

*File Admin*

*TMI Support Staff*  
*FYT*

METROPOLITAN EDISON COMPANY

Subsidiary of General Public Utilities Corporation

Subject TMI Work Rules

Location TMI/Unit 2 Site Ops  
TMI-II-R-6055

Date December 12, 1979

To Addressees

Attached is a final draft of work rules to be issued and made applicable to all personnel at TMI; GPU System, Contractor, etc. Since these rules are applicable to exempt, non-exempt, union and unorganized personnel, they should be reviewed for compliance with established company policy and union contracts.

Please submit your comments to M. K. Pastor, Trailer #102, not later than December 21, 1979

*M. K. Pastor*  
M. K. Pastor

MKP/jcp

Attach.

- |             |                                 |                           |
|-------------|---------------------------------|---------------------------|
| Addressees: | J. J. Barton                    | R. Lane (B & R)           |
|             | R. Boyd                         | R. Lewis, Sr. (Catalytic) |
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|             | P. Christman                    | G. P. Miller              |
|             | J. T. Collins (NRC) #1          | J. Modesto (Modesto)      |
|             | J. C. DeVine                    | S. B. Palmetter           |
|             | D. Ferguson (NSS)               | W. Parker                 |
|             | R. Garvey (Hershman)            | R. Rice                   |
|             | E. Gee                          | H. Robidoux               |
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cc: R. C. Arnold  
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DRAFT  
12/11/79

JOB RULES AND REGULATIONS

for

POWER PLANT CONSTRUCTION AND MAINTENANCE

Welcome! We hope that your employment at this project will be both pleasant and productive. We will make every effort to create and provide a good working atmosphere. Your interest and cooperation are essential to its continuation.

We are here at the discretion of the Metropolitan Edison Company (the "Owner") and have an obligation to respect its plant and property to the fullest degree possible.

An undertaking of this size and nature requires that certain basic rules be established for the mutual benefit of the employee, the employer and/or the Owner. Your familiarity and observance of these rules, and such others as may be established in the performance of this work, is your obligation to a successful and harmonious job.

These rules and regulations are posted on bulletin boards. They must be read and signed by each employee, a copy of which will be retained in your personnel jacket. Any subsequent change will be distributed in a like manner.

Your cooperation in observing the rules and regulations will show proper consideration for other employees and will be appreciated by all concerned. It is the employee's responsibility to honor these rules and regulations to the fullest extent possible.

The following job rules and regulations do not attempt to identify all the responsibilities, obligations, rights or requirements of any party,

whether it be a Contractor, Labor Organization, Construction Manager, Engineer, Owner, Lower Tier Contractor, individual or any of their employees.

1. PARKING FACILITIES AND ACCESS TO JOB SITE

Adequate parking facilities will be located as advantageously as possible. The Owner and other employers will not assume any responsibility in connection with the use of the lot or any access roads.

Vehicles will be parked as directed in the designated area(s). Vehicles parked in unauthorized areas will be towed away at the employee's expense.

Employees will enter (and exit) the site at all times, only through their specified gate and proceed directly to the assigned work location by the established route.

2. EMPLOYMENT

The Personnel Department (for Owner employees) or each contractor's service site representative (or designee) will do all of the hiring for the site, hiring only those individuals who, in their judgement are fully qualified and are able and willing to perform a full day's work for a full day's pay.

Your skill and performance will be observed as the basis for determining the continuation of your employment.

3. IDENTIFICATION

Employees shall wear a security badge at all times, in a full view on an outer garment.

#### 4. HOURS OF WORK

Employees will work the days and hours, as assigned by their employer. The days and hours of work may be changed under certain circumstances. Over-time and shift work may be established as required by the progress of the work.

#### 5. STARTING AND QUITTING

You will be at your designated work location ready to start work at the designated starting time and shall remain at your work location until the start of the lunch period. You will be back at your work location ready to resume work at the end of the lunch period, and will remain there until quitting time. The "work location" mentioned above shall be determined by the employer.

