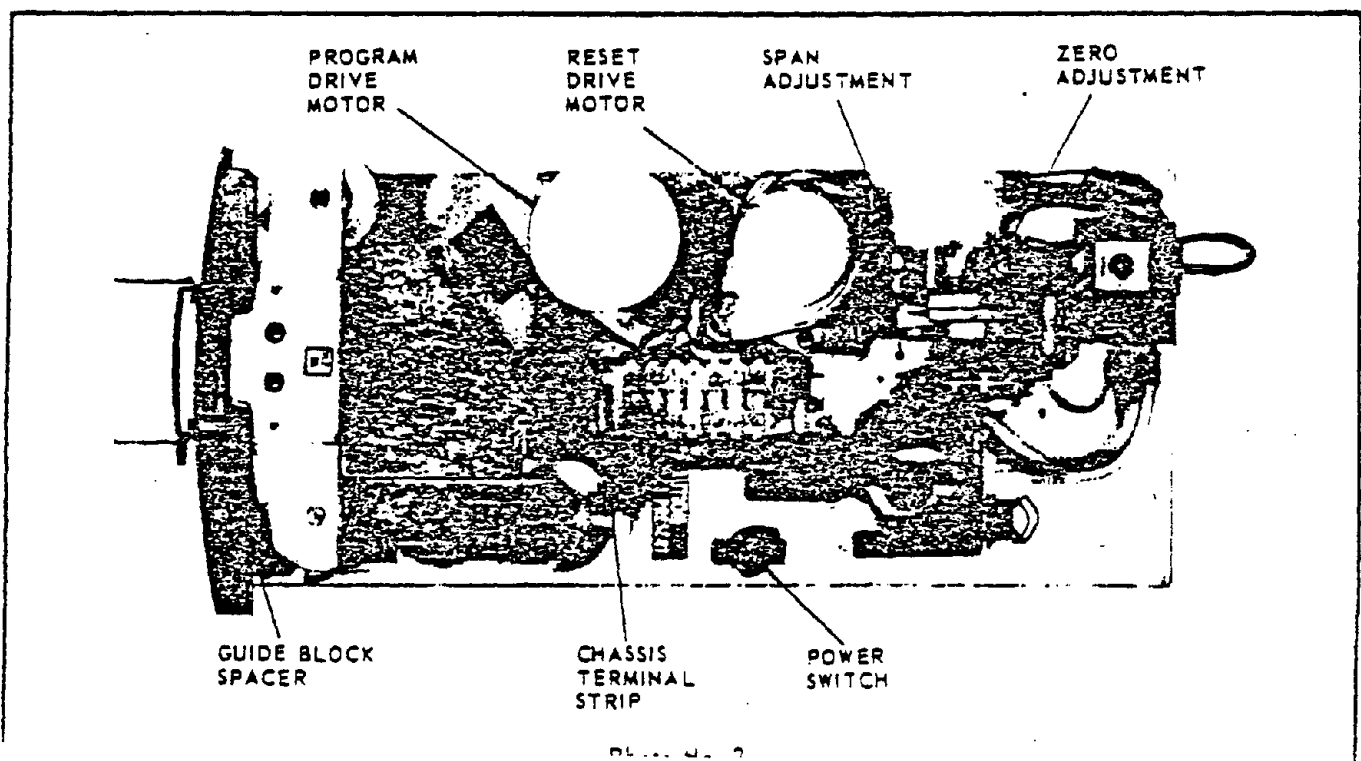
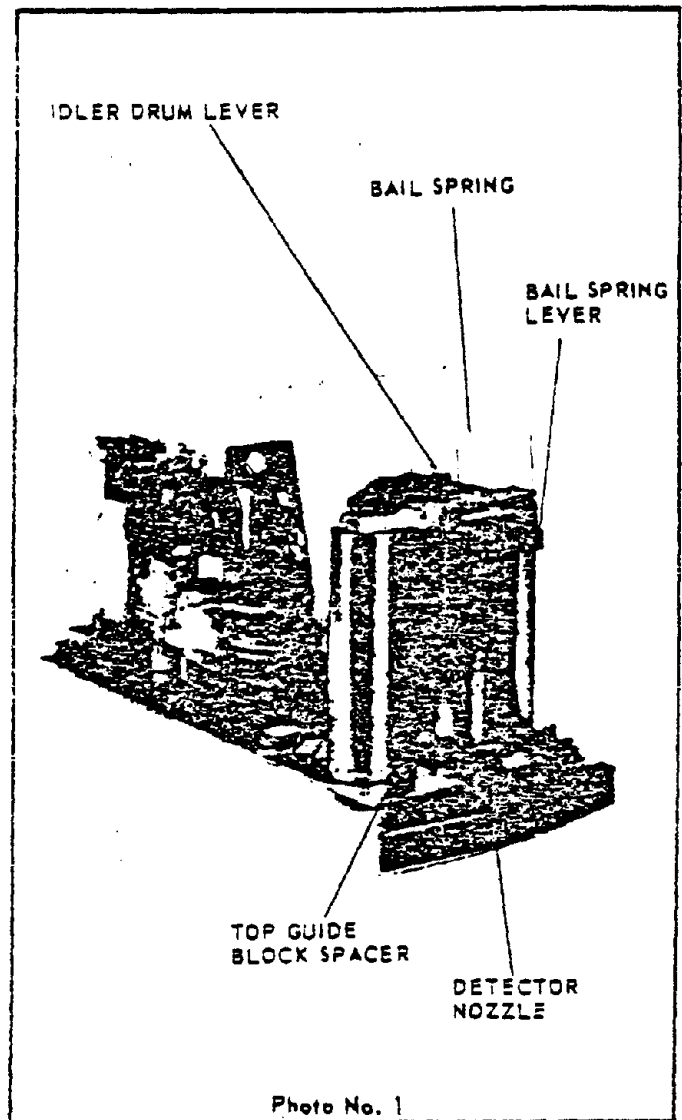


ATTACHMENT I

SECTION IV -

INSTALLATION OF PROGRAM MASTER

1. Withdraw the programmer chassis and make certain the electrical power switch is off. (Photo No. 2)
2. Cock the idler drum lever in the forward position. (Photo No. 1)
3. Pull the bail spring lever out and up to release the bail spring.
4. Lift the bail spring over until it rests against the front guide post.
5. Lift the top guide-block spacer out and over until it rests in a downward position.
6. Insert the program master (with the sprocket holes down) over the three drums and into the space previously occupied by the guide-block spacer.
7. Line up the holes with the sprocket pins on the left drum.
8. Uncock the idler drum lever putting tension on the program master.
9. Put the top guide-block spacer back in its original position.
10. Place the bail spring back in position; then lock the spring by pushing down on the bail spring lever.



