

Monsa.

FROM (NAME & LOCATION)

DATE : July 11, 1980

cc: SHAC
R. T. Hammann

SUBJECT : Office Safety Committee

REFERENCE :

TO : J. A. Glass

The 1980-81 Office Safety Committee held its first meeting on Thursday, July 10, at 2:30 p.m. Two "holdover" members, Peggy Wansbrough as Chairman and Dorothy Bibby as Secretary, Bob Hammann representing the Safety Department, and the following new members comprise this committee:

- ✓ Marilyn Decker
- ✓ Les Salles
- ✓ Alex Sorensen
- ✓ Sue Lessa
- ✓ Kathryn Woodard
- Ellis Williamson
- ✓ Betty White

Bob Hammann presented a brief slide summary and introduction of "START", a contemplated plant-wide safety program. Several topics were suggested for OSC projects during the coming year, such as:

1. Hurricane information - video films, slides, Weather Bureau speaker.
2. Emergency exits out of the plant - wind direction knowledge, etc.; schedule group tours through the plant to familiarize employees with the exits and safety precautions to be taken in case of an emergency.
3. Fire Extinguisher training - offer this on-site training again for those who did not have an opportunity to participate last year.
4. Burglary, Rape, Assault - speaker from a law enforcement agency.

The Committee decided to start immediate preparations for two of the suggested topic presentations:

1. Hurricanes - Les Salles (Chairman)
Betty White
Marilyn Decker
2. Emergency Exits - Sue Lessa (Chairman)
Alex Sorensen
Kathryn Woodard

SC

14370

LAM014962

OSC

-2-

July 11, 1980

All members will be involved in a safety presentation at some time during the year. Each topic is prepared and presented by a sub-committee.

For the next month or so, the OSC will meet every other Thursday at 1:00 p.m. in the Conference Room, 3rd floor, Main Office building. The next three dates are:

July 24
August 7
August 21

/dgb


Chairman

SC

14371

LAM014963