#### 6. A DAY'S WORK

Each employee expects to be paid for a full day's work. For this compensation, management expects all employees to come to work prepared to put in a full day of productive and creative effort. This willingness, cooperation and attitude will go a long way in accomplishing this objective. Deliberate stalling or below average performance will not be tolerated on this jobsite.

You must remain on the job site and at your work location at all times during regular working hours unless authorized to leave by your supervisor.

#### 7. ISSUING AND CARE OF EQUIPMENT

Tools and equipment will be issued on a Badge check or other receipt system, upon presentation of a properly authorized withdrawal slip.

The correct use and care of tools and equipment is indicative of your skills and qualifications. Loss or damage to tools or equipment due to carelessness or negligence will not be tolerated.

Upon termination, you will be responsible for returning all tools, hard hats, safety glasses, etc. for which you have signed. A tool room clearance slip must be obtained and presented to the Paymaster with your contract or badge. You will not receive your pay check until this requirement is met. In order to protect our tool investment, we reserve the right to search your possessions at any time.

#### 8. CONDUCT ON THE JOB

Good conduct and respect for the rights of your fellow employees on the job is essential to the common good and the progress of the job. You alone are responsible for your actions and your relationship with your employer and all employees at the facility. Irresponsible conduct on your part in violation of, but not limited to the following rules may subject you to immediate discipline and/or discharge:

- a. An employee wishing to leave the Site before the end of the normal work day or before the end of a shift must notify his foreman or supervisor and gain approval before checking out. All employees entering or leaving the job site during other than normal shift hours will log in or out as directed.
- b. In the event an employee is unable to report for work, he is required to notify his supervisor of his absence, the reason, and the expected date of return. Unexcused absences of two (2) consecutive days without such notification will be considered as a termination of employment. Excessive absenteeism or recurring tardiness can

result in permanent discharge.

- c. Good housekeeping must be maintained at all times. Work areas must be kept clear and clutter-free as much as possible.
- d. All ladders, scaffolds and work platforms must be safely placed, and secured before performing work.
- e. Oxygen and Acetylene Cylinders must be kept upright and secured (tied off) at all times. All cylinders shall be capped when not in use and empty cylinders returned to storage racks.
- f. WALK, do not run, except in the event of an emergency.
- g. Employees within the plant complex shall be fully clothed at all times. Fully clothed shall mean the wearing of full length trousers, suitable shoes and a shirt which completely covers the back, chest, and shoulders. A shirt is acceptable for females where safety considerations do not prohibit it. Safety shoes are recommended.
- h. Hard hats and safety glasses will be worn in all designated areas.
- i. Drivers of vehicles within the Site limits will observe all speed limits and other traffic control regulations. Vehicle operators must have on their possession a valid drivers license and (for personal vehicles) proof of current insurance.
- \* j. Gambling on the Site is prohibited.
- \* k. Fighting, intimidating, or interfering with other employees is prohibited and will result in immediate removal from the site.
- l. All accidents or injuries, no matter how minor, must be reported immediately to the First Aid Facility and/or a Safety Department.

- m. There will be no eating, drinking, smoking, chewing tobacco or gum in any area controlled for the purpose of radiation protection, cleanliness, or other restricted areas.
- n. Security Badges shall be worn in plain sight at all times.
- o. The TLD and SRD, if issued, shall be worn between the neck and waist on the front of the body. Any condition which would cause unnecessary exposure to radiation must be reported immediately to the Employer and Owner's Radiation Controls Department. Report immediately to your foreman any lost Dosimetry devices (TLD, SRD, etc.).
- p. Tools taken into an area controlled for the purpose of radiation protection shall be surveyed by health physics personnel prior to removal.
- \* q. Theft, abuse, mis-use, damaging, mutilation, or deliberate destruction of any property, tools, or equipment in any manner is prohibited and shall be grounds for discharge and possible prosecution. Any one caught tampering with or removing property will be prosecuted to the fullest extent of the law. The loss, misplacement or theft of any personally owned tools, equipment, clothing or other belongings must be reported to your supervisor.
- \* r. Picking up or leaving another employee's time card, badge, TLD, employee number, brass or other identification.
- s. Leaving work without your supervisor's authorization.
- \* t. Possession of fire arms or other deadly weapons on Site.