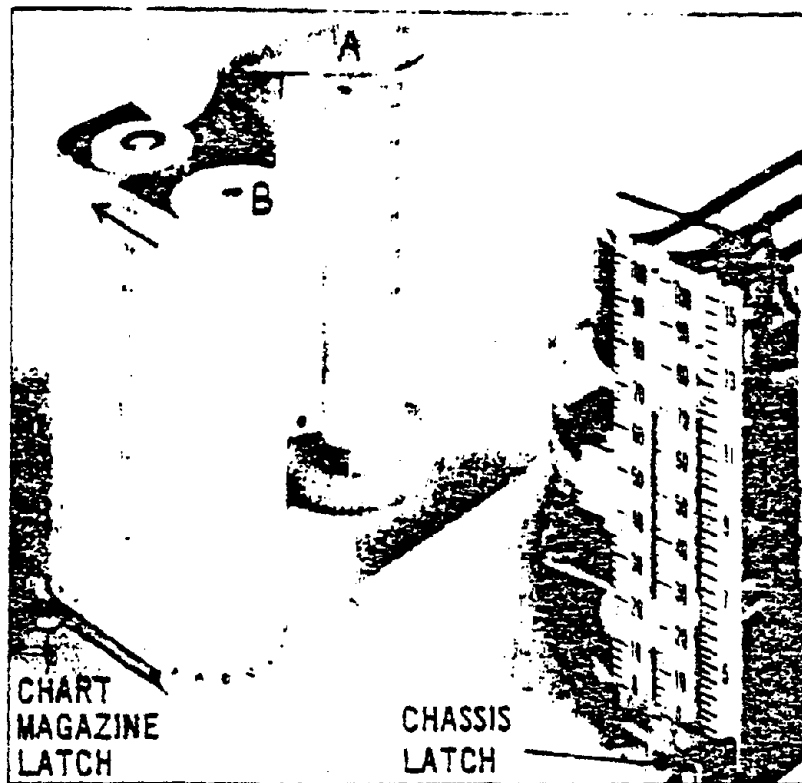


FIGURE 1

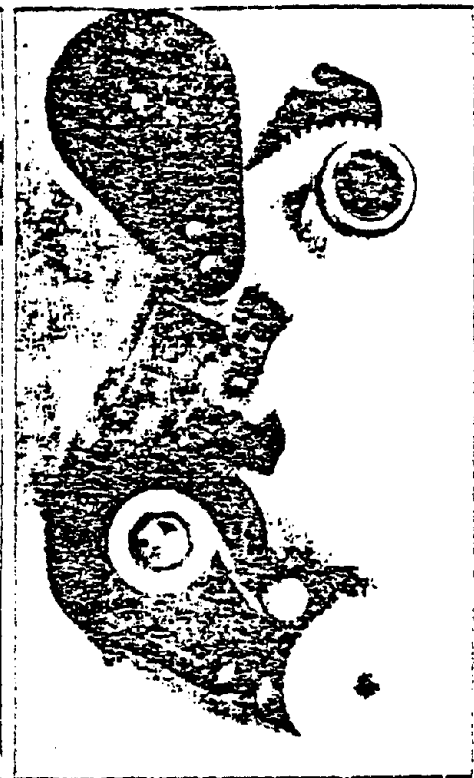


FIGURE 2



FIGURE 3 REMOVING PEN FROM PEN CARRIAGE

Special Instructions

11/7/78

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Do's

1. The following maintenance checks should be made at the beginning of each shift:
 - a. Check truck for cleanliness and operating condition.
 - b. Check gas tank and all gas lines for leakage.
 - c. Check water in battery and radiator.
 - d. Check lift and hydraulic system for any leaks.
 - e. Check engine oil - add if needed.
 - f. Check brakes, clutch, gas feed and gear shift. Make sure they are in proper working condition.
 - g. Check all gauges, clock and horn.
 - h. Report any malfunction to Supervisor.
2. When refueling make sure valves are off before disconnecting gas lines.
3. Make sure main valves on large tank are turned off to prevent leakage.
4. If leak occurs in tank, remove from truck and take out of doors as quickly as possible.
5. Make sure dock board is in place before entering trailer.
6. Always enter trailer at slow speed.
7. Watch for trailer moving, check to make sure chocks are in place.
8. Position forks correctly so will not puncture cases.
9. Keep forks low when traveling empty.
10. Report any damages to Supervisor.
11. Always use clamp when unloading batch rolls.
12. Forks should be spread evenly to properly balance load.
13. When load is picked up always tilt forks back.
14. Drive forward on up grades, backwards for down grades.
15. Always drive backwards with bulky loads - face direction of travel.
16. Avoid sudden stops.
17. Know rated capacity of the truck.
18. Watch overhead clearance and top of trailers.
19. Use care when high stacking.
20. Be cautious at corners and sound horn.
21. Watch rear end of truck while operating around corners or turning.
22. Use low gear or slowest speed when descending ramps.
23. When parking truck always place forks flat on floor.
24. Turn engine off and apply brakes when leaving machine.
25. Keep arms and legs inside truck while operating.
26. Operate at safe speed and be alert at all times.
27. Go slowly around corners.
28. Brake to full stop before changing directions.
29. Watch for loose loads and stacks.
30. Always keep load back against carriage.
31. Lower loads slowly - stop them gradually.
32. Always avoid severe ramming.
33. Watch out for pedestrians and other trucks.
34. When calling case numbers to Receiving Clerk, call clearly and distinctly.
35. Watch for holes in cases and broken bands.
36. If any case is damaged repair before loading.
37. Always stack cases flat one on top of the other.
38. Load large cases on bottom - small cases on top.
39. Keep truck clean at all times.
40. Help to keep working area clean.
41. Always obey all safety rules.
42. Take truck to Shop periodically for maintenance check.
43. Keep trash and steel strapping in separate barrels.
44. Make sure lip of hand truck is under case or roll properly before attempting to break case.

Special Instructions

11/7/78

Page 2 of 2

Do's (Cont'd)

45. Make certain foot is on brakes so truck will not roll when breaking cases.
46. Be extremely careful in handling batch rolls.
47. Always use proper lifting method.
48. Keep hand truck and goods properly balanced at all times for easy moving.
49. Check with Shipping Clerk on trailer to be loaded or unloaded and where to put goods being unloaded.
50. Check carefully each case or roll that is unloaded.
51. Load cases on fork truck properly.
52. Cases coming off conveyor should be kept separate by carrier.
53. Use gloves when handling rough items.
54. Watch for material handling equipment operating in the area.

Don'ts

1. Do not attempt minor repairs to fork truck.
2. Never perform maintenance with motor running.
3. Never smoke near truck.
4. Do not let L. P. gas get on skin as it will cause severe burns.
5. Do not attempt to enter trailer if the dock board is not in place.
6. Never smoke near large propane tank when refueling.
7. Do not step off moving truck.
8. Do not leave truck with motor running.
9. Never drive close to open doors or loading ramps.
10. Don't hit sides of trailer with fork truck.
11. Do not unload batch rolls with forks.
12. Do not squeeze rolls too tightly with clamp.
13. Never descend ramp with load in front.
14. Never overload the fork truck.
15. Don't butt loads with forks or rear end of truck.
16. Do not travel with forks raise.
17. Do not carry unauthorized riders.
18. Do not lift or lower loads while traveling.
19. Don't travel with load lifted high.
20. Never follow too closely behind another truck.
21. Don't lift unstable loads.
22. Do not damage sides or top of trailer.
23. Never stack large cases on top of small ones.
24. Do not load any cases that are damaged in any way.
25. Do not damage any cases.
26. Do not park truck in main aisle or in operating area.
27. Never leave truck unless (a) motor turned off, (b) truck is in gear, (c) brakes have been applied, (d) forks are flat on floor.
28. Do not operate truck with faulty conditions.
29. Do not allow dirt or trash to gather on truck.
30. Do not break safety rules.
31. Do not pull or break cases onto the hand truck by the bands.
32. Do not attempt to lift large cases or rolls by yourself - get help.
33. Do not load goods in wet or dirty trailers.
34. Do not load any cases until they have been check by Shipping Clerk.
35. Do not damage cases when unloading from the overhead conveyor.
36. Do not puncture cases with lip of hand truck.
37. Do not put trash and strapping in same containers.

JOB SAFETY ANALYSIS

ISA 303975

PLANT: Altavista

JOB: Jet Beck Operator

DEPT: Dyehouse

EMPLOYEE:

SPECIAL EQUIPMENT: Scissors, pen/pencil

SPEC. INST: Use care when walking on wet floor.

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
1. Start-Up	Contact sharp/object when checking for rough spot on back Pinch/when checking lifter reel Cut/when using scissors to cut chart at the end of dye cycle		Bruise/when inside back checking for residue	Bruise/when inside back checking for residue		1. Use a piece of cloth, not your hand to check for rough edges. 2. Use caution when entering in, or getting out of a beck. 3. If checking a moving part stop it first. 4. Scissors should be stored when not in use.
				Bruise/bump into low motor Electrical hazard/spraying water on controllers Contact reactive substance Substance not damaging to the hand may be damaging in the eyes	Slip, trip or fall	5. Use caution in walking around becks. 6. Always watch for towmotor. 7. Never spray water on and electrical controller. 8. If chemical residue on hands always wash it off.

