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Monsanto

xc. Secy

PLAINTIFF'S EXHIBIT
MON-3002

FROM (NAME & LOCATION) J. J. McClellan - O-11

February 23, 1982

cc: G. T. Ryan
G. L. Tromblee

SUBJECT: SHAC Turnover Program
1981 SHAC Committee to 1982 SHAC Committee

REFERENCE :

TO : D. D. Kos
1982 SHAC Chairman

Attached for your files are copies of the transparencies and outline used for the turnover presentation made at the Quality Inn on February 16, 1982.

Not included are any notes on the safety superintendent's talk about the overall plant safety organization or the plant inspection critique sent to you earlier.

Joe McClellan

J. J. McClellan
1981 SHAC Chairman

Attachments

SC 002164

LAM003369

SAFETY AND HOUSEKEEPING ACTION COMMITTEE

JJM I. DISCUSSION WITH FIRST TRANSPARENCY (attached)

The Safety and Housekeeping Action Committee, SHAC, is the Action Center for plantwide Safety and Housekeeping.

Members and chairman are appointed annually by the plant manager and represent a cross section of plant functions/organizations.

SHAC has the responsibility for:

--The management and execution of the overall plant safety and housekeeping programs.

--Mesh

--Taking action to resolve specific issues.

--Wire problems
--Traffic

--The investigation of response to Hourly Safety Committee suggestions.

--Fire/Entry permit review
--Traffic problems
--Manlift problems
--Bicycle safety

--Fulfilling assignments made by SAC/PMSB/PM.

--Bypassing safety devices
--Reviewing safety "P" bulletins for needed revisions

--The implementation of contractor safety.

JJM II. DISCUSSIONS WITH SECOND TRANSPARENCY (attached)

Examples of SHAC activity during 1981.

--Worked with and reported for the plant safety organizations in the "Creative Solutions to Safety Awareness" program.

--Helped develop and implement the one-on-one "Cupsafe Safety Program"

--Continued to implement the "START Program"

--Training slides prepared

Housekeeping
Correct Procedures

--Worked with the Hourly Safety Committee.

--Attended all sessions
--Obtained speakers (general superintendents when available)
--Published minutes
--Reviewed concerns, obtained action, provided feedback

--SHAC continued to be responsible for the AVIP.

--Reviewed requests for variances
--Reported to the PMSB
--Note: In the future this reporting to the PMSB is to be quarterly (not monthly)

--SHAC was responsible for organizing, scheduling and reporting the Quarterly Guest Housekeeping Inspections.

--SHAC was responsible for scheduling and organizing the Annual Safety and Housekeeping Inspection.

--In addition, SHAC worked on several other projects.

--Wire hazard
--Manlift safety
--Plant traffic
--Safety procedures review
--Emergency drill reporting
--Safety shower standards
--Bypassing safety devices
--Investigated one other plant's (Ethyl) safety program

--SHAC also issued plantwide

--Alerts
--Action requests
--Bulletins

QUARTERLY GUEST HOUSEKEEPING INSPECTIONS

KB Schedule and composition.

JJM Recommendations

--Keep records of inspections and follow-up

--Report to PMSB

--Schedule - do or get substitute

Found that they are sometimes easier to do on a tight schedule--say all one week.

--Emphasize that response goes to the concerned general superintendent (as well as a copy of the inspection).

--SHAC establish certain items to be looked at with emphasis each quarter.

JJM In the future a SHAC member (chairman) and the PM will made a drive-around inspection each quarter.

JJM SAFETY ORGANIZATION

PMSB

Recommend that occasionally one other SHAC member (besides chairman) attend.

SAC

Believe it would be good for one SHAC member to attend occasionally.

Office Safety Committee
PT Safety Committee
Accounting Safety Committee

Minutes of meetings should be sent to SHAC.

Hourly Safety Committee

--Need to improve attendance
--Believe phone calls should be made in addition to published notices.
--Need to improve availability of speakers and programs (talks).
--Believe other SHAC members should visit occasionally.
--Need to increase interest--programs--direction.

JJM ANNUAL SAFETY AND HOUSEKEEPING INSPECTION

JJM Review Critique

--Get brochures, reservations, maps, emergency numbers for inspectors' families, etc., to inspectors at least one week before inspection.

--Additional credits that should have been included in critique.

--J. D. Stone was responsible for raingear and hard hats with inspectors' names.

--Ken Bretz was responsible for name tags.

--Jim Gatewood also prepared the information packets.

--Joe Carothers assumed responsibility for schedule and cleanliness of cars.

--Have a presentation on the Emergency Control Center. This is of interest to the inspectors.

--If the inspectors are from inland, a walk along the docks is of interest to them.

KO Plant Brochure preparation

JG Tour route and schedule preparation

SAFETY AND HOUSEKEEPING ACTION COMMITTEE

SHAC

MEMBERSHIP

Manufacturing

J. J. McCLELLAN

K. E. BRETZ

Plant Engineering

J. M. GATEWOOD

Engineering Services

J. L. CAROTHERS

Process Technology

K. D. ODEN

Central Engineering

J. D. STONE

Loss Prevention

J. A. GLASS

RESPONSIBILITIES

Overall Plant Safety and Housekeeping

Actions to Resolve Specific Issues

Investigate and Respond to Hourly Safety Committee

Fulfill Assignments of SAC

Implement Contractor Safety

EXAMPLES OF SHAC ACTIVITY IN 1981

PROGRAMS

- Creative Solutions to Safety Awareness
- C-U-P-S-A-F-E
  - One-on-one Program
  - Emphasis on Individual Responsibility
- S-T-A-R-T
  - Safety Training in
    - Accident Reduction Techniques
  - Emphasis: Housekeeping
    - Using Correct Procedures
- Hourly Safety Committee
  - Monthly Sessions to Review Concerns
    - Obtain Actions
    - Provide Feedback
- Quarterly Guest Housekeeping Inspection
  - General Superintendents
  - Member SHAC
  - Hourly Safety Committee
  - Foremen
  - Written Responses Required
- Special Projects