

To: PJK, RBN, BLT

From: D. C. Skokna
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Interoffice
Communication

Subject: COMMENTS AND SUGGESTIONS FOR IMPROVING
SAFETY MEETINGS

VISTA

These are the comments and suggestions I noted from our three meetings with supervisors and hourly people on how we can improve the monthly safety meetings:

(In no particular order):

- New employees should get fire watch training and "HNU" training.
- Need to show Operators how the process works.
- Videotapes are good (when done professionally); need more than just watching the tape.
- Need to teach people how to open fire monitors and use them. Maybe this can be done at the annual fire training.
- The best time for these meetings is the shift coming in and hold the shift that is on over until the training is done.
- Good (pertinent) topics are the key to successful meetings.
- Who leads the meetings is not as critical to their success as is the topic.
- Department Head led meetings generate interest; two or four times per year is good.
- "Safety Seconds" are very good.
- Ginny Belk's first aid training and health topics are good.
- "Horror-films" are real good.

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- Do the fire training in cool weather. Clean the coats.
- Competition/rewards idea: develop a "best slogan".
- Health training is boring - gets repeated too often.
- Are there any DuPont courses available?
- The leader needs to know the topic and be sincere.
- Shop meetings are weekly on Friday mornings - Why?
- A good topic is a complete process such as how Line V operates and the safety aspects of its operation.
- OJT is conflicting - depends on who is teaching you. We need more consistency in how we teach operations.
- Ideas to encourage participation: coffee, donuts, breakfast, better chairs, sit around a table, "Safety Trivial Pursuit" type of game.
- S.O.S is boring, good for new people but the experienced people get bored.
- People have bad attitudes because "things don't done" - such as the ORU compressors, tool room problems, etc.
- The Safety Department should attend more meetings.
- Management should attend more meetings.
- A good topic would be to make a video of a job and critique how it is done.
- Use "outside" people to teach off-the-job safety: hunting, chainsaws, lifting, back injury prevention.

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- Management is more concerned about records
- not people's safety.
- In maintenance, we have weekly and monthly
safety meetings. Safety Department and
Management should attend.
- Need to have the same rules for contractors
as we do for our own people.
- Attitude - If you bring an item up, you get
told, "it costs too much".
- Attitude - It takes a major effort to
correct a minor problem. (example:
removing a pipe near a lab sink).
- Attitude - The accident report should be
changed - it tries to blame people.
- Use an injury log instead of a report for
minor injuries.
- Accident investigations get filed but not
used. We do not get much mileage out of
them.
- Let groups choose the topics of the
meetings.
- "Safety Seconds" were liked in Maintenance.
- Topics need to be pertinent to job or
craft.
- Why Friday morning in the shop - people's
minds are then on weekend plans.
- Participation makes good meetings.
- Should have meetings when you come back
from longbreak - to get your mind back on
the job. Get an update on what is
happening, problems encountered, etc.
- Use different people to lead meetings -
Supervisors, Safety Department, Management,
Engineers.

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- Maintenance should have weekly meetings.
- Safety Training Room:
 - Have trouble finding materials.
 - Films are scattered around.
 - Too many people use the room. Equipment "disappears" overnight.
 - We do not have enough A-V equipment.
 - Need coffee, donuts, soda.
- Communications:
 - People do not know the status of ESAR's, Safety Work Orders, Accident Investigations.
- Topic Ideas:
 - Go look at a new installation.
 - Set up teams to come up with recommendations on solving safety problems.
 - "Do Something" meetings.
 - Use the team approach.
 - More variety is needed.
 - Lesson plans would help.
 - Have a master schedule and then have prepared/planned topics.

Need To Stop:

- Schedule changes and conflicts (E.R. meetings).
- SPC conflicts.
- Safety meetings should take precedence.

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Need To Stop:

- Supervisors lack resources.
- Maintenance meetings usually turn into gripe sessions.
- One or two mass meetings a year would be good.
- New resources (videos, books) are needed.
- Go off site occasionally.
- The best topics are job related. Process training is needed.
- The video camera broke four months ago and was not fixed.
- Do we have to have periodic meetings?
- Better to have on-shift, short, well prepared meetings than monthly meetings.



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cc: RWS