JOB SAFETY ANALYSIS

ISA 303975

PLANT: Altavista

JOB: Jet Beck Operator

DEPT: Dyehouse

EMPLOYEE:

cont. page (2)

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
II. Loading	Puncture Pen or pencil Cut/on sewing machine. Tip Thread cutter over while is sharp pushing	Brulse/sewing machine. Tip pushing		Brulse/ when walk- ing to clock watch for moving equip- ment Strain/moving tubs into loading position		1. When walking look where you are walking and not at the time card, or other distractions. 2. Store pen and pencil when not in use. 3. Watch each step you perform when using the sewing machine, the cutting edge is sharp. 4. Do not reach up to lifter reel when it is moving or stuck if its turned on. 5. Use leg muscles when lifting, not back. 6. Push sewing machine with motor close to body to prevent tipping.
III. Dye in procedure.	Burn/touch hot steam line					1. Do not lean on the backs or surrounding piping.
IV. Running procedure	Pinch/white closing portholes Burn/touch hot Beck Puncture/ from pen or scissors					1. Portholes should be closed using the handle and not slam shut. 2. Refer to item III. 3. Keep pens/scissors stored when not in use.

JOB SAFETY ANALYSIS

JSA 303975

PLANT: Altavista

JOB: Jet Beck Operator

DEPT: Dyehouse

EMPLOYEE:

cont. page (3)

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
V. Problems that occur while beck is running.	Burns/open beck under pressure. Pinch when pulling out tangle.				Bruise/slip and fall from beck.	1. Never open beck when under pressure and whenever opening follow opening procedures as listed in job description. 2. Keep hands clear of lifter reel when pulling out tangles. 3. Constant awareness is needed to prevent slipping or tripping.
VI. Unloading Beck	Pinch/checking for seams Punctures or cut/when cutting swatches				Strain/when moving tube	1. When checking for seams do not run cloth at a speed above which you are in complete control and able to stop cloth immediately. If your hand became tangled in cloth. 2. Lift and push with legs not back muscles. 3. Scissors/pen should be stored when not in use. 4. Ask for help if necessary.
VII. Cleaning screens	Contact sharp object / when cleaning screens		Bruise/hit head on entering beck		Cut or trip when working on beck	1. Refer to 2 of Item no. 1. 2. Slippery surfaces such as oil and grease spots must be watched for and corrected. 3. Check screen for metals splitters or sharp object before cleaning.

JOB SAFETY ANALYSIS

ISA 303975

PLANT: Altavista

JOB: Jet Beck Operator

cont. page (4)

DEPT: Dyehouse

EMPLOYEE:

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
VIII. Beck Scour					Contact reactive substance/when performing scour	1. Rinse Beck holding tank thoroughly; to prevent chemical residue.
					Electrical hazard/when spraying off. Beck.	2. Do not spray electrical controllers when washing down Beck.
X. Preventive/Miscellaneous				Strain/ from moving tubs	Electrical hazard/ loose wiring	1. If loose wiring is observed report to Dyehouse, do not attempt to correct problem yourself. 2. Always lift and push with legs, not back. 3. Get help when necessary. 4. Flag tubs that have bad wheels and report it to your supervisor for correction. 5. Report all accidents to supervisor immediately.

**JOB DESCRIPTION CHARTS
ALTAVISTA PLANT**

Job Code No. and Name 491620 Warehouse Helper Page 1

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 11/7/78

Job Duties and Machine Check Points	Quality	Safety Key Points
I. Work applicable to Counter Balance Fork Truck A. Maintenance Check 1. Check fork truck for cleanliness and operating condition at the beginning of each shift. 2. Check gas tank and gas lines for any leaks. 3. Make safety and maintenance check at beginning of shift using counter balance fork truck checklist. 4. Take fork truck to Shop periodically for maintenance check.	Check water in battery and radiator. Check engine oil. Check all gauges and horn. Do not attempt minor repairs. Report any malfunction to Supervisor. Make sure truck valves are off before disconnecting gas lines. Make sure main valves on large tank are turned off to prevent leakage.	Never smoke near truck. Use gloves when removing radiator cap. Never perform maintenance with motor running. If leak occurs in propane tank, remove from truck and take out of doors as quickly as possible.
B. Refueling Propane Vehicles 1. Cut off valves, disconnect lines and remove tank from truck. 2. Take to large propane tank out behind plant. 3. Hook up lines, open all valves on both tanks and pump handle until tank is full. 4. Cut off all valves. Disconnect lines and return tank to truck. 5. Replace tank on truck, connect lines and turn on valves.		Do not let LP gas get on skin as it will cause severe burns. Run engine until all gas is out of line before disconnecting lines. Never smoke near large propane tank when refueling. Wear gloves when changing propane tanks.
C. Unloading Trailers 1. Place dockboard between trailer and loading dock. 2. Enter trailer and position forks underneath case. 3. Lift case just enough to clear ramp and back out of trailer. 4. Grease rolls are to be unloaded with clamp device. 5. Stop and let Receiving Checker check freight, then deliver to destination.	Enter trailer at slow speed. Position forks slowly and correctly.	Be sure chock blocks are in place. Watch for trailer moving. Keep forks low when traveling empty. Never step off moving truck. Never overload.

JOB DESCRIPTION CHARTS

Name Operator _____

ALTAVISTA PLANT

Name Supervisor _____

Job Code No. and Name 491620 Warehouse Helper

- Page 2

Date Reviewed _____

Date Revised 11/17/78

Job Duties and Machine Check Points	Quality	Safety Keypoints
E. Loading Trailers 1. Storage Helper will position case on floor. 2. Pick up case from floor and load into trailer in prescribed manner. 3. Never stack large cases on top of small ones. 4. Load case with address label toward nose of trailers.	Report any damage. Never unload batch rolls with forks use clamp device Don't squeeze roll too tightly Watch for holes in cases and broken bands. Do not damage sides or top of trailer.	Never drive close to open door, loading ramp and don't hit sides of the trailer with the truck, drive safely at all times. Be sure chocks are in place. - Know capacity of truck. Never overload. Never allow riders. Sound horn at intersections. Watch for pedestrians and other trucks operating in area. Place cardboard in all company trailers to be loaded.
II. Work Applicable to the Hand Truck or Physically Handling Items A. Unloading Trailers 1. Get hand truck and go to trailer that is to be unloaded. 2. Position lip of hand truck under case by tilting case or batch roll slightly forward. 3. Place foot on the brake and pull case or batch roll onto hand truck. 4. Roll case out of trailer and call case number to Receiving Checker. 5. Transport goods to designated area. B. Loading Trailers or Railroad Cars 1. Position dock board between trailer and loading platform. 2. Pick up case to be loaded and roll to trailer. 3. Call case number to Receiving Checker and place case flat in trailer. 4. Pick up single piece cases in Warehouse at end of single piece storage area.	Be accurate in calling number. Report damages to receiving clerk. Replace any broken bands. Check for damage and repair. Tape any holes, replace any broken bands. Be accurate and make certain Receiving Checker has checked case before loading.	Be sure chocks are in place. Use proper lifting method. Be extremely careful in loading batch roll. Make certain foot is on brakes so truck will not roll. Do not pull case by the bands. Keep hand truck and goods properly balanced at all times for easy moving. Be sure chocks are in place. Make sure dock board is secure. Watch out for materials handling equipment operating in the area.

