PM-10
MCC 9-0920

PLAINTIFF'S EXHIBIT
MON-1971

Monsanto

FROM (NAME & LOCATION) A. H. Conrad - O-5

DATE February 14, 1984

CC: P. Bailey
W. Howe
S. Moncla

SUBJECT 4th Quarter Competitive Safety & Housekeeping Inspection - Offices and Services

REFERENCE

TO :PMSB

General Comments

Offices and services were inspected January 24 as part of the 4th Quarter Safety and Housekeeping Inspection. Overall, the areas are clean and orderly and safety awareness and attitude are good. The major problems uncovered are: 1) lack of safety training (regularly scheduled safety meetings) for a large segment of plant office and service personnel, 2) absence of safety training for contract draftsmen, and 3) confusion about our Emergency Procedure Plan, i.e., location of instruction points and identification of wardens. Much of the confusion is the result of the reorganization in 1983.

Specific comments are being sent to the personnel responsible for the areas inspected.

Ratings

The ratings below are based on a weighted average of 75% for safety and 25% for housekeeping. Specifically, the safety areas observed were divided into three categories, each with 25% of the total rating. They are: personal knowledge, personal safety equipment, and observed safety hazards. A copy of the checklist used in the inspection is attached. The ratings are as follows:

Department	Rating
Fire Station	Outstanding - Winner of the 4th Quarter Award
Cafeteria	Outstanding
Medical Department	Outstanding
Main Gate	Outstanding
CED Warehouse	Outstanding
Applications Building	Outstanding
Planning Offices	Good
Zone IV Offices	Good
Training/Purchasing	Good
Zone I Offices	Good
Zone II and V Offices	Good
Main Office Building	Good
Locker Building/Safety Supply	Good
Stores	Satisfactory
Plant Warehouses A,B,C,E,F,G	Satisfactory
Office Annex	Satisfactory

For the Inspection Team

A. H. Conrad

Inspection Team:

Penny Johnson
Rick Whitehead
Harry Conrad

OFFICE WORKERS SAFETY/HOUSEKEEPING CHECK LIST

BUILDING _____

DATE _____ INSPECTOR _____

SAFETY

1. PERSONAL KNOWLEDGE OF	GOOD	POOR	COMMENTS
Instructions Points/Wardens	____	____	_____
Where Emergency Exits Are?	____	____	_____
Fire Extinguishers (use,location,class)	____	____	_____
When Emergency Alarm Sounds What Is The Procedure To Follow?	____	____	_____
Fire & Spill Code Stickers On Phone	____	____	_____

2. PERSONAL SAFETY EQUIPMENT			
Safety Glasses/Goggles (if appl.)	____	____	_____
Hard Hats (if appl.)	____	____	_____
Closed Toe Shoes (if appl.)	____	____	_____
Emergency Lights	____	____	_____
Exit Signs	____	____	_____

3. SAFETY HAZARDS			
Opened File Cabinet Drawers	____	____	_____
Unlatched Paper Cutter	____	____	_____
Boxes (too high/obstructing walkway)	____	____	_____
Coffee Spills	____	____	_____
Pulled Staples Left On Tabletop, Etc.	____	____	_____
Electrical Wires (obstructing walkway)	____	____	_____
Pencils, Sharpened End Faced Down	____	____	_____
Mirrors (for blind areas)	____	____	_____
Floors(recently waxed/mopped "CAUTION")	____	____	_____
Stairways Should Be Cleared	____	____	_____
Walking "Up" or "Down" Stairs - At Least One Hand Free; Do Not Read	____	____	_____
Do Not Attempt To Lift Heavy Load Of Paper, Books, Etc.	____	____	_____
Cement Glue (plenty of ventilation)	____	____	_____
Clutter	____	____	_____

HOUSEKEEPING

1. OFFICE/DESK AREAS	GOOD	POOR	COMMENTS
Offices			
Closets			
File Cabinets			
Hallways/Passageways			
Paper On Wall Instead Of Bulletin Board			
Floors			
Restroom			
Lunch Areas			
Bulletin Boards			
Storage Cabinets			
Bookcases			
Desks			

COMMENTS - OTHER