

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984-11-14

Present: Messrs. J. Quaglia, T. E. Lowe, R. L. Hudson, F. Atzenhofer, P. E. Kelm, J. Ramos for J. K. McClain, B. W. Stehling, K. L. Keller, L. F. Wagner, N. V. Lubbers for R. C. Flournoy, P. J. Holster, R. R. Ripley for R. D. Fitzgibbon

Absent: Messrs. C. L. Adams, Irwin Kurtz, R. I. Villarreal

J. Quaglia told the Committee that we have not had a lost work day injury since June of this year accumulating over 850,000 safe work hours; however, we continue to have minor serious injuries. S.I. Nos. 22 and 24 were briefly reviewed; S.I. No. 23, Ruben Herrera, Precipitation Area Attendant, was discussed in more detail.

- ° In addition to reviewing/revising the JSA and investigating additional swing bolt locations, B. Stehling suggested using smaller tractors for the job to increase clearance.

The details of a near miss involving the fracture of a cast iron steam valve in R-35 on a caustic heater were discussed. R. Ripley told the Committee about a set of Engineering Standards dealing with cast iron valves and that such valves will need to be replaced and eventually eliminated from Stores. *This item will become an agenda item to be tickled quarterly.

Section 3.0 of the Industrial Hygiene Manual, Hazardous Materials Control, was summarized by J. Quaglia. He stated that the Committee will be kept informed of hazardous materials, how they are handled, and what the precautions are.

J. Quaglia stated that "Great American Smokeout" sessions are being held during November as MSHA topics. They are stimulating conversation and creating awareness.

OLD BUSINESS:

1. Rescue Procedures Throughout Plant (J. Quaglia)

No new information. T. Lowe requested written documentation of what has been done thus far for next session. Quaglia suggested inviting participants to the December meeting.

2. Piping Standards for Covering Flanges (R. D. Fitzgibbon)

R. Ripley reported that George Schmidt's group has begun writing draft.

J. Quaglia commented that during a Project Safety Review meeting he attended, the issue of flange guards came up. The Standard will basically state that anywhere there are high concentrations of acid/caustic, heat, and pressure, flange guards will be required.

PLAINTIFF'S
EXHIBIT
AL-874

183-3875-0900-000#1
Category Code

3. Working Hopper Cars Without Being Tied Off (R. D. Fitzgibbon)

N. Lubbers reported that all the parts are here. The steel is erected, but reels and lights need to be installed before it is ready to operate. Completion scheduled in two (2) weeks.

4. Spills/Access/Drainage (J. K. McClain)

J. Ramos discussed obtaining schedule from F. Tortorici so that work can begin. R. Hudson reported that five (5) storm sewers are still plugged up at R-35 Tank Farm. J. Ramos stated that J. McClain and he looked at all storm sewers with standing water. A. Malaer and E. Perez are well aware of the problem and are taking actions to correct blockage. This area has been caustic cleaned, but plugging still exists.

5. Reinsulation of R-31 (R. D. Fitzgibbon)

Tickle January, 1985.

6. Nipples, R-45 (J. K. McClain)

B. Stehling reported that they have started all over on the training. He commented that the joint group in the area has helped to identify problems and some resolutions have been attained.

NEW BUSINESS:

*1. Replacement of Cast Iron Valves (R. D. Fitzgibbon)

Tickle February, 1985.

2. Wiring Of Ventilating Fan, Machine Shop (R. D. Fitzgibbon)

R. Ripley discussed the problem with J. Palmer. A meeting was held with his staff about this type of item being brought to this Committee.

DISCUSSION:

1. J. Quaglia met with J. Hutchins and F. Sternadel about vendors/visitors violating our personal protective equipment policy. Our present policies and liabilities were reviewed.
2. B. Stehling reported that the entry permit for the precipitator being scaled is now being placed on the outside of the tank. He also commented that the rubber balloon portable eyewash system is working fine.
3. J. Quaglia commented that a letter from the Maintenance organization was sent out stating that the links on pull chains on scaffolds will be welded. It was stated, however, that J. Kinder feels this creates more of a safety hazard than if not welded.

4. J. Quaglia stated that the Guards are supposed to be able to service glasses during off-shifts. He will discuss situation with R. Palmgren and R. Sheppard.
5. J. Holster told of a near miss involving him at R-84 (D. Hinds' area) in which a cable slipped on a large crane.
6. J. Quaglia told of a possible near miss involving a welder who was trying to pull a burning rig out of caustic and slipped and fell. More details will be known after the investigation.
7. P. Kelm asked about the commitment to inspect monorails and trolleys, stating that the trolley on top of 35 Press Building is in bad shape. R. Ripley stated that a procedure was established and he will follow up on it. J. Quaglia will get feedback by the next meeting. B. Stehling asked about the inspection procedures for the steel beams themselves stating that some are in bad shape. R. Ripley replied that building steel is not typically a part of our inspection procedures; however, there are comments that state to look at attachments.
8. P. Kelm stated his concerns about it not being mandatory for school bus drivers to wear seat belts. J. Quaglia agreed to draft a letter and share it with appropriate members of the Committee.
9. P. Kelm also shared with the Committee samples of torn cotton gloves in which the thumbs were sewed on incorrectly. J. Quaglia will investigate.
10. R. Hudson expressed his concerns about roads flooding and being unable to see them at night. J. Quaglia will solve.
11. R. Hudson requested that the windows in R-146 showerhouse be screened because of mosquitos. J. Quaglia will look into this.
12. Working alone while running scaling machines was an issue submitted by R. Hudson and P. Kelm. They stated there was a fall hazard in getting to the machine. J. Quaglia and J. Ramos will investigate.
13. T. Lowe mentioned the lack of trained and qualified people to analyze asbestos samples, especially in L. Wagner's absence. He was informed that T. Flores can also read them.

J. QUAGLIA/cmp

DISTRIBUTION:

Mr. C. L. Adams -R-35M (c/o J. K. Henderson)
Mr. F. Atzenhofer, Jr. - R-148 (c/o H. M. Stellman)
Mr. H. P. Bledsoe - R-139
Mr. H. W. Cooper - B.1
Mr. H. G. Elrod - R-35Q
Dr. I. Kurtz - B.1
Mr. R. D. Fitzgibbon - R-139
Mr. R. C. Flournoy - R-142
Mr. G. A. Geppert - R-141
Mr. D. R. Grundhoefer - B.1
Mr. I. P. Anich - R-139
Mr. R. C. Hiserodt - B.1
Mr. R. L. Hudson - R-35 (c/o A. L. Malaer)
Mr. J. H. Hutchins - R-10
Mr. K. Keller - B.1
Mr. P. E. Kelm - B.13B (c/o H. E. Skow)
Mr. R. L. King - R-139
Mr. T. E. Lowe - R-136 (c/o W. Oehlke)
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Mr. A. R. Ness - R-45X
Mr. J. L. Palmer - R-139
Ms. N. B. Peikert - B.1
Mr. E. Perez - R-30L
Mr. C. A. Phillips
Mr. J. Quaglia - B.1
Mr. R. R. Ripley - R-139
Mr. R. G. Sheppard - B.1
Mr. H. M. Stellman - R-148
Mr. L. F. Wagner - B.1

Mr. P. J. Holster, Jr. - R-325 (c/o C. Johnson)
Mr. B. W. Stehling - R-45 (c/o J. H. Kinder)
Mr. R. I. Villarreal - R-30 (c/o G. B. Viets)

OPERATIONS SAFETY AND HEALTH COMMITTEE
 1984-10-10

Present: Messrs. R. R. Ripley for J. Quaglia/R. D. Fitzgibbon, T. E. Lowe, P. E. Kelm, F. Atzenhofer, B. W. Stehling, R. I. Villarreal, R. L. Hudson, N. V. Lubbers for R. C. Flournoy, L. F. Wagner, I. Kurtz, H. G. Elrod for J. K. McClain, P. J. Holster

Absent: Messrs. C. L. Adams, K. L. Keller

The meeting was chaired by R. Ripley as J. Quaglia was attending a Safety Managers Conference in Evansville, Indiana.

H. Elrod briefly discussed Serious Injury #20:

- ° Willie T. Porter, Digestion Shift Supervisor - Lacerated Left Little Finger
- ° R. Hudson questioned the use of valve knockers throughout the plant. Discussion followed on dead blow hammers vs valve knockers.

R. Ripley discussed Serious Injury #21:

- ° Alberto P. Garcia, Maintenance Capital I/E Technician - Lacerated Lip
- ° ESA on conduit bender will be written.
- ° Tie bars will be purchased.
- ° Will resolve use of manual bender for larger conduit.
- ° P. Kelm questioned what determines whether an ESA is written on a piece of equipment. R. Ripley commented that every department tries to look at tools and specific operating equipment and that it is a combination of both management as well as employees' responsibility to see that it is appropriately done. Employees are not to operate equipment in an untrained fashion.
- ° Incident in which millwrights sandblasted a portable type mini-blasters without reviewing a JSA was discussed. R. Ripley will discuss matter with O. F. Matus.

R. Ripley told the Committee that the SIFR year to date is 2.17 vs an objective of 1.92. He also mentioned that the "Convincer" was in the plant Monday and Tuesday and will be at the "Fair" the remainder of the week.

A recent fatality occurring at Texas Cement Company, Buda, TX was briefly discussed. An employee was fatally injured when a section of refractory fell on him while he was removing brick from a rotary cement kiln. J. Quaglia sent the fatal report to the Maintenance organization to review our own procedures and assure ourselves we are preventing similar incidents.

R. Ripley relayed to the Committee the Safety & Hygiene Department's plans to promote the "Great American Smokeout" during the month of November. Departments have been encouraged to participate during safety meetings to educate the populace about the hazards of smoking.

L. Wagner reviewed Section 2.0 of the Industrial Hygiene Manual and requested that anyone with questions should feel free to contact him. Committee members were urged to keep the various sections handed to them during each meeting.

OLD BUSINESS:

1. Rescue Procedures Throughout Plant (J. Quaglia)

H. Elrod gave the Digestion Department update. The rescue committee (R. Sheppard, B. Wilborn, J. Nevlund) has gotten back together and began assessing special procedures. The final product is expected to be published in the near future.

R. Ripley told the Committee that the Powerhouse is identifying some of their own problems. B. Sowders published a one-page statement of issues and problems to be dealt with. Mr. Ripley suggested that other departments take the initiative, make lists of potential problem areas, and contact R. Sheppard for his help. This is a long-range project that will require everyone's patience and cooperation; there is no intent for the project to become bogged down in one area--a quality product is the goal.

2. Piping Standards for Covering Flanges (R. D. Fitzgibbon)

A commitment has been made by George Schmidt, the engineer in charge of this project, to furnish a rough set of standards by November.

3. Working Hopper Cars Without Being Tied Off (R. D. Fitzgibbon)

Fabrication for the monorail with retractable hose reels is scheduled for completion by November 1st.

4. Spills/Access/Drainage (J. K. McClain)

H. Elrod reported that a shop order to install additional platforms is active in the engineering stage only; nothing has been done in the field.

T. Lowe reported on the September MSHA meetings in the Alumina Plant co-hosted by H. Elrod and him. Meetings were informative and reconfirmed our ideas that spills should be deterred and the problem would be eliminated. -

R. Hudson reported that there is a drainage problem with the storm sewer at R-35 Tank Farm (by the "L" Tanks) every time it rains. They have been caustic washed and vacuum trucks have been used to clean them out; however, they are still plugged. H. Elrod will discuss this with his folks and R. Ripley will talk to J. Palmer about the situation.

5. Reinsulation of R-31 (R. D. Fitzgibbon)

Tickle January, 1985.

6. Nipples, R-45 (J. K. McClain)

The problem has been discussed with J. Kinder and A. Ness. When nipples are replaced the bottoms also need to be checked. Area Attendants still have not been informed of the problem.

R. Hudson mentioned that some flanges in the Tank Farm have short bolts that are not completely screwed on. R. Ripley commented that, according to the guidelines mentioned in the F&E Standards, the threads should protrude past the nut.

DISCUSSION:

1. P. Kelm gave more examples of vendors/visitors violating our personal protective equipment policy. The importance of such equipment should be stressed more at the entrance gate. R. Ripley will discuss with R. Sheppard.
2. F. Atzenhofer reported that a Safety Suggestion was submitted in July and no answer has been received yet. The big press in the Machine Shop was relocated to a very hot area and the ventilating fan needs to have a wire run to it. R. Ripley will investigate.
3. B. Stehling remarked that the entry permit for the precipitator being scaled is being placed on the spider instead of on the vessel or on a board by the point of entry. T. Lowe commented that he had discussion with J. Kinder and A. Ness about the issue and some disagreement exists about the correct procedure.
4. B. Stehling also mentioned that the link on the pull chain on scaffolds is not welded. He expressed concerns that the chain could hit someone.
5. R. Hudson asked if the Satellite facility had people available to replace glasses on off-shifts, Saturdays, etc. Dr. Kurtz will discuss problem with R. Palmgren.
6. R. Villarreal discussed the safety hazard of wearing rubber gloves instead of cotton gloves when scaling. Because the scale is dry cotton gloves provide a better grip. T. Lowe asked for a commitment or reevaluation of this issue. It will be discussed further.

R. RIPLEY/cmp

DISTRIBUTION:

Mr. C. L. Adams -R-35M (c/o J. K. Henderson)
Mr. F. Atzenhofer, Jr. - R-148 (c/o H. M. Stellman)
Mr. H. P. Bledsoe - R-139
Mr. H. W. Cooper - B.1
Mr. H. G. Elrod - R-35Q
Dr. I. Kurtz - B.1
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Mr. D. R. Grundhoefer - B.1
Mr. I. P. Anich - R-139
Mr. R. C. Hiserodt - B.1
Mr. R. L. Hudson - R-35 (c/o A. L. Malaer)
Mr. J. H. Hutchins - R-10
Mr. K. Keller - B.1
Mr. P. E. Kelm - B.13B (c/o H. E. Skow)
Mr. R. L. King - R-139
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Ms. N. B. Peikert - B.1
Mr. E. Perez - R-30L
Mr. C. A. Phillips
Mr. J. Quaglia - B.1
Mr. R. R. Ripley - R-139
Mr. R. G. Sheppard - B.1
Mr. H. M. Stellman - R-148
Mr. L. F. Wagner - B.1

Mr. P. J. Holster, Jr. - R-325 (c/o C. Johnson)
Mr. B. W. Stehling - R-45 (c/o J. H. Kinder)
Mr. R. I. Villarreal - R-30 (c/o G. B. Viets)

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984-09-12

Present: Messrs. J. Quaglia, T. E. Lowe, J. Ramos for J. K. McClain, L. F. Wagner, F. Atzenhofer, K. L. Keller, B. Stehling, C. L. Adams, R. L. Hudson, J. Holster, R. Villarreal, I. Kurtz, R. R. Ripley for R. D. Fitzgibbon

Absent: Messrs. P. E. Kelm, R. C. Flournoy

Slides of E. T. Janak's injuries (S.I. #1 - 1984-01-05) were shown to the Committee. The significance of such media was discussed.