JOB DESCRIPTION CHARTS

ALTAVISTA PLANT

Job Code No. and Name 491620 Warehouse Helper - Page 3

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 11/7/78

Job Duties and Machine Check Points	Quality	Safety Keypoints
C. Unloading at the Shipping Conveyor 1. Take case off conveyor and stand on end. Stamp date on end of case. 2. Roll case to designated area - by gateway label. 3. If case is ready to be loaded - call number to Receiving Checker and roll into trailer and properly load. III. Other Miscellaneous Duties A. Be sure chock blocks are always in place before loading or unloading trailer. B. Unload cartons, supplies, steel strapping, wrapping paper and deliver to various departments with fork truck. C. Unload reels, tubes, chemicals from trailer and take to various departments. D. Take fork truck to Shop periodically for maintenance check. E. Load used cartons, tubes, burlap, rags, supplies, etc. F. Operate fork truck as outlined in our instructions for powered industrial lift trucks. G. Help in keeping work area clean. H. Wear operator name tag at all times when operating motorized equipment. I. Do not stand or ride on conveyor. Anyone caught standing or riding on conveyor while running is subject to immediate dismissal. J. Other miscellaneous duties are necessary as part of this occupation and will be specified by the supervisor. These are to be performed with the same consideration for quality and safety factors as those listed under specific duties. IV. Refer to job code number 491622 - Tiering Truck Operator. Each Storage Helper must be cross trained and able to do binning and pulling of finished goods.	Check for damage Replace all broken bands, tape holes, or repack if necessary. Double strap if necessary.	Use proper lifting method. Keep hand truck and case goods properly balanced for easy moving.

JOB DESCRIPTION CHARTS

ALTAVISTA PLANT

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 8/15/79

Job Code No. and Name 305971 Enclosed Frame - Pin (Entering End) Page 1

Job Duties and Machine Check Points	Quality	Safety Keypoints
1. Week-End Cleaning - Frame A. Obtain proper cleaning equipment and begin cleaning. 1. Clean exhaust ducts. 2. Clean all inside and outside walls of Frame - also around helos where cloth enters and exits. 3. Clean top of Frame. 4. Clean frame work and floor on both ends of Frame. 5. Clean all rollers, pad rollers and finish pan. 6. Sweep floor. 7. Roll out finish pan and scrub down pad rollers. 8. Hose down floor. 11. Machine start-up after weekend or after machine has been setting with heat off. A. Work with exit end operator. B. Check pad pressure. C. Check straighteners and tension bars to see if clean. D. Check rollers and decurlers. E. Let Supervisor know when ready to start. F. Find out what is to be run and help exit man. Make proper set up. 1. Have cloth ready to run. 2. Be sure tickets match cloth being run. 111. Thread Machine A. Both operators will thread - check with Supervisor for thread up to use if you have any questions. B. Use enough loader that cloth will not have reached finish pan when entrance is threaded.	Frame must be thoroughly cleaned to prevent grease and dirt from getting on cloth. Run hot water through line from Finish Kitchen. Burrs, grease, rough places, bent rollers, hard to turn, etc.	Check electrical cords. All heat off machine. All fans off. Careful of sharp edges and electrical wiring. Use gloves and goggles. Watch footing. Be sure to take precaution with oil.

JOB DESCRIPTION CHARTS

ALTAVISTA PLANT

Name Operator _____
 Name Supervisor _____
 Date Reviewed _____
 Date Revised 8/15/79

Job Code No. and Name 305971 Enclosed Frame - Pin (Entering End) - Page 2

Job Duties and Machine Check Points	Quality	Safety Keypoints
C. Sew leader to cloth before starting. D. Thread leader to pad (use tape to pull overhead). E. Thread in pan to pad. F. Put pressure on pad (recheck pressure). G. One operator jogs while the other threads to chain. H. Have enough slack to put leader, about three feet or whatever if necessary on pins. I. Make sure brushes are down on pins. J. Turn overfeed on. Turn electric guides on. K. Close outlet lines from finish pad and line. L. If cloth is near pan, draw in finish - if long leader is used, finish can be drawn in when cloth comes up while machine is running.	Accuracy.	Electrical cords-keep out of water. Machine stopped - on safe stop. Watch head - do not hit bars and rollers. Watch hands when pinning cloth.
IV. Start cloth through Frame. A. Let other operator know when ready. D. Either operator starts machine.		Be sure no one is working on machine.
V. Operate machine and run cloth A. Sew on next truck free of twist. B. Check tickets with cloth. Be sure to complete lot before starting new lot. Check yardage - report short yards to Supervisor. C. Let exit end know when lot changes.	Good seam. Be sure next lot is same width, fiber, hand, etc.	Fingers out of path of needle.

JOB DESCRIPTION CHARTS

ALTAVISTA PLANT

Job Code No. and Name 305971 Enclosed Frame - Pin (Entering End) - Page 3

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 8/15/79

Job Duties and Machine Check Points		
D. Watch machine at all times for mechanical problems, automatic oilers for proper working order. Notify supervisor of any problem. E. Be sure all special equipment is working such as; weft straightener, overfeed, pin wheels, etc. F. Be sure you have schedule card, finish card, etc. G. Watch cloth for defects. This is a must. H. Watch for bad seams. I. Never stop Frame unnecessarily. Flag all frame stops. J. Make changes as fast as possible. K. When frame has to be stopped for any reason be sure and check with supervisor as to running cloth out. Drop bath. Boil out pan and wash pad. L. Keep work area clean. M. Never run a lighter shade behind a darker shade if the dark shade has changed color or finish. N. Record amount of finish dumped. Do not dump from Finish Kitchen. V1. Tail out for width change. A. For width change use leader. B. Let leader feed in pins - if another operator is close - get him to help. C. Cut off switch for electric guides. D. Clean entrance end if necessary before starting back.	Do not leave unless relieved. Watch pad pressure, toe-in, tension, finish level overfeed, decurlers, etc. Holes, grease, dirt, etc. Stop and sew - do not take chances.	Watch hands and clothing carefully when checking toe-in. Fingers away from needle. Clean work area as needed and prior to shift change. Do not bump head.

JOB DESCRIPTION CHARTS

ALFAVISTA PLANT

Name Operator _____
 Name Supervisor _____
 Date Reviewed _____
 Date Revised 8/15/79

Job Code No. and Name 305971 Enclosed Frame - Pin (Entering End) Page 4

Job Duties and Machine Check Points	Quality	Safety Keypoints
VII. Curtail Frame for Short Period A. Clean up entrance and such as: Pad, drop finish, rollers, etc. B. Release pressure on pad. C. Drop finish - clean pad and pan. D. If Frame is down for at least 15 minutes cut heat off Frame.		
VIII. Curtail Frame for Weekend A. Refer to shut down check sheet.		
IX. Each employee is allowed 20 minutes for lunch break and two 10 minute breaks during shift. No one is to take a break one hour before shift change or one hour after shift change. No breaks are to be taken when Frame is changing process or having problems unless relieved by someone.		
X. Smoking will be allowed at work table. There will be no smoking allowed when walking from one area to another area.		
XI. You are responsible for the quality of fabric processed on your machine. You are to report all quality defects to your immediate supervisor for decision on quality. The Quality Manual is the guide to be used for knowing what is acceptable quality.		
XII. Other miscellaneous duties are necessary as part of this occupation and will be specified by the Supervisor. These are to be performed with the same consideration for quality and safety factors as those listed under specific duties.		

JOB DESCRIPTION CHARTS

ALTAVISTA PLATE

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 8/15/79

Job Code No. and Name 305971 Enclosed Frame - Pin (Entering End) Page 5

Job Duties and Machine Check Points	Quality	Safety Key Points
X111. Each employee is required to stay on his or her job until the whistle blows for shift change.		

JOB SAFETY ANALYSIS

JSA 305971

PLANT: Attavista

JOB: Enclosed Frame-Pin (Exit and Entering End)

DEPT: Finishing

EMPLOYEE:

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
I. Week-End Cleaning	Cut/sharp metal edge Pinched/when cleaning rollers		Bruised/when hitting head when cleaning inside frame	Bruised/fall off ladder or frame	Eye damage high pressure air could blow particulates in eye Electrical shock/loose wiring	1. Wear eye protection when cleaning with air hose. 2. Wear gloves when cleaning. 3. Climb and descend ladders one step at a time. 4. Do not turn around on a ladder, face it at all times and keep both hands on it. 5. Report any loose or frayed wires to your supervisor. 6. Insure the power is off when cleaning moving parts. 7. When cleaning frame all fans and heating units must be off. 8. Look for slippery conditions and correct. 9. When bolting out finishing pan do not touch hot steam lines. 1. Secure the power before working on moveable parts. 2. When checking for burrs use nylon hose not your hand.
II. Machine start-up after heats been off.	Burns/steam line which heats chemical or water in pan Pinch/catch hand in roller or frame door				Slip/trip on wet floor	

JOB SAFETY ANALYSIS

JSA 305971

PLANT: Altavista

JOB: Enclosed Frame (Exit and
Entering End)

DEPT: Finishing

EMPLOYEE:

cont. page (2)

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
cont. II. Machine Start-Up after heats been off.	Cut or crush/ when check- ing for burrs					3. When checking for burrs hold the cloth so that it cannot catch your hand.
III. Thread Machine	Pinch or crush/ catch hand in pad roller				Electrical hazard/ loose or frayed wiring	1. When threading never wrap the leader around your hand, it could pull you into a roller. 2. Do not wear loose fitting clothing which could be snag- ged by a moving part.
IV. Starting and operate machine.	Cut/when sewing seams				Rash or eye damage from chemical bath	3. Be alert when sewing the needle and cutting edge are sharp. 4. Report any loose or frayed wiring to your supervisor. 1. Be alert when sewing seams of the needle and cutting blade. 2. Do not wear loose fitting clothes which could be snagged by a moving part. 3. Pen/scissors should be stored when not in use. 4. Wash hands if they come in contact with finishing chemical bath.

JOB SAFETY ANALYSIS

JSA 305971

PLANT: Alfayisla

JOB: Enclosed Frame (Exit and Entering end)

DEPT:

EMPLOYEE:

cont. page (3)

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
cont. IV. Starting and Operate Machine	Pinch/in rollers Puncture/ by scissors or pen					5. Look for slippery conditions and correct. 6. Never place hands between moving parts while machine is running.
V. Tail out for width change.	Pinch/when cleaning moveable parts		Bruise/when cleaning entrance end or exit			1. When cleaning frame entrance or exit, move about carefully. 2. Secure power before cleaning moveable parts.
VI. Curtail Frame	Crush/If caught in pad roller while cleaning 'moveable parts		Bruise/when cleaning	Bruise/slip or trip on wet floor	Electrical hazard/when spraying down to clean up Strain/lifting incorrectly	1. Refer to 1 and 2 item V. 2. Do not spray water on electrical controllers. 3. Look for and correct slippery conditions. 4. Always lift with your legs, not your back. 5. Get help when necessary. 6. Report all accidents to your supervisor immediately.

JOB SAFETY ANALYSIS

JSA 491621

PLANT: Allavista

JOB: Storage Helper

DEPT: Warehouse

EMPLOYEE:

SPECIAL EQUIPMENT: Gloves, eye protection

SPEC. INST: Lift with legs not back. Get help when needed.

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
1. Maintenance check Fork Truck.	Burns from hot engine, L.P. gas leaks, acid from battery		Acid from battery in eyes	Burn from hot engine		1. Never smoke near or while operating truck. 2. Use gloves and eye protection when checking or changing battery, gas tank and radiator. 3. Park truck, lower forks, set brakes, and remove keys when checking fluid levels. 4. If leak occurs in propane tank remove tank from building immediately. 5. Report all minor repairs to shop personnel.
Refueling propane and gasoline vehicles	Frost bite from L.P. gas	Bruised from dropping gas cylinder		Burns, if gas catches fire	Nausea from inhaling gas fumes	1. Check to make sure main valves on L.P. gas cylinder in shut off and that line valve is off. 2. No smoking while refueling L.P. gas or regular gas and while carrying, changing, refueling tank. 3. Wear gloves so that L.P. gas will not get on hands and cause burns. 4. On L.P. gas vehicles, run engine until all gas is out of lines.

JOB SAFETY ANALYSIS

JSA 451621

PLANT: Allavista

JOB: Storage Helper

DEPT: Warehouse

EMPLOYEE:

cont. page (2)

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS					RECOMMENDED ACTION
JOB STEP	HANDS	FEET	HEAD	BODY	
cont. Refueling propane and gasoline vehicles.					5. Carry gas from gas pump to Warehouse by going outside plant Never walk through plant with gas cans - full or empty. 6. Do not operate powered trucks unless you are licensed and wearing operator tag.
D. Unloading Trailers	Splinters from hand truck. Bruises from working in close quarters	Bruised from dropped cases	Bump from low clearance	Strain back from improper use of hand truck	1. Secure wheels of trailers with chocks. 2. Be on the alert for low clearance 3. Do not drive close to open doors or loading ramps. 4. Never step off of moving truck. 5. Keep forks low when traveling and face in direction of travel. 6. Wear gloves when handling hand truck. 7. When using hand truck, push top of case away from body, slide hand truck under bottom case and release case slowly. Tilt case and truck back toward you and push to conveyor.

JOB SAFETY ANALYSIS

JSA 491621

PLANT: Altavista

JOB: Storage Helper

DEPT: Warehouse

EMPLOYEE:

cont., page (3)

SPECIAL EQUIPMENT:

SPEC. INST:

JOB STEP	HAZARDS				OTHER	RECOMMENDED ACTION
	HANDS	FEET	HEAD	BODY		
cont. f. Loading Trailers - Fork truck	Bruised/broken from hitting sides of truck			Bruises from falls from cab of truck		1. Keep hands, feet, legs within running lines of truck. 2. Never carry passengers. 3. Check to be sure chocks are in place under trailer wheels. 4. Sound horn at intersections and areas where visibility is limited.
11. Work applicable to the hand truck or physically handling items.	Bruised - splinters from hand truck or falling cases	Bruised from falling cases.	Hit by cases falling	Back Strain due to improper lifting.		1. Check trailer wheels to be sure chocks are in place. 2. Do not handle cases by straps, grab hold of the case itself. 3. Wear gloves when handling hand truck to avoid splinters. 4. Inspect equipment at the start of each shift for broken, damaged parts. 5. Lift with your legs, not your back. Keep elbows tucked into your side and get help if needed. Refer to proper lifting technique bulletins.

JOB SAFETY ANALYSIS

JSA 491621

PLANT: Altavista

JOB: Storage Helper

DEPT: Warehouse

EMPLOYEE:

cont. page (4)

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS

OTHER

BODY

HEAD

FEET

HANDS

JOB STEP

RECOMMENDED ACTION

11. cont.

B. Loading trailers on railroad cars.

Bruised from cases piled too high
cases/dock broken from unevenly may
board falling cases fall or
on them. bruise them

6. Be sure you have a firm hold on cases or rolls before moving. If not, set load down and start over.
7. Do not use strap on case as a pull string. Grab case with hands and pull toward you.
8. Keep feet clear of load at all times.
9. Know where everyone is in the immediate area so you will not injure them.
1. Secure dock board in place. Get help and work in teams when doing this.
2. Pile cases so that large heavy cases are on the bottom and lighter cases are on top in a balanced pile.
3. Lift cases with legs not your back. Keep elbows tucked into your side and get help if needed.
4. Never use strap of case as a hand hold; grab case firmly with free hand and bring toward you.
5. Keep out of the way of all traffic in your area.

JOB SAFETY ANALYSIS

JSA 491621

PLANT: Altavista

JOB: Storage Helper

DEPT: Warehouse

EMPLOYEE:

cont. page (5)

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
III. Miscellaneous	Cuts, bruises from handling cases	Bruised from slip on conveyor	Bruised due to uneven loads	Back strain from improper lifting		1. Wear gloves to avoid cuts and splinters. 2. Shut conveyor off and lock out before climbing/walking on conveyor to unjam case. 3. Use access ladder to reach suspension conveyor. Never climb on bins or conveyor. 4. Report all accidents to your supervisor and get first-aid treatment.