- \* u. Possession and/or use of or being under the influence of intoxicants on Site. Possession or use of unprescribed drugs, narcotics and/or non-prescription tranquilizers or pep pills on site.
- \* v. Engaging in horseplay.
- w. Insubordination.
- \* x. Dishonesty or fraud.
- y. Failure to use or wear safety equipment and failure to observe safety, sanitary, and medical rules and practices.
- aa. Disobedience to Security Guard/Officer's request or directive.
- \* ab. Falsification of records (such as dosimetry, security records, social security number, name, quality control documents, and others) is prohibited and extremely dangerous.
- \* ac. Refusal to do properly assigned work (including that in a radioactive area) may be grounds for discharge, and will mean the person cannot again be referred for work at the Site.
- ad. Loitering, late starts, early quits, or other non-work are prohibited.
- ae. The Owner and Employers may add to or change these rules provided notices are posted at the site bulletin boards.

#### 9. INELIGIBLE FOR REHIRE

IMPORTANT NOTE: Employees are automatically permanently ineligible for rehire, on the Site by any Employer, if they are terminated for any of the above asterisked\* causes. In addition:



1. If any employee has been terminated for cause other than for the above asterisked reasons, the first time that employee is ineligible for rehire, by any employer on the Site, for thirty (30) days.

2. If an employee has been previously employed in any craft or non-manual capacity by a construction manager or contractor at this site and the employee voluntarily quit his employer to go to work for any other employer, that employee shall be ineligible for rehire by any employer, on the Site, for thirty (30) days.

3. If an employee's file contains a payroll removal slip marked ineligible for rehire, or any other documentation stating that employee is ineligible for rehire on the Site, he shall not be rehired by any employer.

4. If an employee has been terminated for cause (not counting "Failed Welding Test") within the previous twelve (12) consecutive month period, he shall be ineligible for rehire on the site by any employer, for twelve (12) months from the date of his second termination.

#### 10. QUALITY

The quality requirements for the construction, maintenance, and/or operation utility power plants are very rigid and exacting. Not only must safety and quality be designed into the plant, but it must also be constructed into the plant so the plant can operate safely.

It is the responsibility of every person on this site

to perform his or her job in a manner which yields the highest quality workmanship possible. In order to achieve such results, specifications, procedures and instructions are to be rigidly followed. Remember, if a person does not adequately perform on the job, quality deficiencies will be detected by craftsmen, supervision, field engineering, field quality control, and rework may be required.

Let's remember that the most productive method of performing work is to perform it correctly, with the highest quality, the first time. Every step you take to build quality into this plant will help to protect others and to provide them with safe, efficient energy, at lower cost.

Because of the importance of producing a quality job, we ask all of you to be alert to any action or condition which appears to violate our specification, drawings, or procedures. If your supervisor is unable (for any reason) to resolve the problem, arrange to discuss it with upper management of your employer. If you feel that the problem does not become resolved at that point we ask that you bring the problem to the Owner's senior management on this site.

QUALITY IS EVERYONE'S RESPONSIBILITY!

11. HOUSEKEEPING

Good housekeeping is essential to the safe and efficient construction of the job and it is the responsibility of each employee. You are directly responsible for your individual work area and the debris resulting from your work.

All areas, stairways, walkways, and change rooms shall be kept orderly and clear of obstruction and debris at all times.

## 12. HEALTH AND SAFETY RULES

The site safety rules are an integral part of these rules and regulations, and will be observed and followed by all employees at all times, including but not limited to the following:

The Occupational Safety and Health Act of 1970 (OSHA) is applicable on this job site and the employer will take whatever action is required to ensure its implementation. As an employee you also have a legal obligation to conduct yourself accordingly. Any acts contrary to good and/or safe working standards will not be tolerated.

Report any unsafe, hazardous, or unusual conditions to your foreman or supervisor, so that corrective action can be taken to prevent accidents.

All injuries, no matter how minor, must be immediately reported to the employee's supervisor and the First Aid Facility and/or a Safety Department.