J. Quaglia briefly discussed the following serious injuries:

- ° S.I. #16, Julien Guilbeau, Machinist - Lacerated Right Hand
- ° S.I. #17, Thomas R. Garbe, Services Pipefitter - Lacerated Left Thumb
- ° S.I. #18, Ernesto Escobar, Clarification Laborer - Lacerated Left Thumb
- ° S.I. #19, Mason Galow, Capital Pipefitter - Lacerated Left Thumb

Point Comfort ended 1983 with a total of 22 serious injuries; year to date we have 19 serious injuries. J. Quaglia mentioned lack of awareness, inattention, and lack of the right mental attitude as possible contributors to our count. Hazards need to be identified and corrected when first noticed. Examples were given involving the continued use of unsafe practices/materials. Because first aid cases also increased, Joe cautioned everyone that the more minor injuries and near misses we have, the more chances we have of incurring a serious injury.

J. Quaglia announced that the Calhoun County Fair will be held 1984-10-10 through 1984-10-13. Alcoa will, as usual, have space at the Fair for our exhibits which will include the "convincer" machine, a machine designed to convince you of the importance of wearing seat belts. Volunteers to man the rig include Dr. Kurtz, T. Lowe, C. Adams, and K. Keller. The "convincer" will also be here for a couple of days for demonstrations.

J. Quaglia told the Committee that each month a different segment of the Industrial Hygiene Manual would be reviewed at these meetings giving industrial hygiene equal exposure to safety. Section I was given to all Committee members.

OLD BUSINESS:

1. Rescue Procedures Throughout Plant (J. Quaglia)

R. Ripley informed the Committee about activities in the Powerhouse. Bobby Sowders is heading up a subcommittee comprised of three hourly employees and himself to determine rescue procedures from confined spaces such as boilers and other difficult-to-rescue areas.

B. Stehling briefly discussed rescue operations in Precipitation, R-45, when scaling underneath scaffolds. The safe practice of using a radio may need to be made a mandatory practice.

R. Villarreal mentioned that R. Sheppard, B. Wilborn, and J. Nevlud have been in some blow-off tanks and horizontal vessels in Digestion. J. Ramos will get feedback while J. Quaglia will check with Security folks to see if they are on course for rescue procedures.

2. Piping Standards for Covering Flanges (R. D. Fitzgibbon)

R. Ripley reported that we did receive information from Western Australia; however, we will have to write our own standards.

See Eng. Dept
Pittsburgh has been reminded of their commitment to furnish ~~us~~ a rough set of standards.

3. Working Hopper Cars Without Being Tied Off (R. D. Fitzgibbon)

Tickle October.

4. Spills/Access/Drainage (J. K. McClain)

Additional platforms/access means are being put in. Employees are cautioned to use discretion when working around standing liquor. They are to remember that safety is equal to production, quality, cost, and delivery.

T. Lowe and H. G. Elrod co-hosted informative and well received September MSHA meetings for the Alumina Plant on proper barricading.

Regarding the red flag/tape rule in production areas, in imminent danger situations red flags or tape can be installed without the approval of the production department; however Operating personnel have ultimate responsibility and need to be informed immediately afterwards.

5. Reinsulation of R-31 (R. D. Fitzgibbon)

J. Quaglia commented that he is very impressed with the nomenclature of the samples that have been taken and identified. Project is progressing well.

NEW BUSINESS:

1. Nipples, R-45 (J. K. McClain)

Billy Stehling reported that there have been no communications since the last meeting. J. Ramos did discuss the problems with A. Ness and the situation will be dealt with.

DISCUSSION:

1. J. Quaglia advised the Committee that a seat belt survey would be taken soon.

2. Misunderstandings involving an employee's use of a cutoff valve on the end of a red hose were cleared up according to J. Quaglia.
3. All Area I Pipefitters had a meeting regarding acid loading on ships. A special JSA, however, will not be written because this acid is not as strong as some caustics.
4. Reviewed some concerns about the new Satellite first aid facility.
5. J. Holster mentioned the fume hazard in R-84 area. A Safety Suggestion has been entered, but there has been no feedback.
6. R. Hudson briefly discussed an episode involving a blind being missed. Also, the wrong motor was tagged out and the wrong disconnect was thrown because it was mislabeled. J. Quaglia again stressed giving tagout/lockout incidents widespread communications.
7. R. Villarreal mentioned the problems associated with transportation of drills at R-33.
8. J. Quaglia asked for opinions about a sample card (courtesy of Witco) which could be handed to employees observed performing unsafe acts. Dr. Kurtz pointed out the importance of approaching situations such as this with good communications skills and in a low-profile way. The Witco card prompted discussion and all Committee members were given an assignment to come up with a mini-safety award idea for individual employees observed working safely.

J. QUAGLIA/cmp

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Mr. R. L. Hudson - R-35 (c/o A. L. Malaer)
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Mr. E. Perez - R-30L
Mr. C. A. Phillips
Mr. J. Quaglia - B.1
Mr. R. R. Ripley - R-139
Mr. R. G. Sheppard - B.1
Mr. H. M. Stellman - R-148
Mr. L. F. Wagner - B.1

Mr. P. J. Holster, Jr. - R-325 (c/o C. Johnson)
Mr. B. W. Stehling - R-45 (c/o J. H. Kinder)
Mr. R. I. Villarreal - R-30 (c/o G. B. Viets)

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984-08-08

Present: Messrs. J. Quaglia, B. W. Stehling, P. J. Holster, R. R. Ripley for R. D. Fitzgibbon, C. L. Adams, R. L. Hudson, R. C. Flournoy, K. L. Keller, I. Kurtz, F. Atzenhofer, J. Ramos for J. K. McClain, and P. E. Kelm

Absent: Messrs. T. E. Lowe, R. I. Villarreal, L. F. Wagner

J. Quaglia introduced two new members to the Committee, Dr. Irwin Kurtz (new Medical Director) and Billy Stehling (Area Attendant in R-45). The group made self introductions.

J. Ramos discussed details of Serious Injury #15, Guadalupe G. Martinez, Precipitation Area Attendant, who sustained a burn to his left eye at R-45.

- . One of the contributing causes was the lack of portable eyewash stations in the tank before job was performed.
- . B. Stehling mentioned that there is only one small eyewash bottle presently located in the scaling spiders. J. Ramos told him to enter his suggestion of having a greater supply into the Safety Suggestion Book for documentation.
- . Seriousness of eye burns was discussed by J. Quaglia and the importance of supervisors to stress/enforce the wearing of personal protective equipment.

R. Hudson shared facts about a near miss he was involved in occurring in R-35 Tank Farm feedwell area. What he and his co-workers thought was a blind was really a dutchman. (The weld was cracked on the blind.) J. Quaglia encouraged giving tagout/lockout incidents widespread communications in a nonthreatening/nonfaultfinding way.

OLD BUSINESS:

1. Rescue Procedures Throughout Plant (J. Quaglia)

J. Quaglia commented that the program is moving slowly; however the blow-off tank area has been looked at. Some misunderstandings have been cleared up regarding the duties of the rescue procedure team working in the Digestion area. The crane issue has not yet been assessed. Manlift rescumatics were briefly discussed.

2. Piping Standards for Covering Flanges (R. D. Fitzgibbon)

Pittsburgh has been contacted again to supply a conventional list. We have a commitment on a rough set of standards in three (3) months. Tickle November.

3. Working Hopper Cars Without Being Tied Off (R. C. Flournoy)

R. Flournoy mentioned two problems: (1) Bulk trucks are rounded on the sides; therefore, when they are wet they create a fall hazard. An eye

was installed on the boom that loads the truck and employees are tying off. (2) We believe we have a practical solution at the rail loading facility which includes retractable hoses and tie off areas. Prints are under review. Tickle October.

4. Spills/Access/Drainage (J. K. McClain)

J. Quaglia shared with the Committee some pictures of areas of the plant with types of liquid material on the floor, ground, etc. Expectations need to be developed about when to barricade. C. Adams described conditions involving a spill on the east side in between 35M and R-30. September MSHA topic in the Alumina Plant is "Proper Barricading" to be presented by T. E. Lowe and H. G. Elrod.

A Safety Rules Book revision was suggested: Do not string barricade tape across a road.

5. Reinsulation of R-31 (R. D. Fitzgibbon)

J. Quaglia has met with G. B. Viets, O. F. Matus, and L. F. Wagner. Development of a workable tool to take samples is being implemented by Machine Shop personnel. At a designated time area personnel will take grab samples, put them in bags, and L. Wagner will analyze them. Sampling should start this month.

DISCUSSION:

1. Pertaining to T. E. Lowe's request for hourly involvement in the Executive Safety Committee and the Safety Rules Committee, J. Quaglia commented that hourly participants on audits may be invited to share in the presentations of those reviews during Executive Safety Committee meetings. Before rules are to be modified or additions made, T. E. Lowe will be consulted for appropriate input.
2. Appropriate procedures for tags on ships when loading acid were discussed. J. H. Hutchins and D. Hinds are addressing the problem.
3. R. L. Hudson mentioned that Fred Balboa said he had permission to use a cutoff valve on the end of a red hose. J. Quaglia will investigate.
4. Comment was made that the recent butane lighter letter has not carried much weight; butane lighters are still seen throughout the plant. J. Ramos suggested putting statement in the Safety Rules Book.
5. C. Adams questioned a statement in the Safety Rules Book (last paragraph, Page 27) about getting approval from the production department upon installation of red flags or tape. J. Quaglia clarified that the statement means it is done to insure communication and the person installing can notify Operating immediately afterwards.
6. C. Adams mentioned the need for a JSA on acid flanges or working with acid in his department. R. Ripley will discuss with J. Palmer.

7. A report was made that area personnel in R-45 have not been informed about nipple replacements in the continuous unit. Also, there appears to be confusion over batch unit changes, amount of threads required, and need for spare flanges.
8. Cutoff valves on hoses were discussed along with a near miss involving same. J. Quaglia stated that the rule about not installing shutoff valves applies to Digestion and Clarification.
9. P. Kelm inquired about when a seat belt follow-up survey would be performed. J. Quaglia replied that we are awaiting a "conviner" machine which should arrive around "fair" time. Follow-ups will be made maybe before and afterwards, but they will be unannounced.
10. P. Kelm asked about the status of disposable coveralls/garments to be located at safety showers. J. Quaglia stated that the issue has not been resolved. Many persons did not buy into the idea. We've also done a lot of communicating about clothing removal and it appears to have done some good.
11. Slides of Eugene Janak's burns will be shown at next month's meeting.

J. QUAGLIA/cmp

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Mr. H. W. Cooper - B.1
Mr. H. G. Elrod - R-35Q
Dr. I. Kurtz - B.1
Mr. R. D. Fitzgibbon - R-139
Mr. R. C. Flournoy - R-142
Mr. G. A. Geppert - R-141
Mr. D. R. Grundhoefer - B.1
Mr. I. P. Anich - R-139
Mr. R. C. Hiserodt - B.1
Mr. R. L. Hudson - R-35 (c/o A. L. Malaer)
Mr. J. H. Hutchins - R-10
Mr. K. Keller - B.1
Mr. P. E. Kelm - B.13B (c/o H. E. Skow)
Mr. R. L. King - R-139
Mr. T. E. Lowe - R-136 (c/o W. Oehlke)
Mr. N. V. Lubbers - R-142
Mr. J. C. Mayfield - B.1
Mr. J. K. McClain - R-139
Mr. J. E. McConnell - R-142
Mr. J. L. Minter - B.103
Mr. A. R. Ness - R-45X
Mr. J. L. Palmer - R-139
Ms. N. B. Peikert - B.1
Mr. E. Perez - R-30L
Mr. C. A. Phillips
Mr. J. Quaglia - B.1
Mr. R. R. Ripley - R-139
Mr. R. G. Sheppard - B.1
Mr. H. M. Stellman - R-148
Mr. L. F. Wagner - B.1

Mr. P. J. Holster, Jr. - R-325 (c/o C. Johnson)
Mr. B. W. Stehling - R-45 (c/o J. H. Kinder)
Mr. R. I. Villarreal - R-30 (c/o G. B. Viets)

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984-07-11

Present: Messrs. J. Quaglia, T. E. Lowe, J. Ramos for J. K. McClain, L. F. Wagner, K. Keller, R. D. Fitzgibbon, P. E. Kelm, R. L. Hudson, C. Adams, P. J. Holster, and R. I. Villarreal

Absent: Messrs. F. Atzenhofer, R. C. Flournoy, B. W. Stehling

T. E. Lowe began the meeting by introducing two of the three new members to the Committee--John Holster (Pipefitter in R-84) and Roy Villarreal (Scaler in R-30). J. Quaglia pointed out the functions, policies, and procedures of this Committee after group members made self introductions.

J. Quaglia commented that one serious injury has occurred since the last meeting--Ben R. Labay, Digestion Slurry Controller, on 1984-06-27. J. Ramos detailed the lost work day incident commenting the following contributing factors:

- ° Lime slurry was blown out of the packing gland. (The pump was removed from service for repacking.) The lime slurry in the area had not been completely washed up causing the work area to have a wet slippery surface.
- ° They have been having problems with the grid system and are in the process of cleaning it up.
- ° Cleanup was reemphasized to all employees so that hazards of this sort could be eliminated.
- ° After reviewing information on the quality of the lime used, it was found below standards. Supplier will be contacted.

J. Quaglia briefed the Committee about a recent near miss involving a Maintenance employee who suffered burns to his hand as he examined damage to an oxygen hose caused by hot slag. The hose ruptured and the employee's hand became engulfed in a flame. A "Safetygram" will be published soon emphasizing proper respect for welding and burning rigs by following all rules and guidelines.

Our SIFR is slowly decreasing--2.18. It is estimated that one injury-free month would get us back on target.

OLD BUSINESS:

1. Rescue Procedures at 25A Tanks and Throughout Plant (J. Quaglia)

J. Quaglia told brief history of item for the benefit of the new members. A list of priority areas in the Digestion Department has been developed by R. G. Sheppard, H. G. Elrod, and Digestion Department personnel. Development of procedures/adaptations to be taken is under study. J. Ramos reported that J. Nevlud, Scaler, is presently pointing out areas of concern to R. G. Sheppard.

P. E. Kelm, in representing the brickmasons and painters, supplied the

Committee with the following list of areas:

Brickmasons

R-110 Boilers - No. 1
R-55
R-50 Coolers and Spoil Boxes
R-84 Acid Kilns
R-10 Tunnels

Painters

Top of High Structure
#4 Boiler
Inside Vessels

J. Quaglia commented that input from all crafts is welcome.

2. Piping Standards for Covering Flanges (R. D. Fitzgibbon)

A thorough search has been made for applicable standards and there are none. J. Palmer and P. Kelm visited problem areas. Preventive measures are being taken until we can develop our own standards.

3. Working Hopper Cars Without Being Tied Off (R. C. Flournoy)

J. Quaglia will contact R. Flournoy and explain the Committee's concerns regarding the timely expedition of it.

4. Spills/Access/Drainage (J. K. McClain)

Committee members continued to express concern about working in areas containing liquor. J. Ramos informed the group that an Engineering Work Order has been initiated to appropriately provide access to the necessary areas.

5. Reinsulation of R-31 (R. D. Fitzgibbon)

J. Quaglia commented that employees have been contacted as to what our procedures and policies are concerning the potential health hazards associated with asbestos. A meeting will be held 1984-07-12 with J. Ramos, J. Palmer, and J. Quaglia to reach agreement as to the best and most feasible asbestos identification means and implementation of the system.

DISCUSSION:

1. J. Quaglia commented that warning signs will be placed on the sides with railings of the sand pit east of R-35. Agreement was not reached among Committee members that this is sufficient protection for employees.
2. An incident at R-45 was related in which an employee allegedly did not have sufficient personal protective equipment while washing a line with a wash water hose on 1984-07-10. J. Ramos will investigate.
3. J. Quaglia mentioned that some "green" boots have been received. Everyone

is satisfied.

4. T. E. Lowe expressed his opinion about the effectiveness of the Committee's problem solving capabilities. He requested more hourly involvement of safety issues at different levels of the organization (Safety Rules Committee, Executive Safety Committee). J. Quaglia will pass this request on for further consideration.
 5. C. Adams told of near miss incident recently involving an open valve while unloading a waste caustic car.
 6. J. Holster questioned the understanding of tagout/lockout by non-Alcoa employees on ships.
 7. Enforcement of personal protective equipment for visitors and ship's crews was discussed by P. Kelm. J. Quaglia will investigate.
 8. L. Wagner passed on a request by Powerhouse personnel to reinstate the Sound Ban 20 ear protectors for the following reasons:
 - ° They check a lot of their equipment by listening to it; EAR protectors muffle down the noise so much that they cannot hear their equipment.
 - ° They really don't need that much protection in their areas.
 - ° They make several short trips through areas requiring hearing protection--inconvenient.
- T. Lowe expressed his opinion to keep them off limits stating that more employees are now using hearing protection and to reinstate the Sound Ban 20's would be a step backward.

J. QUAGLIA/cmp

DISTRIBUTION:

Mr. C. L. Adams -R-35M (c/o J. K. Henderson)
Mr. F. Atzenhofer, Jr. - R-148 (c/o H. M. Stellman)
Mr. H. P. Bledsoe - R-139
Mr. H. W. Cooper - B.1
Mr. H. G. Elrod - R-35Q
Dr. I. Kurtz - B.1
Mr. R. D. Fitzgibbon - R-139
Mr. R. C. Flournoy - R-142
Mr. G. A. Geppert - R-141
Mr. D. R. Grundhoefer - B.1

Mr. R. C. Hiserodt - B.1
Mr. R. L. Hudson - R-35 (c/o A. L. Malaer)
Mr. J. H. Hutchins - R-10
Mr. K. Keller - B.1
Mr. P. E. Kelm - B.13B (c/o H. E. Skow)
Mr. R. L. King - R-139
Mr. T. E. Lowe - R-136 (c/o W. Oehlke)
Mr. N. V. Lubbers - R-142
Mr. J. C. Mayfield - B.1
Mr. J. K. McClain - R-139
Mr. J. E. McConnell - R-142
Mr. J. L. Minter - B.103
Mr. A. R. Ness - R-45X
Mr. J. L. Palmer - R-139
Ms. N. B. Peikert - B.1
Mr. E. Perez - R-30L
Mr. C. A. Phillips
Mr. J. Quaglia - B.1
Mr. R. R. Ripley - R-139
Mr. R. G. Sheppard - B.1
Mr. H. M. Stellman - R-148
Mr. L. F. Wagner - B.1

Mr. P. J. Holster, Jr. - R-84 (c/o G. C. Beeler)
Mr. B. W. Stehling - R-45 (c/o J. H. Kinder)
Mr. R. I. Villarreal - R-30 (c/o G. B. Viets)

File - OSHA Comm.

Joe;

Discussion Item
2

As we discussed over the phone,
We in clarification will order
warning signs to place on
the sides with railing of
the sand pit east of R35
press building. We agreed
that since this is an obvious
corbed in and properly filled
pit, no other actions will
be taken.

Ernie

6/21

cc: J. Ramos

A. Mulner.

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984-06-13

Present: Messrs. J. Quaglia, T. E. Lowe, N. V. Lubbers for R. C. Flournoy, L. F. Wagner, J. Ramos for J. K. McClain, F. Atzenhofer, P. E. Kelm, J. L. Palmer for R. D. Fitzgibbon, C. Adams, K. L. Keller, and Ms. N. B. Peikert

Absent: Messrs. C. Webel, R. Hudson, L. J. Fabrygel, and L. D. Winters

At month ending May our SIFR was 2.33--still above our objective of 1.92. Recaps of Serious Injury #12 (James W. Duckett, Digestion Heater Cleaner) and Serious Injury #13 (Fred E. Meyer, Pipefitter) were given by J. Ramos and J. Palmer, respectively.

J. Quaglia discussed briefly the seat belt awareness sessions being held this month. The first survey conducted revealed that plant seat belt usage was about 26% (national average = 17%). A follow up survey will be conducted at the end of the sessions to check if the sessions were "convincing".

OLD BUSINESS:

1. Rescue Procedures at 25A Tanks and Throughout Plant (J. Quaglia)

The Digestion Department will be surveyed first with R. G. Sheppard meeting with H. G. Elrod to identify what the areas are and what measures need to be taken. T. E. Lowe is to be kept abreast of the progress made via communications with the parties involved or some other formal communications. He requested that hourly employees have input in the areas that are to be surveyed. Engineering and Maintenance, Alumina, Security and Personnel, and Medical and Safety have made a commitment that this task will be a "teamwork" endeavor. P. E. Kelm requested an update as to the use of the crane on a 24-hour period for rescue attempts.

2. Piping Standards for Covering Flanges (R. D. Fitzgibbon)

R. D. Fitzgibbon, F. Tortorici, and J. L. Palmer have had conversations on standardization. We have contacted the U.S. Navy and the Department of Defense requesting specific standards on flange covers. Gaskets blowing on thickener feed valves were discussed. T. E. Lowe requested that since this is a reoccurring problem preventive measures be taken until it is resolved. J. Palmer and P. Kelm will visit problem areas.

3. Working Hopper Cars Without Being Tied Off (R. C. Flournoy)

N. Lubbers discussed the feasibility of putting hoses and lights on top of railroad cars. Flexibility to move around the car safely (tied off) is a problem because of the necessity of complete access to the car. T. E. Lowe suggested putting a rod up with movable linkage (extension to linkage). Tickle August.

4. Spills/Access/Drainage (J. K. McClain)

Concerning access, areas that require attention have been identified. Trenches are being caustic cleaned which is helping the situation. J. Ramos will check on the caustic line which is strung out in the road at R-35. Tickle August.

83-38K-09000-0024/-
 Category Code

5. Reinsulation of R-31 (R. D. Fitzgibbon)

Besides R-31, other areas of the plant (R-33) require attention regarding loose insulation. J. Quaglia mentioned that an awareness campaign will be underway via the Roundup, Safetygrams, etc. to make sure that employees know and understand the potential health hazards associated with asbestos. Proper procedures for handling asbestos will be enforced. T. Lowe has asked that we continue to sample exposed areas and that they be contained. An appropriate and efficient way of identifying what is and what is not asbestos needs to be determined. L. F. Wagner is, at present, the only person who can analyze insulation. The possibility of training others is being looked at or possibly having someone do the leg work.

An assessment of the job to reinsulate R-31 has been made and it is planned for January or February at the end of a valve overhaul. This will be a considerably large job.

P. E. Kelm asked if there were notations made in the files of those employees who worked at R-33 where the insulation was loose. Leroy Wagner confirmed that no asbestos air borne fibers were found. However, J. Quaglia stated that anyone who was working in that particular area and who is concerned about being exposed should call the Medical Department. J. Quaglia stated that it has been and will continue to be Alcoa's policy to cover/patch or reinsulate any known exposed asbestos. Everyone shares a responsibility in living up to the written policy. Commitment has been gained that we will identify the insulation on tanks, vessels, etc. throughout the plant. Tickle January, 1985.

DISCUSSION:

1. Due to the normal rotation process of hourly employees on this Committee, T. E. Lowe announced that C. L. Webel, L. J. Fabrygel, and L. D. Winters will be replaced by P. J. Holster, Jr., B. W. Stehling, and another employee unknown at this time. He and J. Quaglia expressed appreciation for the work that the expiring members have done and requested that they still be active in expressing safety concerns and communicating safety ideas to the work force.
2. P. Kelm mentioned a safety suggestion that he felt was not getting enough attention--at Building 35 there is a pit with hand rails on three sides only. T. E. Lowe will look at this problem and J. L. Palmer will answer this safety suggestion.
3. To answer a question submitted by T. Lowe about rubber boots, J. Quaglia commented that there was a communication misunderstanding between Building 1 and the Storeroom. He reported that the boots have been ordered. Mr. Lowe also questioned the reliability of adequate protection offered by the present slicker suits stating that they do not hold up to every day wear and tear--much like the rubber boots. J. Quaglia commented that those persons who require a slicker suit (i.e., Scalers in Digestion and Clarification) will continue to receive a high quality slicker suit. Further evaluation of slicker suits will continue.

DISTRIBUTION:

Mr. C. L. Adams -R-35M (c/o J. K. Henderson)
Mr. F. Atzenhofer, Jr. - R-148 (c/o H. M. Stellman)
Mr. H. P. Bledsoe - R-139
Mr. H. W. Cooper - B.1
Mr. H. G. Elrod - R-35Q
Mr. L. J. Fabrygel, Jr. - R-45 (c/o J. H. Kinder)
Mr. R. D. Fitzgibbon - R-139
Mr. R. C. Flournoy - R-142
Mr. G. A. Geppert - R-141
Mr. D. R. Grundhoefer - B.1
Dr. S. B. Heckrodt - B.1
Mr. R. C. Hiserodt - B.1
Mr. R. L. Hudson - R-35 (c/o A. L. Malaer)
Mr. J. H. Hutchins - R-10
Mr. K. Keller - B.1
Mr. P. E. Kelm - B.138 (c/o H. E. Skow)
Mr. R. L. King - R-139
Mr. T. E. Lowe - R-136 (c/o W. Oehlke)
Mr. N. V. Lubbers - R-142
Mr. J. C. Mayfield - B.1
Mr. J. K. McClain - R-139
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Mr. J. L. Minter - B.103
Mr. A. R. Ness - R-45X
Mr. J. L. Palmer - R-139
Ms. N. B. Peikert - B.1
Mr. E. Perez - R-30L
Mr. C. A. Phillips
Mr. J. Quaglia - B.1
Mr. R. R. Ripley - R-139
Mr. R. G. Sheppard - B.1
Mr. H. M. Stellman - R-148
Mr. L. F. Wagner - B.1
Mr. C. L. Webel - R-84 (c/o G. C. Beeler)
Mr. L. D. Winters - 13A (c/o A. A. Seifert)
Mr. P. J. Holster, Jr. - R-84 (c/o G. C. Beeler)
Mr. B. W. Stehling - R-45 (c/o J. H. Kinder)

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984 May 09

Present: Messrs. J. Quaglia, T. E. Lowe, F. Atzenhofer, C. Webel, C. Adams, R. Hudson, P. E. Kelm, K. Keller, L. F. Wagner, J. K. McClain, R. C. Flournoy, and R. D. Fitzgibbon

Absent: Messrs. L. J. Fabrygel, L. D. Winters

J. Quaglia began the meeting by briefly discussing Serious Injuries 7, 8, 9, 10, and 11; B. J. Williams, Franklin G. Machicek, Joseph E. Pesek, J. A. Machacek, and Gerald J. Thompson, respectively. Of these five injuries none were serious enough to involve lost work days or pain and suffering.

A near miss involving a Maintenance Mechanic in R-25 was discussed. He was by #3 Rod mill putting liner plates and lifter bars back in the rod mill. He was using two bars to line the holes up. He got one bar lined up with a bolt in it and went down the ladder to get a washer and a bolt to put in the bar. The bar fell out and down on his upper back and hard hat. It jammed his hat against his head.

Also discussed was a near miss in the Powerhouse in which a piece of aluminum floor plate had been removed to install a pump in the pit. When the employee stepped onto the unsecured plate, it tossed him into the hole.

Mr. Quaglia mentioned that this is the first time this year that our SIFR is greater than our objective--2.5 against 1.92.

June is going to be seat belt promotional month. Representatives are being chosen from all areas of the plant and will attend a training meeting in which Trooper Bryant, training coordinator, will be present. Soon members of this Committee will be approached to help again with a seat belt survey. BUCKLE UP!

OLD BUSINESS:

1. Rescue Procedures at 25A Tanks and Throughout Plant (J. Quaglia)

A systematic approach will be taken attacking the problem departmentally. Beginning with the Alumina Plant, J. Quaglia met with J. Ramos to discuss the initial phase of the rescue procedures. He, in turn, will meet with his superintendents to choose areas of the plant to do the survey on. This program will require team effort--all departments must buy into it.

J. McClain inquired into practicality of having crane with man basket available during all shifts to help in rescue attempts. R. Fitzgibbon commented that there would be an access problem. Hourly involvement is encouraged on this issue. T. E. Lowe, Union Representative and Co-Chairman of this Committee, is to be kept informed of the progress made and must agree that the results are satisfactory before other areas are addressed. This item will be tickled every other month until its completion. Tickle July.

83-3875-0900-000 #4
Category Code

ALCOA0001326

2. Piping Standards for Covering Flanges (R. D. Fitzgibbon)

Tickle June.

3. Working Hopper Cars Without Being Tied Off (J. Quaglia)

Tickle August.

4. Spills/Access/Drainage (J. K. McClain)

Tickle August.

NEW BUSINESS:

1. T. Lowe expressed his concerns about the insulation situation in R-31. He requested that areas be identified as to what is and what is not asbestos and instead of repairing it or patching it, he requested that it be replaced. Plans are to correct the situation in a long term way. R-31 will not be reinsulated when the unit is running or during an overhaul. It will be scheduled during the next turnaround at R-31.
Tickle January, 1985.

DISCUSSION:

1. J. Quaglia commented that N. Peikert presented MSHA meeting showing various slides and pictures of burn victims in the Alumina Plant. All comments were favorable--meeting created a lot more awareness.
2. The issue of hot tapping valves located on top of heaters in Building 34 is resolved.
3. J. Quaglia agreed with P. Kelm that tractor mower needs protective guard.
4. K. Keller shared pictures with the Committee on various conditions in the plant. It was agreed that communicated correspondence of this type was a good medium to help create awareness.
5. J. McClain requested that L. Wagner resurvey noise level in R-55; the painters are now out of the area.
6. J. Quaglia asked for feedback on the Midland Protective Chemical goggles which he had dispensed for trial. C. Webel liked them commenting that they didn't fog up as bad as the present ones in use, they allow more vision, and they are clearer. C. Adams did not like them because they did not stand up to the treatment. J. Quaglia will get L. Fabrygel's opinion and will order and dispense more goggles for trial upon their arrival.

7. C. Adams commented that employees would like to have toolbox safety meetings again.
8. P. Kelm requested that no more MSHA safety meetings be held in R-139A in the summertime because of the noise from the air conditioner unit.

J. QUAGLIA/cmp

DISTRIBUTION:

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Mr. L. J. Fabrygel, Jr. - R-45 (c/o J. H. Kinder)
Mr. R. D. Fitzgibbon - R-139
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Mr. J. H. Hutchins - R-10
Mr. K. Keller - B.1
Mr. P. E. Kelm - B.13B (c/o H. E. Skow)
Mr. R. L. King - R-139
Mr. T. E. Lowe - R-136 (c/o W. Oehlke)
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Mr. J. C. Mayfield - B.1
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Mr. C. A. Phillips
Mr. J. Quaglia - B.1
Mr. R. R. Ripley - R-139
Mr. R. G. Sheppard - B.1
Mr. H. M. Stellman - R-148
Mr. L. F. Wagner - B.1
Mr. C. L. Webel - R-84 (c/o G. C. Beeler)
Mr. L. D. Winters - 13A (c/o A. A. Seifert)

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984 April 11

Present: Messrs. J. Quaglia, P. E. Kelm, C. Webel, C. Adams, L. J. Fabrygel, J. K. McClain, K. Keller, F. Atzenhofer, L. F. Wagner, R. C. Flournoy, R. D. Fitzgibbon, and Ms. N. B. Peikert

Absent: Messrs. T. E. Lowe, R. L. Hudson, and L. D. Winters

J. Quaglia introduced and welcomed Kerry Keller as the Pass-Through Unit Supervisor for the Safety Department and, therefore, a member of the Committee. He explained that he will spend the majority of his time performing safety audits and will develop safety training materials (including additional in-house videotapes).

Three serious injuries have occurred since the last meeting:

- . Tim R. Zepeda, Top Operator in Precipitation, S.I. #5, 1984-03-28, Back Strain
 - . Will try to get a bigger turn wheel on the fill valve so it will be easier to close.
 - . Will repack fill valves.
 - . Installation of an automatic pressure relief system on the fill header will be studied.
- . Arturo Luna, Laborer in Clarification, S.I. #4, 1984-03-26, Burn-Lower Legs
 - . Will be away from work for at least two (2) months.
- . Stephen M. Davis, Welder in Maintenance, S.I. #6, 1984-04-10, Foreign Body to Left Eye
 - . Concept of "ALL INJURIES CAN BE PREVENTED" applies. Possibility of adding another piece of personal protective equipment exists.

Our SIFR is 1.76 against an objective of 1.92 with six serious injuries year to date.

J. Quaglia mentioned that the 100% cotton clothing mobile unit is back in the plant. Sales were \$2700 on its first visit to our plant. Safety meetings were held about the hazards associated with flash fires prior to the unit's arrival here.

J. Quaglia announced that Dr. Irwin Kurtz comes on board here on July 16 as our Location Medical Director.

For trial, J. Quaglia dispensed three pair of Midland Protective Chemical goggles to L. J. Fabrygel, C. Adams, and C. Webel. Feedback is required at next month's meeting.

83-3875-09000 002 #11

L. F. Wagner informed the Committee of his role as Point Comfort's Radiation Safety Officer and of the hazards and precautions associated with radiation.

- . New signs and identification labels have been ordered. Pay attention to these signs.
- . Use common sense at all times; and use care if equipment is damaged.
- . B. Kruse and O. F. Matus are also knowledgeable persons regarding radiation.

OLD BUSINESS:

1. Trolley Regulations on Jib Crane (R. D. Fitzgibbon)

Letter was written by J. L. Palmer emphasizing inspection of all cranes. An inspection was performed this morning with less than satisfactory results. Delete.

2. Pallet Lifting Devices (J. Quaglia)

The new lifting device will be utilized for calciner overhauls. For normal loads utilization will be with device that has been used in the past. Modifications are being made to the steel pallet so that full 4X8 sheets of plywood will fit on it. Delete.

3. Rescue Procedures at 25A Tanks and Throughout Plant (J. Quaglia)

Meeting was held with R. C. Hiserodt, R. G. Sheppard, and J. Quaglia to discuss the problem. It was also brought before the Executive Safety Committee for comments. A representative of the Security Department will work with individual departments to first identify areas of concern and then work with department, engineering, and maintenance personnel to come up with procedures to attempt to rescue a person from those areas if necessary. Input will be from Medical, Security, and departmental personnel; and, when necessary, from engineering and maintenance. Tickle May.

4. Piping Standards for Covering Flanges (R. D. Fitzgibbon)

G. C. Schmidt is coordinating this issue to see what standards are in existence. We have made inquiry to manufacturer of flange guards for their recommendations. Upon receipt, we will develop a standard for use in our plant and add to our current Facility and Equipment Standards. Tickle June.

5. Working Hopper Cars Without Being Tied Off (J. Quaglia)

The Safety Rules Committee discussed tie off rule currently in the Book which states: Safety belts must be worn when working 8' or more above ground or floor level unless you are protected by standard handrails or specifically excepted by departmental rules. Currently, the job of working hopper cars is specifically excepted by departmental rules or procedures. However, the feasibility of tying off will be looked at.

Also uncovered in this investigation were the dangers associated with the employees tugging and pulling on the hoses. Possibly the reels can be put at car level or higher and can be spring-loaded. Tickle August.

6. Spills/Access/Drainage (J. K. McClain)

J. McClain and J. Ramos investigated all areas where we should provide elevated walkways for access to certain valves which may require operation in emergency situations. Engineering Work Order was submitted. Schedule is uncertain. Tickle August.

DISCUSSION:

1. Eugene Janak and other burn victims have consented to share pictures of their injuries with employees for safety meetings providing they are not identified.

2. A discussion concerning personnel in manlifts resulted in the following policy:

If an individual or his equipment is not readily seen, it will be their responsibility to take necessary steps to make their presence known. (R. D. Fitzgibbon will communicate this throughout his organization.)

3. Committee was told of serious injury which just occurred. Bobby J. Williams fractured two front teeth while working in R-45 when using a chain hoist to lower a valve. After one of the links got caught in the housing and the chain released, it struck him in the face and mouth.
4. F. Atzenhofer mentioned that there is a safety shower and eyewash station right up against a tank at the top of R-45. How could an employee wash his eyes out and shower if that tank was being filled? A protective shield around the shower stations was briefly discussed. It was determined that there are sufficient showers in that area to accommodate the employees and that the main cause of the caustic spray problem is the foam rings. (Four employees will be added to the department to help clean these foam rings.)

Question was raised as to whether issue had been entered in Safety Suggestion Book and did the department have an opportunity to respond? This type of problem should be recognized and solved within the department.

5. C. Adams mentioned that department personnel are working with operating personnel in attempting to solve the present safety hazard associated with hot tapping valves located on top of heaters in Building 34. J. McClain, G. B. Viets, and C. Adams will investigate further.
6. P. Kelm mentioned that the noise is so loud in Building 55 that it drowns out the cherry picker horn when ear plugs are worn. R. Fitzgibbon will discuss with appropriate personnel.
7. Concerning the MSHA citation involving noise in R-25, P. E. Kelm questioned management personnel if we are reverting back to harsh disciplinary action concerning employees violating safety rules. R. Fitzgibbon and J. McClain responded that safety rule violations will be handled no differently than any other disciplinary actions; i.e., progressive discipline will be followed.

8. Mr. Kelm mentioned that the insulation throughout the plant (particularly in R-31) is in bad shape. R. Fitzgibbon commented that it is on the work list to be done, but it may not have gotten to the appropriate authority. Plans are to correct the situation in a long term way. It cannot be re-insulated when the unit is running or during an overhaul. It will be scheduled during next turnaround at R-31.

J. QUAGLIA/cmp

DISTRIBUTION:

Mr. C. L. Adams -R-35M (c/o J. K. Henderson)
Mr. F. Atzenhofer, Jr. - R-148 (c/o H. M. Stellman)
Mr. H. P. Bledsoe - R-139
Mr. H. W. Cooper - B.1
Mr. H. G. Elrod - R-35Q
Mr. L. J. Fabrygel, Jr. - R-45 (c/o J. H. Kinder)
Mr. R. D. Fitzgibbon - R-139
Mr. R. C. Flournoy - R-142
Mr. G. A. Geppert - R-141
Mr. D. R. Grundhoefer - B.1
Dr. S. B. Heckrodt - B.1
Mr. R. C. Hiserodt - B.1
Mr. R. L. Hudson - R-35 (c/o A. L. Malaer)
Mr. J. H. Hutchins - R-10
Mr. K. Keller - B.1
Mr. P. E. Kelm - B.13B (c/o H. E. Skow)
Mr. R. L. King - R-139
Mr. T. E. Lowe - R-136 (c/o W. Oehlke)
Mr. N. V. Lubbers - R-142
Mr. J. C. Mayfield - B.1
Mr. J. K. McClain - R-139
Mr. J. E. McConnell - R-142
Mr. J. L. Minter - B.103
Mr. A. R. Ness - R-45X
Mr. J. L. Palmer - R-139
Ms. N. B. Peikert - B.1
Mr. E. Perez - R-30L
Mr. C. A. Phillips
Mr. J. Quaglia - B.1
Mr. R. R. Ripley - R-139
Mr. R. G. Sheppard - B.1
Mr. H. M. Stellman - R-148
Mr. L. F. Wagner - B.1
Mr. C. L. Webel - R-84 (c/o G. C. Beeler)
Mr. L. D. Winters - 13A (c/o A. A. Seifert)

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984 March 14

Present: Messrs. J. Quaglia, F. Atzenhofer, L. F. Wagner, R. D. Fitzgibbon, J. K. McClain, P. E. Kelm, L. J. Fabrygel, C. Adams, N. V. Lubbers for R. C. Flournoy, C. Webel, and Ms. N. S. Peikert

Absent: Messrs. R. L. Hudson, T. E. Lowe, and L. D. Winters

J. Quaglia reported that year to date there have been three (3) serious injuries, the latest being I/E Technician, Alton W. Placker, who twisted and sprained his ankle getting out of the electrostatic precipitator in the Calcination Department. Our S.I.F.R. is 1.22 VS a goal of 1.92.

Mr. Quaglia gave the Committee an update on Mr. Janak's condition--he continues to improve and is progressing well.

J. Quaglia also mentioned that the Chemicals folks achieved a Superintendent's Award by working 575 days without a serious injury. Congratulations!

During March most departments are conducting hazard awareness sessions on the advantages of wearing 100% cotton clothing. They are using the video that this Committee viewed earlier and approved--"The Hazards of Synthetic Clothing". In conjunction with these meetings, so that employees can more easily buy 100% cotton clothing, a mobile van will be coming to Point Comfort on Wednesday, 1984 March 21, and again on Wednesday, 1984 April 11. The van will be stationed at all major areas of the plant. For the locations of the van on March 21, refer to "Point Comfort Safetygram" dated 1984 March 14.

The emergency number will be changing from 2212 to 2222 effective 1984 March 26. Credit for this change goes to Mr. James Wagner, I/E Technician, who originated this suggestion and to the Maintenance Safety Committee for supporting and seeing it through. Hopefully, more people will remember and use this new number during emergencies. A future "Point Comfort Safetygram" and Roundup will further educate/remind everyone of the new number and new stickers will be issued.

Mr. Quaglia briefed the Committee on his recent trip to Kansas City for an MSHA session. Also attending this meeting was T. E. Lowe. Joe commented that the meetings help to develop better lines of communication between all involved parties.

OLD BUSINESS:

1. Trolley Regulations on Jib Crane (R. D. Fitzgibbon)

No update.

2. Pallet Lifting Devices (J. Quaglia)

J. Quaglia will check on status of this and report to P. E. Kelm.

3. Rescue Procedures at 25A Tanks and Throughout Plant (J. Quaglia)

The original issue was restated . . . If a person was using a spider and became disabled at 25A Tanks, how would we get that person down? J. McClain

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Category Code

commented that, more importantly, we need to survey and look at evacuation procedures throughout the whole plant. N. Peikert commented that some rescue drills have been performed; i.e., rescue from ship holds, but the Medical Department is not really trained in rescue procedures. L. Wagner mentioned that we need someone knowledgeable in rescue itself and to take each area and come up with some solutions. J. Quaglia will discuss with R. G. Sheppard the feasibility of surveying the plant, noting problems and concerns, and will develop appropriate procedures.

NEW BUSINESS:

1. Piping Standards for Covering Flanges (R. D. Fitzgibbon)

P. E. Kelm mentioned a near miss approximately three weeks ago which occurred in R-30 and resulted in a discussion about covering flanges to contain liquor throughout the plant. Basically, a pressure standard is what is now being used to determine if a flange is to be covered or not. R. D. Fitzgibbon will check our piping standards to see if they are adequate for identifying our high risk areas.

2. Working Hopper Cars Without Being Tied Off (J. Quaglia)

P. Kelm mentioned that recently he observed two employees at the Paste Plant on top of hopper cars washing them out with high pressure hoses. He questioned whether or not they should have been tied off since they were about twelve (12) ft off the ground, the cars were wet, and they were using high pressure hoses. J. Quaglia will get ruling.

3. Spills/Access/Drainage (J. K. McClain)

Barricading liquor spills was discussed. C. Adams told of incident in which five to six inches of hot liquor was on the floor in Bldg. R-33 and employees were walking around in it. Mr. McClain explained that there was a problem with getting a valve shut or seated. It was explained that we will be evaluating our needs for providing elevated walkways for access to certain valves which may require operation in emergency situations. The sump pump issue is also being addressed. The Committee will be kept informed on progress.

DISCUSSION:

1. The control room at R-45 will have another door installed.
2. J. Quaglia mentioned that L. F. Wagner attended a session recently in Austin presented by the Texas Nuclear Corporation on radiation safety. At next month's meeting, the Committee will be informed of our activities concerning the use of radioactive materials.
3. F. Atzenhofer suggested that it might be helpful in preventing future injuries if pictures of actual burn victims (i.e., Eugene Janak) were shown at safety meetings. Consent, of course, would have to be obtained.

4. F. Atzenhofer complained of the unhealthy conditions in certain lunchrooms because of the snuff spitters.
5. P. Kelm mentioned safety concern at the Paste Plant involving a belt pulley and counterweight. R. D. Fitzgibbon will investigate.
6. A follow-up survey will be done to determine if we should change to the new type safety belt.
7. L. J. Fabrygel gave the Committee an update on the use of 3-wheeled cycles in R-45. Employees are finding them (1) too awkward, (2) too slow, (3) with a poor braking system, (4) also able to turn over, and (5) not as mobile.
8. C. Adams discussed problems at the caustic unloading dock. J. McClain stated that he signed a Shop Order for a jib crane at the dock to install hoses. He advised Mr. Adams to talk with J. Hutchins about any other problems that might come up.
9. C. Adams inquired about improper fit of face shields. Following was a discussion about the purpose and types of shields provided by Stores. J. McClain pointed out that a face shield is not to be worn for eye protection, but for protection from impact to the rest of the face from a foreign body. (See J. Quaglia's letter dated 1984-03-16.)
10. The lack of enforcement for visitors and vendors pertaining to our safety rules was discussed. One particular type of violator is the lime truck driver. Members were advised to report as much information as they knew to Mr. T. A. Innes, Procurement, so that repeat violators would not be allowed on our grounds. (See J. Quaglia's letter dated 1984-03-15.)

J. QUAGLIA/cmp

DISTRIBUTION:

Mr. C. L. Adams - R-35M
Mr. F. Atzenhofer, Jr. - R-148
Ms. N. S. Peikert - Bldg. 1
Mr. H. P. Bledsoe - R-139
Mr. H. W. Cooper - Bldg. 1
Dr. S. B. Heckrodt - Bldg. 1
Mr. H. G. Elrod - R-35Q
Mr. L. J. Fabrygel, Jr. - R-45
Mr. R. D. Fitzgibbon - R-139
Mr. R. C. Flournoy - R-142
Mr. G. A. Geppert - R-141
Mr. D. R. Grundhoefer - Bldg. 1
Mr. R. C. Hiserodt - Bldg. 1
Mr. R. Hudson - R-35
Mr. J. H. Hutchins - R-10
Mr. P. E. Kelm - Bldg. 13B
Mr. R. L. King - R-139
Mr. T. E. Lowe - R-136
Mr. N. V. Lubbers - R-142
Mr. J. C. Mayfield - Bldg. 1
Mr. J. K. McClain - R-139
Mr. J. E. McConnell - R-142
Mr. J. L. Minter - Bldg. 103
Mr. A. R. Ness - R-45X
Mr. J. L. Palmer - R-139
Mr. E. Perez - R-30L
Mr. C. A. Phillips
Mr. J. Quaglia - Bldg. 1
Mr. R. R. Ripley - R-139

Mr. R. G. Sheppard - Bldg. 1
Mr. H. M. Stelman - R-148
Mr. L. F. Wagner - Bldg. 1
Mr. C. L. Webel - R-84
Mr. L. D. Winters - 13A

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984 February 08

Present: Messrs. J. Quaglia, T. E. Lowe, P. E. Kelm, J. Ramos, J. K. McClain, L. F. Wagner, C. Webel, R. D. Fitzgibbon, L. J. Fabrygel, R. Hudson, R. C. Flournoy, C. Adams

Absent: Ms. I. C. Scheffler and Messrs. F. Atzenhofer and L. D. Winters

Agenda I - Update Serious Injury Data

J. Quaglia reported that since the last meeting one serious injury had occurred. Mr. Fred Thedford, Clarification Unit Supervisor, received a burn to his left eye on 1984-02-02 while caustic cleaning under the rake classifier area was being done to make the sump pumps more reliable.

- . A JSA covering caustic cleaning of sumps will be written by 1984 February 15. It will address fact that monogoggles must be worn.
- . Safety Awareness Sessions will be held in March.
- . Level tap on R-35U Tank will be relocated by February 10.

Mr. Quaglia detailed the condition of Mr. H. Teinert as of his visit with him on February 07. He had developed a reaction to antibiotics which severely worsened his condition.

Agenda II - General CADA Information

J. Quaglia briefly discussed a review of the 1983 CADA (Cumulative Accident Data Analysis) Report in comparison to 1982, which was compiled by I. Scheffler. The 1983 CADA year covers the period 1982 October 01 through 1983 September 30. CADA's information is gathered 100% off the Triple-I form and its purpose is to develop appropriate objectives and to help prevent accidents before they occur.

Agenda III - General Activities

A) Special Operating Procedure Manual

This is a manual which lists approved special authorization for (1) personnel or classifications pertaining to tagout/lockout, (2) approved vessel entry procedures, and (3) approved special operating procedures (for those jobs to be accomplished within the perimeters of the Safety Rules Book).

The manual will be issued in full size (complete) books to several persons and Rules Book size area books will be issued to Unit and Area Supervisors and Planners. Further distribution, if necessary, will be determined at a later date.

B) Tagout/Lockout Video

J. Quaglia showed the Committee the video entitled "Bulletin".

83-3575-09000-002

motivational tape on tagout/lockout which will be used as a training aid. Discussion centered around enforcement procedures.

- . J. McClain stated that we should resolve we are going to make safe work habits a condition of employment having a progressive discipline program for personnel in violation.
- . We will continue to teach tagout/lockout procedures.
- . Production will not tagout a job unless they think it is safe for Maintenance.

C) Sump Pump Clean Out and Storm Sewer Clean Out

J. Quaglia commented about improvement in 35 area. R. Fitzgibbon stated we have made some modifications on outlets of tanks so that they tend not to scale up and overflow on the floor and that there has been a marked improvement in cleaning out storm sewers again. Caustic cleaning sumps is proving to be successful in most cases and the sump pumps in R-35 are now repaired.

J. McClain stated we are bearing down on spills--their cause, getting rid of them as soon as possible, prevention, etc.

D) JSAs and Training Activities - H. Teinert & E. Janak Incidents

JSAs are being rewritten for draining vessels in Building 30. JSA will address whether to drain digesters or vent vapor pressure. Better controls will be demanded to prevent overflows. Sump pumps will be kept clean to be ready to handle spills. Part of the job will include accepting responsibility of keeping storm sewers clean by caustic cleaning and other appropriate steps.

OLD BUSINESS:

1. Trolley Regulations on Jib Crane (R. D. Fitzgibbon)

No update.

2. Pallet Lifting Devices (I. C. Scheffler)

No update.

3. Rescue Procedures at R-30, 25A Tanks (J. Quaglia)

No update.

DISCUSSION:

1. L. J. Fabrygel mentioned the recent rearrangement of offices at R-45. The control room only has one exit; employees want a ruling on whether another exit is needed. Either door could be unlocked or door could be put in on west wall away from offices to make double entry.

2. J. Quaglia mentioned that the Southwest Texas Regional Blood Bank of Victoria will be in the plant on February 15th from 12:00 Noon to 3:30 P.M. and on February 17th from 7:30 A.M. to 4:00 P.M. in the R-139A Safety Room. Grace Lutheran Church in Victoria will also conduct a drive on February 18th. The drives are being conducted to replace the 107 units of blood used by Mr. Teinert.

3. C. Adams mentioned that slicker suits are wearing out very quickly (three pr of pants in three weeks). He was told that the more expensive, heavy-duty suits are special ordered for Digestion areas and other areas which require continual use of suits.

He also mentioned that when wearing faceshield, there is a large gap between the hard hat and the shield itself. He was informed that H. E. Skow could solve the problem.

4. L. J. Fabrygel commented that R-45 has raw water again for cleaning up. Yeah!

J. QUAGLIA/cmp

FROM J. QUAGLIA
SAFETY MANAGER

TO MR. C. L. ADAMS - R-35M
MR. F. ATZENHOFER, JR. - R-148
MR. L. J. FABRYGEL, JR. - R-45
MR. R. D. FITZGIBBON - R-139
MR. R. C. FLOURNOY - R-142
MR. R. L. HUDSON - R-35
MR. P. E. KELM - 13B
MR. T. E. LOWE - R-136
MR. J. K. McCLAIN - R-139
MS. I. C. SCHEFFLER - B.1
MR. L. F. WAGNER - B.1
MR. C. L. WEBEL - R-84
MR. L. D. WINTERS - 13A (c/o L. Martinez)

1984 February 01

RE: FEBRUARY MEETING OF OPERATIONS SAFETY AND HEALTH COMMITTEE

The above referenced meeting will be held Wednesday, 1984 February 08, at 3:00 P.M. in Conference Room "A" of Building 1. Please plan to attend.

- AGENDA I - Update Serious Injury Data
- AGENDA II - Review General CADA Information
(Presentation - J. Quaglia/I. C. Scheffler)
- AGENDA III - Update Committee Members on Activities Concerning:
- A) Special Operating Procedure Manual
 - B) Tagout/Lockout - Video
 - C) Sump Pump Clean Out and Storm Sewer Clean Out
 - D) JSAs and Training Activities Concerning H. Teinert and E. Janak Incidents
- AGENDA IV - General Business

JQ
J. QUAGLIA

JQ/cmp

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Category Code

(REV 11 58)

1983 IN REVIEW

Point Comfort experienced a total of 395 injuries in *1983.

1. Injuries by Classification

	<u>*1983</u>	<u>*1982</u>
A. Lost Work Day Cases	7	11
B. Restritted Work Day Cases	6	5
C. Medical Treatment Cases	11	13
D. First Aid Visit Cases	<u>371</u>	<u>433</u>
TOTAL CASES	395	462
TOTAL SERIOUS INJURIES	24	29

2. Five body parts continue to receive most of the injuries:

	<u>*1983</u>		<u>*1982</u>	
<u>Body Part</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
A. Hand (Hand, Finger, Thumb, Palm)	103	26	109	24
B. Eye	80	20	84	18
C. Arm (Shoulder, Upper Arm, Elbow, Lower Arm, and Wrist)	58	15	77	17
D. Leg (Leg, Thigh, Knee, Lower Leg, and Ankle)	42	11	59	13
E. Back (Spine, Upper Back, Lower Back)	33	8	47	10
	<u>316</u>	<u>80</u>	<u>376</u>	<u>82</u>

3. The analysis of the injured body parts show:

- A. Hand injuries consist mostly of bruises (35%) and cuts (27%).
- B. Eye injuries consist mostly of foreign bodies (50%) and burns (41%).
- C. Arm injuries consist mostly of burns (38%) and bruises (22%).
- D. Leg injuries consist mostly of burns (31%), bruises (29%), and sprains/strains (29%).
- E. Back injuries consist mostly of sprains/strains (76%).

4. The nature of injury problem areas include:

	<u>*1983</u>		<u>*1982</u>	
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
A. Burns	114	29	127	28
B. Contusion/Bruise	87	22	106	23
C. Sprain/Strain	56	14	75	16
D. Foreign Body	45	11	56	12
E. Laceration/Cut	43	11	44	10
	<u>345</u>	<u>87</u>	<u>408</u>	<u>89</u>

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5. Of the 395 accidents in *1983, 34 or 9% occurred on overtime shifts compared to 27 or 6% in *1982.
6. Of the 395 accidents in *1983, 19 or 5% occurred to employees working out of their regular classification as compared to 11 or 2% in *1982.
7. Of the total *1983 plant injuries, 68 or 17% occurred to persons working in a job classification for one year or less compared to 44 or 10% in *1982.
8. Major improvement areas over *1982 are:

A. Lost Work Day Injuries	+27% **Variance
B. Back Injuries	+20% **Variance
C. Leg Injuries	+19% **Variance
D. Sprain/Strain Injuries	+15% **Variance
E. Arm Injuries	+12% **Variance
F. Bruise Injuries	+ 6% **Variance
9. Areas which experienced a negative variance compared to *1982:

A. Injuries Occurring to Employees Working Out of Their Regular Classification	-54% **Variance
B. Injuries Occurring on Overtime	-31% **Variance
C. Injuries Occurring to Employees With One Year or Less Experience	-23% **Variance
D. Eye Injuries	- 8% **Variance
E. Hand Injuries	- 7% **Variance
F. Burn Injuries	- 3% **Variance
10. In comparing the direct and indirect causes of accidents between 1982 and 1983 CADA years, the following improvements and problem areas appear:

<u>Direct/Indirect Cause</u>	<u>% Variance</u>
Close Clearance/Congestion	+24%
Unsafe Conditions Caused by the Employee or Another Employee	+15%
Assuming an Unsafe Position/Posture	+10%
Inattention to Hazard	+ 9%
Cleanup Failure	-40%
Unsafe Housekeeping	-38%
Tried to Save Time	-18%
Unaware of Hazard	-17%
Management Acceptance of Unsafe Condition	-16%

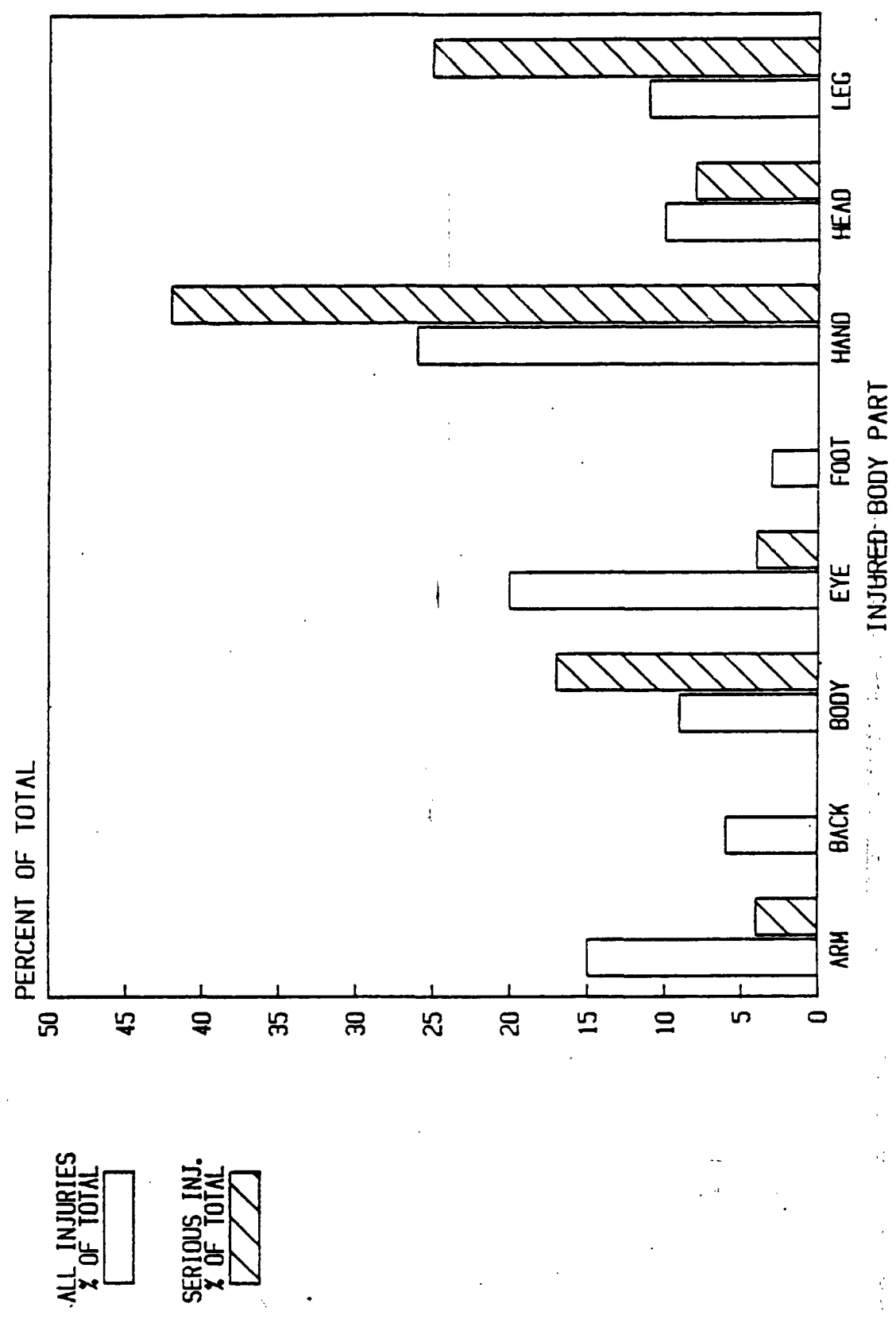
Housekeeping problems are creating unsafe conditions, commitment and awareness may be sliding in strength, and inadequate training/hazard recognition may be creating hazardous situations. ASA and one-on-one inspections, commitment and awareness, and training efforts in hazard recognition should all be given attention.

Inadequate safety training, enforcement failure, and inadequate observations remain as the three major management causes of accidents. (See Section E of the Location Report.)

*The 1983 CADA Report covers injuries which occurred from 1982 October 01 through 1983 September 30. The 1981 and 1982 reports to which it is compared is for the same period in 1981-82 and 1980-81.

**Variances are calculated based on injury frequency rates.

1983 ALL INJURIES VS SERIOUS PERCENT COMPARISON



RUN DATE 11/02/83

LOCATION REPORT FOR POINT COMFORT OPERATIONS

ANALYSIS OF DIRECT AND INDIRECT ACCIDENT CAUSES

2. TYPE OF ACCIDENT... SEE CHAPTER 9 SOLUTION IDEAS

A. UNSAFE PRACTICES	NO	%	B. PERSONAL FACTORS	NO	%
01. OPER W/O AUTHORITY..	0	0	01. UNAWARE OF HAZARD...	22	7
02. FAILURE TO SECURE...	13	3	02. INATTENTION TO HAZ...	213	86
03. OPER UNSAFE SPEED...	5	1	03. UNAWARE SAFE METHOD...	7	2
04. FAIL WARN/SIGNAL...	1	0	04. LOW LEVEL JOB SKILL...	1	0
05. INOP SAFETY DEV...	0	0	05. TRIED TO SAVE TIME...	43	13
06. USED DEFECT EQUIP...	12	3	06. TRIED SAVE EFFORT...	5	2
07. USED EQUIP UNSAFELY...	21	5	07. AVOID DISCOMFORT...	5	2
08. USED WRONG EQUIP...	12	3	08. INFLUENCE EMOTIONS...	2	1
09. FAILED TO SHUTDOWN...	2	1	09. INFLUENCE FATIGUE...	1	0
10. RODE HAZARD EQUIP...	0	0	10. INFLU DRUGS/ALCOHOL...	0	0
11. UNSAFE POS/POSTURE...	164	37	11. VISION/HEARING DEF...	1	0
12. HORSEPLAY/DISTRACT...	2	1	12. INFLUENCE ILLNESS...	1	0
13. NO PROTECT EQUIP...	27	8	13. OTHER PERSONAL FACT...	10	3
14. STD PROC DEVIATION...	11	3	14. UNKNOWN PERSONAL FACT...	11	3
15. OTHER UNSAFE ACTION...	52	12			
16. NONE DETERMINED....	120	27			

3. TIME OF DAY ACCIDENT OCCURRED... FOCUS PLANNED OBSERVATIONS

M-2	2-4	4-8	8-10	10-N	N-2	2-4	4-8	8-10	10-M
NO	11	10	9	11	66	83	57	71	21
%	3	3	2	3	17	21	14	18	5

4. SHIFT AND OVERTIME STATUS

***** REGULAR *****				***** OVERTIME *****			
A/1	B/2	C/3	D/4	S	A/1	B/2	C/3
NO	29	23	35	28	248	0	2
%	7	6	9	7	62	0	1

5. TYPE OF INJURIES INVOLVED

FRA	DSL	SPR	CUT	AMP	CON	FB	BRN	INH	ABR	PCT	OTH
NO	6	0	58	43	0	87	45	114	0	29	11
%	2	0	14	11	0	22	11	29	0	7	3

6. INJURED BODYPARTS INVOLVED

HEAD	EYE	EAR	ARM	HAND	FNG	BACK	LUNG	LEG	FOOT	TOE	OTH
NO	39	80	2	58	27	76	33	0	43	10	6
%	10	20	1	15	7	19	8	0	11	3	2

7. SRU DESCRIPTION IFR INJ

SRU DESCRIPTION	IFR	INJ	SRU DESCRIPTION	IFR	INJ
01. MAINT.-AREA I	70.4	55	13. GARAGE	24.3	5
02. DIGESTION	55.8	41	14. ELECTROLYTE	15.3	7
03. MAINT.-SERVICES	48.0	52	15. ME. EE. ENV & P	7.1	4
04. MAINT.-CAPITAL	46.4	55	16. REFINING POWER	8.5	2
05. CLARIFICATION	53.8	38	17. STORES/PROCUREMENT	7.6	2
06. MAINT.-AREA II	47.9	25	18. CHLOR-ALKALI	21.1	1
07. PRECIPITATION	36.0	25	19. LABORATORY	5.7	2
08. MACHINE SHOP	32.7	27	20. OIL AND GAS	5.2	3
09. CALCINATION	37.7	13	21. CHEM. ENGINEER	7.3	1
10. MAINT.-AREA III	25.6	17	22. PLANT PROT./JAN	3.0	1
11. PASTE PLANT	44.6	3	23. MECHANICAL MAINT	0.0	1
12. RAW MATERIALS	15.3	14	24. ADMINISTRATIVE	1.9	1

2. UNSAFE CONDITIONS

01. INADEQ GUARD DEVICE.	13	3	01. CAUSED BY EMPLOYEE..	45	13
02. HAZ PERSONAL ATTIRE.	6	1	02. OTHER PERSON CAUSE..	22	6
03. INADEQ WARN SYSTEM.	1	0	03. DEFECT BY NORM USE...	39	11
04. FIRE/EXPLOSION HAZ.	1	0	04. DEFECT BY MISUSE...	3	1
05. UNSECURED/UNSTABLE.	21	5	05. INSPECTION FAILURE...	4	1
06. UNSAFE HOUSEKEEPING.	27	8	06. CLEAN-UP FAILURE...	32	9
07. PROTRUDING/OBJECT.	21	5	07. FAULTY DESIGN/CONST.	43	12
08. CLOSE CLEAR/CONGEST.	66	15	08. OUTSIDE CONTRACTOR.	0	0
09. HAZ STORAGE/ARRANG.	18	4	09. PREVLT MAINT FAILURE.	8	2
10. DEFECTIVE EQUIPMENT.	46	10	10. PURCHASING FAILURE...	4	1
11. ATMOSPHERIC HAZARD.	60	13	11. DETERIORATING EXPOS.	12	3
12. LIGHT/NOISE HAZARD.	4	1	12. MGT ACCEPTANCE...	56	16
13. OTHER UNSAFE COND.	75	17	13. OTHER SOURCE CAUSE...	73	20
14. NO UNSAFE COND.	96	21	14. UNKNOWN SOURCE CAUSE.	20	6

3. MANAGEMENT CAUSES

MANAGEMENT CAUSES		MANAGEMENT CAUSES	
NO	%	NO	%
01. INADEQ SAFETY TRNG.	384 18	08. INADEQ INSP PROG.	291 12
02. ENFORCEMENT FAILURE.	588 24	07. INADEQ PURCHASING.	102 4
03. NO STD JOB PROC.	89 4	08. INADEQ ENGINEERING.	145 6
04. INADEQ OBSERVATION.	321 14	09. INADEQ MAINTENANCE.	199 8
05. INADEQ PROTECT EQUIP.	7 0	10. OTHER MGT CAUSES.	266 11

OPERATIONS SAFETY AND HEALTH COMMITTEE
1984 January 11

Present: Ms. I. C. Scheffler and Messrs. J. K. McClain, R. R. Ripley for R. D. Fitzgibbon, L. J. Fabrygel, P. E. Kelm, R. Hudson, L. Wagner, F. Atzenhofer, L. Winters, C. Adams, Dr. L. F. Schaller with Dr. Stanly B. Heckrodt

Absent: Messrs. J. Quaglia, T. E. Lowe, R. C. Flournoy, C. Webel

I. Scheffler presided due to the co-chairmen, T. E. Lowe and J. Quaglia, meeting with MSHA inspectors. She informed the Committee that MSHA had been notified of Eugene Janak's injury and that was reason for their visit.

Ms. Scheffler reviewed the year end serious injury statistics for 1983--our objective was 1.99 or 26 serious injuries and we finished the year with 1.70 or 21 serious injuries. (Due to S.I. #22 declared 1984-01-13 year end figures are 1.78 or 22 serious injuries.) She commented that our 1984 S.I.F.R. objective is 1.92 or 24 serious injuries.

- . P. Kelm questioned the 1984 objective being set higher than our 1983 frequency. Ms. Scheffler explained that in 1978 we set a 5-year objective and that between 1983 and 1987 we would reduce it an additional 25%. She commented that 1.92 is a challenging objective. Mr. McClain shared his philosophy of statistical odds and that it is not just luck, but a matter of how well we are controlling unsafe acts and unsafe conditions.

Ms. Scheffler told details of Serious Injury #20, George Pyka, Storeroom Truck Driver.

- . Defective door tracks will be replaced and door tracks will become part of ASA inspections.

She also related information about Serious Injury #21, Hilbert Etzler, Heater Cleaner Helper in Digestion.

- . Conduct safety meeting to improve employee awareness showing film entitled "On Every Hand".
- . Design and install lifting device to prevent the possibility of slipping.
- . Purchase drilling equipment that is more maneuverable.

The details surrounding Serious Injury #1, Eugene Janak, Maintenance Area I, for 1984 were related.

- . The Safety Department is checking into the basics of this accident and checking past similar accidents.
- . J. McClain requested J. L. Palmer to check near misses for a common denominator of what could have been done to take care of all of them.

ALCOA0001349

83-57500000-002
 Category Code

I. Scheffler mentioned that the Carbon Plant employees, as of 1984-01-11, worked two (2) years without incurring a serious injury.

Dr. Schaller introduced Dr. Stanly B. Heckrodt to the Committee.

- . Dr. Heckrodt, who has a private practice in Port Lavaca, will be on hand to serve employees on a part-time basis (Monday and Wednesday afternoons) due to Dr. Schaller's departure.

Dr. Schaller gave an update on the condition of H. Teinert and E. Janak, two burn victims.

- . H. Teinert's infection seems to be the real problem because the antibiotics he is taking to fight the bacteria is causing a reaction to his kidneys. He is off and on a respirator to help manage his breathing and to clear out mucous in his lungs. His hands are healing, but his legs will have to be grafted; his eye continues to improve slowly, with his vision capabilities being known in about a month.
- . E. Janak's burns are mild second degree burns, but he is also at John Sealy Hospital in Galveston upon the request of his wife. He has other medical problems which require the services of a specialist. He is doing well.

OLD BUSINESS:

1. Trolley Regulations on Jib Crane (R. D. Fitzgibbon)

Paperwork will be completed by Friday, 1984-01-13. A detailed check list was created to make sure things are properly labeled.

2. Pallet Lifting Devices (I. C. Scheffler)

No update since last meeting.

3. Rescue Procedures at R-30, 25A Tanks (J. Quaglia)

No tanks have been opened for scaling since item on agenda.

DISCUSSION:

1. R. Ripley talked to J. Palmer about F. Atzenhofer's concern about responsiveness on Machine Shop problems. Mr. Atzenhofer commented that problem seems to be resolved.
2. P. Kelm inquired about the status of electrician's signs which are still not up. R. Ripley will check into it.

3. P. Kelm commented that last week (week of 1984-01-02 thru 1984-01-06) liquor was going across the road at R-36 and the area was not barricaded. Because of H. Teinert's accident, he thought it was resolved that barricading flooded areas would be first priority. J. K. McClain stated it is also important to eliminate the cause of the flooding and he has taken actions to see this gets done.
4. L. Fabrygel mentioned that the lake water used to wash down R-45 has a very heavy caustic concentration in it. Problems associated with using it vs. using raw water as in the past are as follows:
 - a. It will irritate.
 - b. It is beginning to form a scale on the floor which is peeling off and choking up sewers, etc.
 - c. Area is slippery and dangerous.

J. McClain answered that the seed wash system is tied to the same water supply and that there is not a pipe system to bring raw water to the pumps as hose water. The whole seed water system would have to be raw water, and we do not want that. If we can find pipelines independent of our seed water system, there is no objection to using raw water.
5. Boot problems were mentioned by L. Fabrygel and L. Winters. I. Scheffler will check into them.
6. Mr. Fabrygel inquired as to whether or not we are going plant wide to three-wheelers. His co-workers feel they are:
 - a. harder to maneuver
 - b. slower
 - c. can also be turned over
 - d. roll away from you on inclines

J. McClain answered that the issue has not yet been resolved for the Precipitation Department. He suggested that employees (including Mr. Fabrygel) try the three-wheelers and the final decision would not be made without the department's input.
7. C. Adams commented that because of insufficient manpower, changing valves in the new unit (34) is sometimes done haphazardly. R. R. Ripley was asked to relay to R. Fitzgibbon to identify the hazardous conditions in Unit 34 before a full-scale overhaul is done.
8. Dr. Schaller expressed his pleasure in serving on this Committee.

I. C. SCHEFFLER/cmp

ALCOA0001351

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 November 09

Present: Messrs. J. Quaglia, F. Atzenhofer, R. C. Flournoy, R. D. Fitzgibbon, L. F. Schaller, C. Webel, P. E. Kelm, J. K. McClain, L. F. Wagner for J. Damiano, and Ms. I. C. Scheffler

Absent: Messrs. L. Winters, L. J. Fabrygel, C. Adams, R. Hudson, and T. E. Lowe

Agenda I - Plant Statistics/Recent Near Misses

J. Quaglia commented that we have worked another calendar month without a serious injury putting us well below our objective of 1.99. Year to date we have 17 serious injuries (four lost work day cases) compared to 25 at this time last year. We are nearing 1,000,000 hours worked without a lost work day case (around December 22).

Although there were no serious injuries since the last meeting, there were two significant near misses.

- . A Raw Materials, bauxite hauling truck rolled over on its left side because a buildup of wet bauxite remained in the dump bed while the truck was not completely level. There were only minor injuries probably because the employee had his seat belt on.
 - o When bauxite is wet, buildup will be checked.
 - o Will dump on level surfaces.
 - o Will study benefits of employees wearing seat belts on equipment with ROPS.
- . Another incident involved tagout/lockout violations at 35 Tank Farm. A welder and a pipefitter cut a hole to put a thermocouple line into a liquor line.
 - o Enforce tagout/lockout procedures (no shortcuts).
 - o Continue educating employees of its importance.

Agenda II - Cotton Clothing Update

The Maintenance Safety Committee has been issued the videotape entitled "Hazards of Synthetic Clothing". Their recommendations will be followed.

Agenda III - Electrolyte Location Audit

J. Quaglia briefly discussed the Electrolyte Location Audit performed by him and L. J. Fabrygel on November 08. Report will be issued shortly.

Agenda IV - Safety Rules Book

The Committee agreed to reinsert a statement to the Safety Rules Book, Operations General Safety Rules, which was inadvertently left out when the new book was published in June.

- . Safety toe shoes are not required for office workers providing they are not required to walk through operational areas of the plant.

Agenda V - Superintendent's Award System

J. Quaglia requested members to talk with fellow employees about the present Superintendent's Award system. Is the program motivating personnel to work safely? Do people know we have changed from hours to days? Do they know how many days their area has compiled? Do they have any suggestions for improving the system (motivating employees more)?

- . J. McClain is satisfied with system as it is. Superintendent gains a great deal of satisfaction from achieving the award.
- . R. Flournoy would like to see system changed and that hourly personnel would be motivated more if it were somehow set up on a departmental basis.

Tickle January, 1984.

Agenda VI - Showerhouse Floor

J. Quaglia mentioned his concerns about the number of people recently slipping/tripping in the showerhouse area. Discussion followed about certain areas being slick because of wet bauxite. J. Quaglia will investigate.

OLD BUSINESS:

1. Trolley Regulations on Jib Crane (R. D. Fitzgibbon)

R. Fitzgibbon reported that the trolley hoist and mechanism is on quarterly preventative maintenance while the beam itself is on annual preventative maintenance. The sheets have not actually been started yet. He will inform the Committee on who to report jib crane problems to.

2. Pallet Lifting Devices (I. C. Scheffler)

No update since last meeting.

3. Rescue Procedures at R-30, 25A Tanks (L. F. Schaller)

When tanks are opened for scaling, Dr. Schaller will investigate.

DISCUSSION:

1. Dr. Schaller informed the Committee of Joe Damiano's transfer to Pittsburgh as Staff Industrial Hygienist. Leroy Wagner shall be contacted if there are industrial hygiene problems. Mr. Damiano will be Point Comfort's consultant.
2. Dr. Schaller told the Committee about a change in the Toxic Substances Control Act (TOSCA) ruling. The rule will affect our Electrolyte and Chemicals areas and applies to maintaining of medical records. New sheets will be sent out for posting.

3. Dr. Schaller informed the group about a recent study which was completed at Arkansas. The study showed a minimum amount of reduction in employees' pulmonary function tests if the individuals were exposed to rather large doses of nuisance dust. Dr. Schaller will report back to the Committee if more information is made available.
4. F. Atzenhofer inquired about fire extinguisher inspection program. He was told that they are inspected monthly by the guards on day shift. Because some extinguishers were found to be several months delinquent when MSHA was in the plant, he wonders if there is a more efficient way to inspect.
5. I. Scheffler brought the Committee up-to-date on rod mill modifications. Per a discussion with Mr. Ed Lilly, MSHA Inspector, he suggested:
 - . Put bolts and nuts in removable pipe all around the mills except by the access ladders to discourage someone from just lifting the pipe and going underneath.
 - . Hang signs on sides of mills stating, "DO NOT ENTER WHEN MILL IS OPERATING."
 - . Stress importance of guards in safety meetings.

Mr. Lilly agreed to grant an extension for three (3) months (84-01-21). Eddie Johnson is working on getting materials ordered and on schedule.

J. QUAGLIA/cmp

FROM J. QUAGLIA
SAFETY MANAGER

TO OPERATIONS SAFETY & HEALTH COMMITTEE

Copies to: Mr. C. Adams - R-35M
Mr. F. Atzenhofer, Jr. - R-148
Mr. J. Damiano - Bldg. 1
Mr. L. J. Fabrygel, Jr. - R-45
Mr. R. D. Fitzgibbon - R-139
Mr. R. C. Flournoy - R-142
Mr. R. Hudson - R-35
Mr. P. E. Kelm - 13B
Mr. T. E. Lowe - R-136
Mr. J. K. McClain - R-139
Dr. L. F. Schaller - Bldg. 1
Ms. I. C. Scheffler - Bldg. 1
Mr. C. L. Webel - R-84
Mr. L. Winters - 13A (c/o L. Martinez)

1983 November 03

RE: OPERATIONS SAFETY AND HEALTH COMMITTEE MEETING NOTICE AND AGENDA - NOVEMBER

The above referenced meeting will be held Wednesday, 1983 November 09, at 3:00 P.M. in Building 1, Conference Room "A". Please plan to attend.

AGENDA I - Cotton Clothing Update

AGENDA II - Electrolyte Location Audit

AGENDA III - Safety Rules Book

AGENDA IV - Discussion concerning Superintendent's Award System for safety.
Is program motivating personnel to work safely? Do people know we have changed from hours to days? Do you know how many days your area has compiled?

AGENDA V - Showerhouse Floor

Jae

J. QUAGLIA

JQ/cmp

ALCOA0001357



63-3875-00000002#2
Category Code

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 October 12

Present: Messrs. J. Quaglia, F. Atzenhofer, P. E. Kelm, R. C. Flournoy,
 J. L. Palmer for R. D. Fitzgibbon, L. Winters, C. L. Webel,
 J. Damiano, J. K. McClain, L. F. Schaller, and Ms. I. Scheffler

Absent: Messrs. L. J. Fabrygel, C. Adams, R. Hudson, T. E. Lowe

Agenda I - Plant Statistics/Recent Injuries and Near Misses

J. Palmer discussed Serious Injury #16, Abel Velasquez, Pipefitter in Maintenance Area I. Corrective actions include:

- ° Prohibit metal/steel pins; only plastic assemblies are acceptable.
- ° Will investigate synthetic pins and o'ring assemblies.
- ° Will investigate available socket attachments.

J. Quaglia talked about Serious Injury #17, John Adams, Area Attendant in Precipitation. He explained why it was classified as an Operations Variance injury. He stressed the importance of getting medical attention as soon as possible after incurring an injury.

Agenda II - Cotton Clothing/Educational Program

J. Quaglia asked Committee members to think about ways of educating employees on the importance of wearing 100% cotton clothing. A videotape entitled "Hazards of Synthetic Clothing" was shown and discussed. Conclusions include:

- ° Educate employees first via use of videotape, safety meetings, etc.
 - Concentrate on high risk burn employees, such as Welders, Electricians, Pipefitters, Millwrights (all of Maintenance), and Fire Brigade members.
- ° Make 100% cotton clothing available with publications of sources and prices.
 - J. Quaglia will pursue getting a mobile distributor in the plant with this clothing.

Agenda III - Alumina Plant Location Audit

J. Quaglia discussed details of the recently completed Alumina Plant Location Audit.

- ° Audit team consisted of two members of this Committee, Paul Kelm and J. Quaglia. Because of joint representation, communications with those interviewed was open.
- ° Interviewed jointly 35 salaried and hourly people.
- ° Improvements noted in hourly involvement; we are becoming a joint program vs a management program.

Agenda IV - MSHA Visit - Mobile Equipment Daily Inspections

J. Quaglia told of the MSHA visit to our plant on 1983-09-20 and 1983-09-21 and related the five (5) citations received.

- ° We will continue to be monitored on mobile equipment daily inspection sheets and corrective actions taken. We need to improve the quality of these preshift inspections.
 - . Definition is needed as to sense of urgency of items listed for repair.
 - . A system is needed to monitor items for repair so that they don't get forgotten (in case of back ordered parts, etc.).
 - . Highlighting the issue and management intermittently checking the system may solve the problem.
- ° A proposal will be made to the inspectors (drawings are complete) pertaining to guarding of the rod mills.

OLD BUSINESS:

1. Green Air Hoses for Breathing Air (R. D. Fitzgibbon)

J. Quaglia mentioned that he will check to see if 2" green hoses in the plant can be changed to a different color to standardize the system. Delete.

2. Trolley Regulations on Jib Crane (R. D. Fitzgibbon)

No update per J. L. Palmer. Tickle November.

3. Pallet Lifting Devices (I. C. Scheffler)

I. Scheffler updated the Committee on pallet lifting devices. Two (2) devices which were designed were suited for calciner overhauls. Some concern still rests with at least one Committee member that the devices are too heavy and bulky.

4. Unguarded Rotating Couplings (J. Quaglia)

Lube pumps not stored in any specific area. Delete.

5. Fire Alarm System at R-45 Motor Control Center (J. Quaglia)

J. Quaglia reported that a meeting was held with R. R. Ripley, C. Mallette, and N. Neeley to discuss the fire alarm system. Standard procedures have been established:

Signs will be placed on the outside of buildings and in control rooms stating that if the alarm is ringing to please contact Security at Ext. 2212. Security will send someone to check if there is a fire and to turn the alarm off. N. Neeley will check system monthly while an outside insurance company will check on an annual basis to insure alarms are working properly.

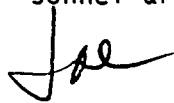
NEW BUSINESS:

1. Rescue Procedures at R-30, 25A Tanks (L. F. Schaller)

P. Kelm requested a procedure be initiated regarding rescuing an employee while scaling at R-30, 25A Tanks out of an air spider if it should become necessary. Dr. Schaller will investigate.

DISCUSSION:

1. I. Scheffler updated Committee on the boot issue. The new boots have been received from the safety shoe distributor this week. Stores personnel are getting inventories swapped.



J. QUAGLIA/cmp

FROM J. QUAGLIA
SAFETY MANAGER

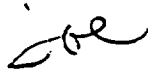
1983 October 06

TO MR. C. ADAMS - R35M
MR. F. ATZENHOFER, JR. - R-148
MR. J. DAMIANO - BLDG. 1
MR. L. J. FABRYGEL, JR. - R-45
MR. R. D. FITZGIBBON - R-139
MR. R. C. FLOURNOY - R-142
MR. R. HUDSON - R-35
MR. P. E. KELM - 138
MR. T. E. LOWE - R-136
MR. J. K. McCLAIN - R-139
DR. L. F. SCHALLER - BLDG. 1
MS. I. C. SCHEFFLER - BLDG. 1
MR. C. L. WEBEL - R-84
MR. L. WINTERS - 13A (c/o L. Martinez)

RE: OPERATIONS SAFETY AND HEALTH COMMITTEE AGENDA

The above referenced meeting will be held Wednesday, 1983 October 12, at 3:00 P.M. in Building 1 Conference Room "A". Please plan to attend.

- AGENDA I - Review plant statistics and recent injuries/near misses
- AGENDA II - Discuss cotton clothing; need to develop ideas for educational program. Review videotape.
- AGENDA III - Recap Alumina Plant Location Audit
- AGENDA IV - Discuss mobile equipment daily inspection; MSHA visit
- AGENDA V - Review last month's minutes and progress reports


J. QUAGLIA

JQ/cmp

83-3515-09000-002 #41
Category Code



ALCOA0001361

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 September 14

Present: Messrs. J. Quaglia, F. Atzenhofer for T. E. Lowe, J. K. McClain, R. C. Flournoy, R. R. Ripley for R. D. Fitzgibbon, L. J. Fabrygel, P. E. Kelm, R. Hudson, L. Winters, C. L. Webel, J. Damiano, and Ms. I. C. Scheffler

Absent: Messrs. C. Adams, L. F. Schaller

J. Quaglia informed the members that a tentative agenda would be generated each month along with the meeting notice reminder letter. Anyone wishing to add items should contact him in advance.

Agenda I - Safety Statistics

Mr. Quaglia commented that we are still below our objective. As of 83-09-12 it was 1.72 vs. 1.99. No serious injuries occurred in August--the first time since December of 1978. Mr. Quaglia explained the difference between serious injury frequency rates and severity rates.

J. McClain told the circumstances involving Serious Injury #15, Robert L. Cykala, a Precipitation Top Operator, who suffered a fractured left thumb. Corrective actions include the following:

- Emphasize hazards associated with working valves.
- Locate valve handles properly for ease in striking.
- Discontinue use of knockers using sledge hammers instead.

Agenda II - Safety Shower Use

J. Quaglia told the Committee about the need to educate employees of the importance of removing clothing before getting into safety showers. He told of plans to produce a videotape using Alcoans to "tell their story". The Committee agreed with his idea of having some sort of backup clothing/covering located at safety showers for those who do have to remove their clothing. Ideas ranged from paper coveralls to paper coats to paper sheets. These could be kept in PVC containers at each safety shower. Problems posed include inspection and possible theft.

Agenda III - Red Revolving Lights

The Committee agreed to change red revolving lights to yellow revolving lights on all vehicles except those for emergency. Our Mobile Equipment Repair Shop will take care of this.

Agenda IV - Asbestos Removal

J. Damiano informed the Committee members that it is not acceptable to blow or sweep asbestos. There are two ways to remove asbestos: (1) wet method (mopping or wetting it down) and (2) use of vacuum cleaner with high efficiency exhaust. Such a vacuum will be purchased.

ALCOA0001362

83-3875-0000-002-#4
 Category Code

L. Winters told of asbestos removing incident in Building 1 during the week of September 5th. He expressed concern that some people did not heed the barricade warnings that were put up and that the situation could have been handled in a better manner. He did compliment L. F. Wagner on his quick response and helpfulness.

Agenda V - Article, "Our Biggest Accidents"

J. Quaglia briefly discussed article entitled, "Our Biggest Accidents" and how it relates to some of our serious injuries, in particular the last one that occurred. It states that sometimes people get "home-itis", a disease that is bad judgment because of having thoughts of going on to something else. Mr. Quaglia will monitor future accidents to determine if this is a factor in the cause of the accident. Mr. Quaglia pointed out that, according to the article, the National Transportation Safety Board's philosophy is that all accidents can be avoided. Sound familiar?

Agenda VI - Safety Inspections: Scaffolds, Slings, Ladders

J. Quaglia informed members the Safety Rules Committee has evaluated present inspection schedule on scaffolds, slings, and ladders. As of October 1, slings, ladders, and scaffolding will be inspected every two months.

OLD BUSINESS:

1. Green Air Hoses for Breathing Air (R. D. Fitzgibbon)

R. Hudson stated that the green hoses for cool hats are not yet in service (still using red hoses). He stated that at one time the green hoses were there ready to be installed, but disappeared.

2. Trolley Regulations on Jib Crane (R. D. Fitzgibbon)

The Chairman of the Crane Committee, R. R. Ripley, reported that he has been in contact with Pittsburgh personnel and has looked at OSHA and MSHA regulations and can find nothing by law that applies to jib cranes. Preventative Maintenance sheet of hoist trolley assembly (mechanical parts of trolley) should be implemented sometime in October.

3. Pallet Lifting Devices (I. C. Scheffler)

Both fabricated designs will be taken to the calciner overhaul scheduled next week and both will be tried, per I. Scheffler.

4. Unguarded Rotating Couplings (J. Quaglia)

P. Kelm asked that department heads be made aware of unguarded rotating couplings on portable lube pumps. J. Quaglia will investigate.

5. Fire Alarm System at R-45 Motor Control Center (J. Quaglia)

P. Kelm related incident of unanswered fire alarm. J. Quaglia will find out the proper sequences that are followed when alarm is activated to correct this problem.