JOB DESCRIPTION CHARTS

ALTAVISTA PLANT

Name Operator _____

Name Supervisor _____

Job Code No. and Name 408215 Inspection Assembler - Page 1

Date Reviewed _____

Date Revised 1/30/79

Job Duties and Machine Check Points	Quality	Safety Keypoints
I. Prepare for Work A. Check with previous shift assembler and get instructions. B. Prepare all rehandles to be returned to their respective areas so that lots may be completed and shipped on time. C. Attend to all lots according to priority: #1 priority-All new style evaluations and development lots. #2 priority -All due out lots needing special disposition from merchandising. #3 priority - Other due out lots. #4 priority - Non-due out lots.	Follow up. Be accurate.	
II. Maintain a continual check in inspection for odd pieces and place against dye orders as necessary.	Follow up - be alert.	
III. Lots after received from Sykes Inspection A. Check lots received from Inspection Loaders to ensure that they are complete. Should a lot be incomplete-report to Supervisor for proper disposition. B. Any pieces of a lot that are not of first quality must be moved to the Re-Exam area for Re-Inspection. C. Upon the completion of re-examination, lots still containing seconds are to be handled as follows: - All running Mill seconds are to be reviewed with Quality Control. - All lots of Two-Way stretch fabrics containing over 5% Finishing seconds must be reviewed with the Department Head that has been charged with the seconds. Rehandle if feasible. - Knit and Regular Woven lots with high (5 percent) Finishing seconds must be reviewed with the Department Head that has been charged with the seconds. Rehandle if feasible. - All lots with 20% or more seconds of one category must be reviewed with Quality Control in preparing for disposition from Merchandising.	Keep cloth trucks in storage area in order and clean. Burltons go to Re-Inspector with seconds, to be shipped. Don't put cloth on top of truck or accept trucks with piece of cloth on top.	

JOB DESCRIPTION CHARTS ALTAVISTA PLANT

Job Code No. and Name 408215 Inspection Assembler - Page 2

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 1/30/79

Job Duties and Machine Check Points

5. All lots are to be located and location noted on beam ticket stapled to the outside of dye order folder. Locations on beam ticket are to be changed when lot is cleared to shipping department.

D. If the lot is complete and the seconds have been approved, give the dye order and shade panels to the Dye Lot Shader for shading.

E. Cut any submits or panels as needed by the Shaders.

F. Pull off pieces and take to the Re-Inspector any that need to be reexamined for side to center shading or shaded ends.

G. Receive dye orders back for Dye Lot Shader.

H. Check for special handling instructions on truck before shipping.

I. Clear lot to Shipping.

J. Return quality reports and dye orders to Dye Lot Shader after sorting is completed.

IV. When lots are cleared to Shipping.

A. Pull DPC Card coded "98" for each lot shipped.

B. Record Ack. No., piece range, DPC piece range and number

C. Count seconds on truck, be sure all are accounted for.

D. Be sure each piece has the hang tag stapled to the tube.

V. Obtaining Reference Panels from storage.

A. Relay necessary information to Warehouse Supervisor.

1. Case number.

2. Bin location

B. Find location of case on conveyor line in Warehouse.

C. Cut metal bands from case.

D. Open case and locate panels.

E. Return panels to Submit Room.

F. Return case to track to be re-secured and returned to storage.

Quality

Safety Keypoints

All pieces to be pulled off are to be pulled to designated area and mechanical device used to remove these pieces.

Record total pcs. released to Shipping by shifts.

Push do not pull cloth trucks.

**JOB DESCRIPTION CHARTS
ALTAVISTA PLANT**

Job Code No. and Name 408215 Inspection Assembler - Page 3

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 1/30/79

<u>Job Duties and Machine Check Points</u>	<u>Quality</u>	<u>Safety Keypoints</u>
VI. Obtaining Reference Sample from Shipping (Submit) A. Obtain pertaining information from Inspection Supervisor. B. Locate case in bin area of Warehouse. C. Locate requested samples. D. Place case back in bin. E. Returned reference sample to concerned individual.		
VII. Rehables - Duties and Responsibilities A. Receive pieces to be rehandled from Inspection Supervisor or Sykes Inspector or Re-Inspector. B. Performs necessary paperwork to keep accurate records on rehables. C. Daily checks out rehandle holding area against Rehandle Rehandle board to see that goods are moving properly.	Be sure number of pieces check out Keep goods moving.	
III. Procedure for Preparation And Dyehouse rehables A. Complete master rehandle ticket KM-593 for each lot returned show date, Ack. number, number of pieces rehandled, number of yards, reason and any special instructions. Complete in full when no beam ticket is available. B. Complete rehandle ticket KM 581-1 in full and route copies as follows: 1. One green copy is posted on rehandle board. 2. One green copy is sent to the Department Head responsible for the rehandle. 3. One buff copy accompanies cloth along with master rehandle ticket KM-593. C. Complete in full the "Inspection Returns to Dyehouse and Preparation Report". Reports are tabulated on a 24 hour basis and are to be turned in to the Inspection Office daily at 7:00 A.M. on first shift.	Accuracy and legibility. Write up rehables according to instructions from PDF Area.	

JOB DESCRIPTION CHARTS ALTAVISTA PLANT

Job Code No. and Name 408215 Inspection Assembler - Page 4

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 1/30/79

	Quality Accuracy and legibility.	Safety Keypoints
IX. Job Duties and Machine Check Points Procedure for Finishing Room Rehandles A. Complete master rehandle ticket KM-593 as in procedure VIII-A. B. Complete Finishing rehandle board ticket in full and post on rehandle board. C. Complete "Inspection Returns to Finishing Report" and handle the same as the "Returns to Dyehouse and Preparation Report" in procedure VIII-C.		
X. All Rehandles - Procedures A. Enter number of pieces rehandled, date and reason on back of dye order, then file in the rehandle dye order file. (If any erasures on hang tags are to be made turn dye order over to Hang Tag Preparer and operator will file the Dye Order upon completion.) B. Place all trucks with first quality pieces and places not to be rehandled in the rehandle holding area. C. Set Ack. number back six inches on all pieces returned for rehandle.	Advise supervisor of rehandles not moved after 24 hours.	
XI. Operating Inspection Tow Truck A. Maintenance and Care of Equipment 1. Check for cleanliness and operating condition of equipment at the beginning of each shift using daily fork truck checklist. 2. There are three (3) sets of batteries provided for inspection's use. Batteries are red, blue, and green they have tow truck numbers on them. The blue batteries are for first shift - green for second shift and red for third shift. Should have one set of batteries in tow truck, one set on charges and one set cooling at all times. Example - First shift operator will take red batteries out of tow truck and place on charger. He will put blue set which has been charged and cooled in tow truck and take green set off charge to cool. 3. Designated operators will change batteries within the first hour on each shift.	Note on rehandle paperwork any truck of cloth not rehandled so Loader handling rehandle can keep together. Do not attempt minor repairs.	Never operate truck under faulty conditions. Report to supervisor.
	Report any malfunction to Supervisor.	

JOB DESCRIPTION CHARTS ALTAVISTA PLANT

Job Code No. and Name 408215 Inspection Assembler - Page 5

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 1/30/79

Job Duties and Machine Check Points	Quality	Safety Keypoints
4. Park vehicle as close as possible to batteries to be used. 5. Secure safety goggles and gloves. Wear at all times around batteries. 6. Open doors on tow truck and disconnect battery connector. 7. Use crane to push batteries out to battery stands. 8. Open all caps to determine if water is needed. 9. Add water to all cells if necessary to bring them up to within $\frac{1}{4}$" of lower lip. Do not overfill. 10. On the discharged batteries make a hydrometer check on each battery and record on battery form. Reading should not be below 1.140 on discharged battery. 11. Charger should be turned off and batteries on charge should be disconnected. 12. Discharged batteries should be hooked up, charges turned on and adjusted to daily charge setting. 13. Make a hydrometer reading on the cooled set of batteries and record on battery form. Reading on charged battery should read between 1.260 - 1.285. 14. If batteries are fully charged, screw cap on and install in tow truck. 15. Connect batteries and close door on tow truck. 16. Inspection of charger, cables, batteries and tow truck are to be made daily and recorded on battery form and form initialed by operator. 17. All operators are required to wear safety goggles and gloves when changing batteries. Operators should be extremely careful due to danger of battery acid. An emergency eye wash and shower station are installed in battery charger area for operators use if needed. 18. Keep equipment and battery charger area clean and neat at all times. 19. Check shop maintenance schedule for truck.	Inform Supervisor when time to have truck checked.	Make certain charger is off when connecting disconnecting a battery.