Drinking water is available at all times. Where fountains are not furnished, used cups will be disposed of in the containers provided and will not be thrown about the jobsite.

Adequate sanitary facilities are provided at the site and are to be used by all employees. We request your cooperation in maintaining these facilities in a clean and orderly condition.

Rain coats and boots are supplied to employees by their employer, where the conditions of the job being performed require them. They remain as employer property and are not to be worn or taken off the site without written authorization.

## 13. COFFEE, SMOKING AND VENDING MACHINES

Employees will be allowed to pause briefly at their work location during the morning for coffee or a cold drink, provided no other individual's

work is effected by this action. The time and method of operation of this privilege will be determined by the employer's supervisor to satisfy the orderly progress of work.

No hotplates or other cooking facilities, makeshift or otherwise, are allowed on the job. Thermos jugs and coffee are permitted unless prohibited by work area restriction.

Lunch wagons, or canteens are not allowed on the site.

Smoking and eating will not be permitted in certain areas in accordance with the site's rules and regulations.

#### 14. SECURITY

All the site Security rules are an integral part of these rules and regulations, and will be observed and followed by all employees at all times, including but not limited to the following:

All persons entering or leaving the site are subject to the security regulations, rules and procedures applicable thereon. All employees, vehicles, parcels, bags, articles and boxes are subject to search, including the use of mechanical and electrical detection devices, as may be determined by Security.

The Employers may also arrange for other forms of identification (such as decals, tape, or color coded hard hats) to distinguish employees of an employer and/or workmen of a certain craft. These will be worn and may not be removed.

All visitors must produce identification, obtain clearance from the party to be visited through the Security guard, sign a visitors' register, wear the visitor's badge issued to him/her in a visible place, and confine his/her movement about the site to only those areas directly involved to conduct the stated reason for that visit.

Any vehicle entering controlled construction areas must display the

proper permit or present appropriate evidence of the right to do so, and shall be subject to inspection and search.

Vehicles anywhere on the site, its roads and parking areas, shall be operated in a safe and careful manner, the driver will comply with all traffic regulations and controls established for the site, and shall be parked only in the designated area(s). Vehicles parked in unauthorized areas will be towed away at the expense of the vehicle's owner.

Flagrant or repeated violation of site Security rules, regulations or procedures will be cause for dismissal from employment on the Site.

No tools, equipment or materials will be permitted to leave the project site, regardless of legal owner, unless accompanied by a properly executed material removal pass.

If an employee brings personal tools onto the jobsite he or she must arrange through Security for an inventory of these tools to be made, and a receipt for this inventory to be given to him/her. It is your responsibility to arrange for the inventory and obtain a receipt before you enter the work area. Only if this is done will you be able to obtain a properly executed material removal pass to allow you to remove the tools from the Site.

Neither the Owner or any Employer will accept responsibility for any lost and/or stolen items. It is in your best interest not to bring valuables to the Site.

No pet or other animals will be permitted on the Site.

Cameras are prohibited from the Site without the specific written permission of the Owner. When permitted, the taking of photographs of places or things shall be only for the use approved by the Owner. Under no conditions shall any photographs taken on the Site be released for general distribution,

Page 13 P. 13 12-11-79

promotional purposes or any other use not directly involved or necessary for construction of this facility without the express written approval by the Owner.

No fire arms, weapons, binoculars, radios, or recording devices will be permitted on the jobsite. If these items are found they will be confiscated and delivered to the Guards and/or the Sheriff's office for appropriate action.

Explosives, dangerous or hazardous substances will not be permitted on the Site, except by specific written approval of, and under conditions imposed by, the Owner and then only in direct support of the Construction effort.

Bulletin Boards will be posted in conspicuous places on the site. These boards will have posted on them safety rules and regulations, Federal and State employment laws, safety posters and notices of matters affecting employees.

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This is to certify I have received, read and understand the Job Rules and Regulations of conduct applicable to the work \_\_\_\_\_

Name \_\_\_\_\_ (print) Badge No. \_\_\_\_\_

Craft \_\_\_\_\_

Date \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness