



Air Products and Chemicals
INC.

CALVERT CITY PLANT
INTEROFFICE MEMORANDUM

To: B. D. Helms

Date: 5 March 1980

From: J. R. Travis

Copies:

Re: Monthly Activity
Report - February, 1980

I. Medical Department

Medical activities are covered in the monthly Safety/Medical composite report. Prepared and process through local channels to the Personnel department the personnel evaluation forms on Roberta Carper.

Prepared and processed personnel requisition forms for temporary (three months duration) clerical employee for the medical department. Interviewed applicants and selected employee for temporary clerical position--Mrs. Overby. She was scheduled to begin employment on Monday, 3 March 1980.

Ruby contacted Dr. French's office regarding Mr. W. Andrews' condition (Comp. case - broke left heel) and the possibility of his returning to work. Then met with Messieurs Barnett and Parish to discuss work available for Mr. Andrews. Ruby contacted Mr. Andrews and requested that he come to the plant to see Dr. Colburn. Ruby developed a program for Mr. Andrews to follow while at the plant to speed his return to normal duty. Mr. Andrews was scheduled to return to the plant on Monday, 3 March 1980, on a half-day basis.

II. Safety Orientation and Procedures Manual

Prepared outline for the Orientation Manual and collected information. Began writing procedures and informed (by letter 21 February 1980) the Safety Subcommittee chairman of the progress of the work. Requested his assistance or input of ideas, suggestions and need of new procedures. As of the last of February, 1980, no replies have been received. The format for the regulations and procedures in the Safety Manual has been developed, approved and the forms ordered. Listed below is the status of the various regulations and procedures:

AP00045084

<u>Regulations</u>	<u>Revised</u>	<u>Typed</u>	<u>Reviewed</u>	<u>Approved</u>	<u>Distributed</u>
1. Introduction to Manual	X	X			
2. Wearing Eye Protection	X	X			
3. Wearing Hard Hats	X	X			
4. *Smoking Regulations	X	X		X	X
5. *Scrap Material Regulations	X	X		X	X

*Revised by Ed McIntyre

Procedures

1. Ladder and Scaffold - Reviewed OSHA requirements. Scheduled meeting with Mr. Barnett who is preparing procedure.
2. Lockout X X
3. Bypassing Safety Devices X X
4. General Plant Safety Rules X X
5. Flame and Hot Work Permit X
6. Tank/Vessel Entry X X
7. Work Permit X
8. Evacuation - Committee working on this topic
9. Respiratory Protection
10. Emergency Control

Attended present orientation session for training and informational purposes.

III. Workers Compensation Cases

See attached report.

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IV. General

Attended the February safety training program on "Falls". Also attended "Management Information Systems" meeting on 19 February 1980.

Assisted Personnel department through discussions and explanation of procedures and personnel status.

Contacted and discussed Process Hazards Review status report with each person having reporting responsibility and established procedure for reporting progress on these projects.


J. R. Travis

AP00045086

PLANS FOR NEXT MONTH

(March, 1980)

<u>Project</u>	<u>Status</u>	<u>Benefits</u>
Workers Compensation	Give to Personnel for their administration	More efficient administration. Allow more time for safety projects.
Orientation Manual	Complete typing of material have reviewed.	Reduce accidents and injuries through better informed and safety oriented employees.
Safety Manual	Continue revision and review of procedures	Make safety an important part of operation.
Visitors Orientation	Outline and write	Inform visitors of hazards in the plant and established safety standards.
Medical	Implement improved coronary exam and evaluation in physical exam	Improve evaluation and diagnostic part of the physical program.

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