**JOB DESCRIPTION CHARTS
ALTAVISTA PLANT**

Job Code No. and Name 408215 Inspection Assembler - Page 6

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 1/30/79

<u>Job Duties and Machine Check Points</u>	<u>Quality</u>	<u>Safety Keypoints</u>
XII. Cleaning Instructions - Assembly Area A. First Shift 1. Clean steel beams in Assembly Area. 2. Clean around and straighten supply cabinet. B. Second Shift 1. Clean walls from men's rest rooms to Re-Inspectors Measuregraph area. 2. Clean and straighten tube storage area next to men's rest room. C. Third Shift 1. Clean up all broken tubes, take to shipping, box up, and deliver to wall near shipping loading door. D. All shifts will sweep floor and straighten trucks.		
XIII. Breaktime A. Each employee is allowed twenty (20) minutes of breaktime each eight (8) hour shift, ten minutes before lunch and ten minutes after lunch. No one is allowed to take a break within one hour of starting work or one hour before stopping work. Also, not allowed to take a break one hour before lunch or one hour after lunch. These breaks are controlled by the buzzer system. Lunch twenty (20) minutes.		
XIV. Smoking Policy A. Employees will be allowed to smoke only in designated areas and at designated times. B. There will be no smoking allowed in any rest room or locker room. C. There will be no smoking allowed while operating a plant motorized truck. D. There will be no smoking allowed by any employee while traveling between areas.		

JOB DESCRIPTION CHARTS
ALTAVISTA PLANT

Job Code No. and Name 408215 Inspection Assembler - Page 7

Name Operator _____

Name Supervisor _____

Date Reviewed _____

Date Revised 1/30/79

Job Duties and Machine Check Points	Quality	Safety Keypoints
XV. Miscellaneous A. Other miscellaneous duties are necessary as part of this occupation and will be specified by the Supervisor. These are to be performed with the same consideration for quality and safety factors as those listed under specific duties.		

JOB SAFETY ANALYSIS

JSA 408215

page (2)

PLANT: Allavista

JOB: Inspection Assembler

DEPT: Inspection

EMPLOYEE:

SPECIAL EQUIPMENT:

SPEC. INST:

HAZARDS

JOB STEP	HANDS	FEET	HEAD	BODY	OTHER	RECOMMENDED ACTION
IV. When lots are cleared to Shipping	bruised	bruised		Strains		a) Keep hands within running lines of cart. b) Push carts, do not pull. c) When possible use the tow truck to move carts. d) Keep feet out from under cart.
V. Obtaining reference panels from storage. C. Cut metal bands from case.	Cuts		Cuts		Eyes can be injured	a) Wear goggles and gloves when cutting bands. b) Keep cutting tool away from body and fingers when in use. c) Pick up and place in trash all metal/plastic bands that are cut. d) Keep alert - bands will snap back when cut.
XI. Cleaning	Cuts	Trips, bruises	cuts	Strain	Particles in eyes.	a) Wear protective goggles and gloves when cleaning with air hose. b) Do not climb on machinery, get ladder or safety cage if needed to do ceiling work. c) Keep air hose away from body and other personnel in the immediate work area. d) Bend, do not stoop to pick items up off floor.
XII. Miscellaneous	Cuts	Bruised	Bruised	Back strains		a) Report all accidents, cuts, bruises, to your supervisor immediately. b) Report any and all unsafe conditions or acts to your supervisor immediately. c) Clean up all spills and obstructions on the floor immediately.

APPENDIX F
PHYSICAL EXAMINATION RECORD

BURLINGTON INDUSTRIES, INC. PHYSICAL EXAMINATION RECORD

PLANT NO. (1-4)	PLANT NAME	SOCIAL SECURITY NUMBER (5-13)	DATE (14-19)
BIRTH DATE (20-29)	SEX (26)	MARITAL STATUS (27)	RACE (28)
POSITION APPLIED FOR (29-34)		PERSONAL PHYSICIAN	

HISTORY: PLEASE READ CAREFULLY. ANSWER ALL QUESTIONS YES OR NO.

DO YOU NOW HAVE OR HAVE YOU EVER HAD:

	YES	NO		YES	NO
Heart trouble or high blood pressure?	35		Hernia, or worn a truss?	52	
Fits, convulsions, epilepsy, fainting spells or dizziness?	36		Cancer or tumor?	53	
Frequent or severe headaches?	37		Stomach or duodenal ulcer, or any trouble with the stomach, intestines, or bowels?	54	
Head injury or loss of consciousness?	38		Any physical defects?	55	
Any type of back or neck trouble, or ruptured disc?	39		Have you had any other illnesses (except colds) not mentioned?	56	
Any broken bones, dislocated joints?	40		HAVE YOU EVER:		
Arthritis or recurring pain in the joints?	41		Worked in a dusty trade?	57	
Skin trouble or eczema?	42		Had an occupational disease or injury?	58	
Varicose Veins or leg sores?	43		Been a patient in a hospital, sanitarium or institution?	59	
Asthma, shortness of breath, chest tightness recurring or chronic cough?	44		Received Workmen's Compensation or disability pension?	60	
Tuberculosis, bronchitis or other lung trouble?	45		Been in service?	61	
Operations or injuries?	46		Been medically discharged or rejected from service?	62	
Nervous or mental disorder?	47		Changed employment because of health reasons?	63	
Diabetes?	48		Are you currently receiving medical treatment for any condition?	64	
Kidney or bladder trouble?	49		FOR FEMALES:		
Eye trouble?	50		Have you had any female or menstrual troubles?	65	
Hay fever allergies, or drug reaction?	51		Do you have to miss work during your periods?	66	
			Date of last menstrual period?	67	

Give details of all answers marked yes

List all physicians that have treated you in the past five years and the conditions for which you were treated:

YEAR	NAME OF PHYSICIAN	CITY	CONDITION

The above statements are true to the best of my knowledge. I understand that any mis-statement of fact is grounds for release. I hereby give permission for reports of this examination to be made available to Burlington Industries, Inc.

SIGNED: _____

HEIGHT _____ WEIGHT _____ BLOOD PRESSURE _____ PULSE _____

68 69

70-72

73-78

79-80

CORR. UNCORR.

VISION: FAR O.D. 20/ _____ O.S. _____ NEAR O.D. 20/ _____ O.S. _____ COLOR _____ DEPTH PERC. _____

14-15

16-17

18-19

20-21

22

23

URINE: ALB. _____ SUG. _____ MICRO. _____ SP.GR. _____

24

25

26

CHEST X-RAY _____ E. K. G. _____

27-28

29-30

PULMONARY FUNCTION FEV. _____ FEV 1. _____ % PREDICTED FEV 1. _____

31-33

34-36

37-39

OTHER LAB. WORK & X-RAYS _____

REMARKS

NORMAL
ABNORMAL

EYES _____
EARS _____
NOSE _____
TEETH _____
MOUTH _____
THROAT _____
HEART _____
LUNGS _____
ABDOMEN, INC. HERNIA _____
GENITALIA _____
ANUS _____
RECTAL _____
SPINE _____
UPPER EXTREMITY _____
LOWER EXTREMITY _____
SKIN, INC. SCARS _____
REFLEXES _____

40 PHYSICAL CAPACITY A _____ B _____ C _____ D _____

41-42 LIMITATIONS _____

DIAGNOSES 1 _____
2 _____
3 _____

43-46

47-50

51-54

REMARKS _____

SIGNED _____ M.D.

55-57

NURSE

58-60

ASES: You are required to record information about every occupational nonfatal occupational illness; and those nonfatal occupational injuries one or more of the following: loss of consciousness, restriction, transfer to another job, or medical treatment (other than first aid). (the other side of form.)

Company Name **Burlington Industries, Inc.**

Establishment Name **Klopman Division-Altavista Plant**

Establishment Address **Box 391 Altavista, Virginia 2**

Part of and Outcome of INJURY

Type, Extent of, and Outcome of ILLNESS

Part of and Outcome of INJURY						Type, Extent of, and Outcome of ILLNESS												
Month	Nonfatal Injuries					Type of Illness	Fatalities					Nonfatal Illnesses						
DATE Mo./day/yr.	Injuries With Lost Workdays				Injuries w/o Lost Workdays	CHECK Only One Column for Each Illness (See other side of form for terminations or permanent transfers.)	Illness Related	Injuries With Lost Workdays				Illnesses w/o Lost Workdays						
	Enter a CHECK if injury involves days away from work, or days of restricted work activity, or both.	Enter a CHECK if injury involves days away from work.	Enter number of DAYS away from work.	Enter number of DAYS of restricted work activity.				Enter a CHECK if no entry was made in columns 8 or 9.	Enter a CHECK if illness involves days away from work, or days of restricted work activity, or both.	Enter a CHECK if illness involves days away from work.	Enter number of DAYS away from work.		Enter number of DAYS of restricted work activity.	Enter a CHECK if no entry was made in columns 8 or 9.				
(1)	(2)	(3)	(4)	(5)	(6)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(8)	(9)	(10)	(11)	(12)	(13)
0	6	5	335	5	31	0	0	0	0	0	0	0	0	0	0	0	0	0
					X													
					X													
0	6	5	389	5	33	0	0	0	0	0	0	0	0	0	0	0	0	0

Certification of Annual Summary Totals By RC McKend Title Personnel Mgr.

OSHA No. 200 For Calendar Year 19 1979 Date 11/8/80.

Posted 1-9-80
POST ONLY THIS PORTION OF THE LAST PAGE NO LATER THAN FEBRUARY 1.

APPENDIX G
ACCIDENT REPORT FORMS

#00 37

EMPLOYER'S FIRST REPORT OF ACCIDENT
(Every question must be answered)

Fatal Cases 31. Has injured died? If so, give date of death

Date of this report 7/22/80 Firm Name Burlington Ind., Inc./Kloppman/Altavista Plant-0069

Signed by Official Title Personnel Manager

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF WORKMEN'S COMPENSATION
INDUSTRIAL COMMISSION OF VIRGINIA
P. O. BOX 1794 - RICHMOND, VIRGINIA 23214

#0017

Case of
File No.

EMPLOYER'S FIRST REPORT OF ACCIDENT

(Every question must be answered)

Employer	1. Name of Employer	Burlington Ind., Inc./Klopman Div./Alta. Pitt.-0069			Phone No.	324-4211
	2. Address: No. and St.	Box 391	City	Altavista	State	Va.
	3. Location, if different from mail address					
	4. Insured by: Name of Company	American Motorist Insurance Company				
	5. Nature of business (or article manufactured)	Textiles - Dyeing & Finishing				
Time and Place	6. (a) Location of plant or place where accident occurred	Hurt, Virginia (City or County)				
		State if employer's premises				
	(b) If injured in a mine, did accident occur on surface, underground, shaft, drift or mill					
	7. (a) Date of Injury	Apr. 2/26	19	80	Day of week	Tue.
					Hour of day	A. M. P. M.
	(b) Was injured paid in full for day he was injured?					
Injured Person	8. Date incapacity began	19			A. M. P. M.	
	9. Was injured paid in full for day incapacity began?					
	10. When did you or foreman first know of accident?					
	11. Name of foreman	Freck Farmer				
	12. Name of Injured	Gaynelle L. Lanier	228-22-4742			
Cause of Injury		(First Name)	(Middle Name)	(Last Name)	(Social Security No.)	
	13. Address: No. and St.	Rt. #3 Box 75	City	Hurt	State	Va.
	14. Check (✓) Married X, Single, Widowed, Widower, Divorced, Male, Female X, No of Dependent Children					
	15. Age	54	Did you have on file employment certificate or permit?	Yes		
	16. (a) Occupation when injured	Clerk 11	(b) Was this his or her regular occupation?			
		In what department regularly employed?	Allocation Dept. - Southern Sales Service			
	17. (a) How long employed by you?	2/20/80	in present job?	(b) Piece or time worker	(c) Wages per hour \$	
	18. (a) No. hours worked per day		(b) Wages per day \$	(c) No. days worked per week	(d) Average weekly earnings \$	
			(e) Work week starts on	and ends on	(f) Time shift started	
			(g) If board, lodging, fuel or other advantages furnished in addition to wages, give estimated value per day, week or month			
Nature of Injury	19. Machine, tool or thing causing injury	Swatches of cloth-Carbon paper?			20. Kind of power, (hand, foot, electrical, steam, etc.)	
	21. Part of machine on which accident occurred					
	22. (a) Was safety appliance or regulation provided?	(b) Was it in use at time?				
	23. Was accident caused by injured's failure to use or observe safety appliance or regulation?					
	24. Describe fully how accident occurred, and state what employee was doing when injured	Employee alleges she contacted rash on hands about a week after employment. May be from swatches of cloth and carbon paper being handled.				
Fatal Cases	25. Name and address of witness					
	26. Nature of injury (describe exact location of amputation or fractures, right or left)	Rash on both hands.				
	27. Probable length of disability	Not any.				
	28. Has injured returned to work?	At what wage \$				
Nature of Injury	29. At what occupation?					
	30. (a) Name and address of physician	Dr. Janet Hickman - Lynchburg, Virginia				
	(b) Name and address of hospital					

31. Has injured died? If so, give date of death

Date of this report 3/7/80 Firm Name Burlington Ind., Inc./Klopman Div./Alta. Pitt.-0069
Signed by Official Title Personnel Manager

IS: You are required to record information about every occupational injury or illness, and those nonfatal occupational injuries or illnesses involving one or more of the following: loss of consciousness, restriction to another job, or medical treatment (other than first aid). (other side of form.)

Company Name **Burlington Industries, Inc.**

Establishment Name **Kloppman Division-Altavista Plant**

Establishment Address **Box 391 Altavista, Virginia 2**

Injury and Outcome of INJURY						Type, Extent of, and Outcome of ILLNESS												
Injuries						Type of Illness							Fatalities	Nonfatal Illnesses				
Injuries With Lost Workdays						CHECK Only One Column for Each Illness (See other side of form for terminations or permanent transfers.)							Illness Related	Illnesses With Lost Workdays			Illnesses w/o Lost Workdays	
DATE	Enter a CHECK if injury involves days away from work, or days of restricted work activity, or both.	Enter a CHECK if injury involves days away from work.	Enter number of DAYS away from work.	Enter number of DAYS of restricted work activity.	Enter a CHECK if no entry was made in columns 1 or 2.	Occupational skin diseases or disorders	Dust diseases of the lungs	Respiratory conditions due to toxic agents	Poisoning by systemic effects of toxic materials	Disorders due to physical agents	Disorders associated with repeated trauma	All other occupational illnesses	Enter DATE of death.	Enter a CHECK if illness involves days away from work, or days of restricted work activity, or both.	Enter a CHECK if illness involves days away from work.	Enter number of DAYS away from work.	Enter number of DAYS of restricted work activity.	Enter a CHECK if no entry was made in columns 8 or 9.
Mo./day/yr.	(2)	(3)	(4)	(5)	(6)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(8)	(9)	(10)	(11)	(12)	(13)
0	6	5	335	5	31	0	0	0	0	0	0	0	0	0	0	0	0	0
					X													
					X													
0	6	5	389	5	33	0	0	0	0	0	0	0	0	0	0	0	0	0

Certification of Annual Summary Totals By RC McCracken Title PERSONNEL MGR

OSHA No. 200 For Calendar Year 19 1979 Date 11/8/80 (20-24) (25-29)

Posted 1-9-80
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