DISCUSSION:

1. P. Kelm expressed concern that our present evacuation procedures are not adequate in comparison to those demonstrated in film entitled, "Vessel Rescue" (Allied Chemicals). J. Quaglia commented that we should improve any situations which we feel are inadequate. Joe asked that Committee members call these situations to the attention of area supervision for evaluation.
2. C. Webel asked the status of the boot situation. I. C. Scheffler gave the history of why we changed boots in the first place and some of the problems encountered during the change. She informed members that within three weeks Storeroom stock will be switched out to newer boot and everyone should be happy.
3. Larry Winters commented that some of our signs do not meet OSHA's requirements. J. Damiano will check on this.
4. L. Fabrygel wondered if other persons/departments had the attitude that "safety goes home at 4:30". J. McClain commented that responsibility in that area rests mainly with supervision.

J. QUAGLIA/cmp

OPERATIONS SAFETY AND HEALTH COMMITTEE

1983-09-14

AGENDA I - Update Serious Injuries; 1.72 vs. objective of 1.99
Year To Date 15 Serious Injuries
Severity Frequency - 9 Days Per 200,000 Hours Worked
vs. 31 Days for 1982

Zero (0) Serious Injuries during August - First since
1978

Robert L. Cykala - S.I. #15 - Fractured Left Thumb

AGENDA II - Safety Shower Use: How To Insure Personnel Remove Clothing?

AGENDA III - Concern Red Blinking Lights--Emergency Use Only?

AGENDA IV - Asbestos Removal: Proper Procedures

AGENDA V - Attached Article, "Our Biggest Accidents"

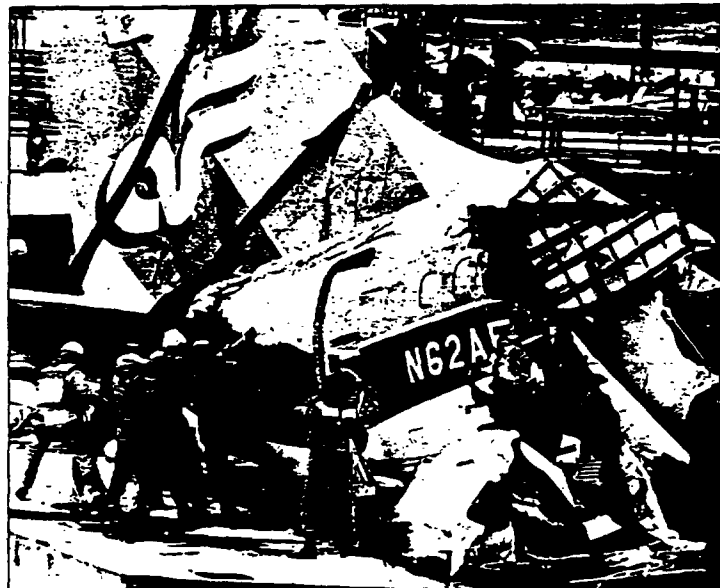
AGENDA VI - Safety Inspections: Scaffolds, Slings, Ladders

83-3675-09000-502 #21
Category Code

ALCOA0001365

What we can
learn from

OUR BIGGEST ACCIDENTS



Federal workers recover tail section of Air Florida's Flight 90. Inspection will help explain why the plane crashed into the Potomac River in Washington, D.C., killing 78 people.

"It is the philosophy of the Safety Board," says its chairman, "that all accidents can be avoided"

SHE WAS GONE IN 30 SECONDS. A 600-foot coal ship as long as two football fields, flipping over on her right flank and capsizing all at once in a storm 30 miles off the coast of Virginia. In his last transmissions, the captain reported that he appeared to be shipping water and his forward hatch was broken. Three men were rescued; 31 perished in the loss of the 39-year-old coal ship, *Marine Electric*, on Feb. 12. Could those 31 lives—and the ship—have been saved? Within four days of the loss, Ralph Johnson and Paul Esbensen sat hunched over the dais in a hearing room in the Portsmouth (Va.) City Hall, surrounded by survivors and witnesses, Coast Guard officers and lawyers, searching for the answers to that question and others among photographs, blueprints and maintenance records, going over every detail of the *Marine Electric's* last voyage. The two men—who would collect thou-

sands of pages of testimony before they were done—are staff members of the National Transportation Safety Board, the country's remarkable laboratory of transportation technology and performance. No other organization with its scope and expertise exists anywhere else in the world.

"It is the philosophy of the Safety Board," says its chairman, Jim Burnett, a former Arkansas traffic judge, "that all accidents can be avoided. As we redefine our methods for eliminating accidents, we will never achieve perfection, but we can make progress."

And save lives. In 1982 alone, 48,040 Americans were killed in transportation accidents. The board tries to determine why these crashes and explosions happened and what can be done to make sure they will not happen again.

Every year, the board reviews more than 4000 accidents—accidents that take place in the air, on the sea,

on railways, highways and pipeline systems. When an Air Florida jetliner crashed into Washington's 14th Street Bridge in January 1982, killing 78 people, board investigators were on the scene. Last year, when a freight train derailed in Livingston, La., the Safety Board was there too, sifting through the wreckage and the testimony for clues. More than 300 people work for the board, which is headquartered in Washington with 10 field offices. They range from a Harvard Ph.D. in developmental psychology to a World War II fighter squadron mechanic to a ship captain with 30 years at sea.

Of all the lessons learned by the board from all the volumes of data it has collected over the years, one is most striking: Human error is the principal cause of transportation accidents. Not surprisingly, it is also the most difficult to eliminate.

"You can specify certain specifications to which a component shall operate," says James W. Danaher, chief of the board's bureau of technology. "You can design an airliner so that machinery will not fail within so many thousands of hours. You can build in the strength requirements. There isn't a specification for a human being that's comparable."

Two common reasons why people at the controls make mistakes are inattention and misinterpretation of limited information, such as a faulty reading of weather conditions. But simple bad judgment is the most common type of human error. One of its most prevalent forms is what Danaher calls "get home-itis." He defines the "disease" as a determination to take off and go that is so strong it clouds judgment about conditions bearing on the safety of the trip.

Danaher believes the syndrome may well have been a contributing factor in the crash of Air Florida's Flight 90. The plane took off from National Airport in Washington, D.C., last winter, plunged suddenly from the air, struck a bridge and crashed into the Potomac River. The Safety Board, in part, blamed the pilot for deciding to take off despite serious icing on the plane's wings. "I'm sure the Air Florida pilots had some of these pressures working on them," says Danaher. "They

continued

By David Fairbank White

ACCIDENTS/continued

had already delayed the flight for three hours. They had a plane load of people who wanted to get back home to Florida."

Rigorous training to avoid well-known pitfalls can avert some of these tragedies. Safety guidelines also are frequently rewritten at the recommendation of the board. In one case, when a corporate jet crashed on takeoff because its pilot forgot to release a parking brake, the board urged that the preflight checklist be revised to include confirmation between the pilot and co-pilot that the brake had been released.

In other kinds of situations, devices and gadgets can be developed to guard against human error. Over a period of years, for instance, board investigators became aware of a series of similar accidents in which pilots seemed so distracted by all the information they were monitoring that they simply lost track of how close the ground was. Though they were about to crash, the pilots showed no signs of deviating course. For six years, between 1969 and 1975, the Safety Board campaigned for a device to automatically warn pilots when they were too low.

Finally, in December 1975, the Federal Aviation Administration required the installation of a mechanism called a "Ground Proximity Warning System," or GPWS, in all large transport aircraft to warn of hazardous altitude loss. To cut through the welter of information conveyed by lights, bells, buzzers, sirens and gauges in the cockpit and to get across the vital message that the ground is too close, a distinctly unspace-age device is used—a recorded human voice that speaks the warning: "Pull up. Pull up. Glide slope. Glide slope."

The board also does its best to educate the public about safety. In fact, the greatest cause of transportation deaths in the United States, drunk driving, is also the most easily prevented. Each year, 25,000 people die in accidents attributed to excessive drinking, and Chairman Burnett has made the Safety Board's campaign against the problem a priority of his administration. He stands fast against those who say it is outside the board's province: "I believe the public sees it as a public safety issue," says Burnett, "an issue touching more on the use of a vehicle than on drinking." The



Greenwich, Conn., where part of the Milnes River bridge collapsed on June 29th. The Safety Board is participating in the investigation of the accident.



Laurel, Miss., where 15 tank cars of a freight train derailed and exploded, destroying 54 homes, killing two people and injuring 35. Railroad cars were redesigned as a result.

board also has encouraged the use of child safety seats in cars.

Mechanical failure is next in importance in causing transportation accidents and, just as the Safety Board has altered the way pilots, railroad engineers and ship captains do their jobs, so it has helped redesign ships' steering systems, airplane fuselages, and various railroad and highway mechanisms to make them safer.

For example, railroad cars were largely redesigned by the Safety Board and others after a series of explosions during derailments. One of the worst occurred in Laurel, Miss., at 4:15 a.m. on Jan. 25, 1969, when 15 tank cars of a 139-car freight train derailed in a downtown area. The cars, all filled with liquid petroleum, exploded in a firestorm for 40 minutes, hurling pieces of debris as large as three-fourths of a tank car into the air, some nearly 2000 feet away. Fifty-four homes, six public schools and five churches were damaged. Two people were killed and 33 hospitalized.

Safety Board investigators concluded that if the cars had not come uncoupled and if they had been more resistant to puncture, the eruption might not have been so serious. As a result, 3/4-inch-thick metallic shields were designed for the ends of the cars to prevent puncture; a new type of mechanically advanced coupler was designed to keep cars together; and an insulation layer was created for tank cars so that heat from fires could not reach flammable cargoes as quickly, thus retarding explosions.

"It was hell to get the Federal Railroad Administration and the industry to go along with it, but that's where the Safety Board comes in," says Thomas DeW. Styles, chief of the board's bureau of accident investigation.

Such recommendations, however, are only the last step in a lengthy process of investigation that often begins in total confusion. Specialized "go teams"—groups of experts that may include engine specialists and others—are kept on 24-hour alert to respond to any sudden disaster around the country. When they get to the scene of the accident, they often work blind, with no idea of what may or may not turn out to be significant.

It is important to start work quickly, as evidence tends to disappear and witnesses frequently change their stories. And investigators sometimes must work with no concrete information at all—as when a ship or plane is lost at sea with no survivors.

If an accident is of major scope, one of five board members, nominated by the President and approved by the Senate, accompanies a go team. In addition to Chairman Burnett, the board members are: Patricia A. Goldman, vice chairman; Francis H. McAdams, a former aircraft carrier pilot; G.H. Patrick Bursley, a retired rear admiral in the Coast Guard; and Donald D. Eagen, a retired vice admiral in the Navy.

The gumshoe work does not end in the field. Machinery is carefully analyzed at the board's technical laboratory. Specialists will examine struts or bulkheads. If a plane has crashed, acoustic devices at the laboratory's audio center will play back the words on the well-known "black box"—the cockpit recorder that tapes the conversations of the flight crew. And specialists in human factors will meticulously examine every piece of evidence pertaining to the driver or pilot's last three hours—or last three years. Did he have personal problems? Had this been a particularly turbulent period in his life?

Investigations are often tense, pressured and prone to conflict as reputations of companies and careers of individuals are brought to judgment. A difference of one word in a tape cluttered with engine noise, bells and other sounds can be crucial.

Finally, with the evidence in, conclusions are drawn and recommendations made. Months after the sinking of the Marine Electric, a report will be issued on the loss of the coal ship. The report will produce conclusions on the tensile strength of the vessel's folding hatch covers, her age, the managers on land who dealt with her, the inspection standards for all ships. The end product will be better ships, manned by better crews, worked by better teams on land. "You look at something like that," declares Chairman Burnett, sticking his thumbs in his vest pockets, "and say, 'This work is invaluable.'"

1983 August 11

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 August 10

Present: Messrs. J. Quaglia, P. E. Kelm for T. E. Lowe, R. C. Flournoy, R. Hudson, L. F. Schaller, L. Winters, J. Ramos for J. K. McClain, L. J. Fabrygel, J. Damiano, R. D. Fitzgibbon, and Ms. I. C. Scheffler

Absent: Messrs. F. Atzenhofer, C. Adams, C. L. Webel

Members of the Committee who had not had a chance to view the film, "What You Are Now Is Where You Were When" did so.

J. Quaglia welcomed Larry Winters as a new Committee member replacing Kenneth Flessner, both Carpenters. Mr. Charlie Adams, Pipefitter, will be joining the Committee upon completion of ten week vacation. Mr. Adams is replacing A. Arkadie on the Committee. Mr. Quaglia pointed out the functions, policies, and procedures of this Committee after group members made self introductions.

Mr. Quaglia mentioned that the serious injury frequency and lost work day frequency so far this year is below objective despite two lost work day cases recorded.

R. D. Fitzgibbon discussed Serious Injury #13, T. Leland Boyd, Heavy Equipment Operator. Leland bruised his shin while climbing into a 55-ton crane. The seriousness increased after the injury would not heal and he had to be hospitalized because of the infection.

J. Quaglia discussed the circumstances involving Serious Injury #14, Clyde Abraham, General Mechanic at the Gas Plant. He suffered burns to his body when a spark ignited some gas in a dehydrator. Mr. Quaglia told the group that we will be researching ways on how to make 100% cotton clothing more available to employees and that a reeducation program of the advantages of wearing cotton will be launched.

OLD BUSINESS:

1. Green Air Hoses for Breathing Air (R. D. Fitzgibbon)

Mr. Fitzgibbon reported that both Digestion and Clarification's hoses are 100% complete per H. P. Bledsoe. R. Hudson commented that they are delivered, but not in service yet. The Masons have one hose outstanding that is in the process of being painted green per P. E. Kelm.

2. Trolley Regulations on Jib Crane (R. D. Fitzgibbon)

Issue was discussed in Maintenance Safety Committee meeting and turned over to the Crane Committee.

3. Pallet Lifting Devices (I. C. Scheffler)

I. Scheffler reported on the mason pallet devices. Both designs have been fabricated and at least one will be tried in September for the calciner overhaul. We will observe its operation.

83-3895-09000-002 #4

Library Code

ALCOA0001368

DISCUSSION:

1. The muffler for the noisy air compressor was shipped 1983 August 05 per R. Fitzgibbon.
2. R. C. Flournoy cautioned everyone on the proper use of danger tags. He reminded members to pass on comments about using them correctly.
3. J. Quaglia told the Committee about the special Tagout/Lockout Safetygrams now in use. It is a highlighted safetygram that interprets tagout/lockout rules helping to reduce confusion and that identifies some problems we have (near misses). The Committee was urged to share experiences for future Tagout/Lockout Safetygrams.
4. P. Kelm told of several places he had found where rotating couplings were not guarded. He suggested notifying the department heads of this problem. J. Quaglia will check into this.
5. Mr. Kelm also reported an incident at R-45 Motor Control Center in which the automatic fire alarm system was activated and no one answered the alarm. Because it has malfunctioned several times before, alarm is ignored; however, operator in the control room should acknowledge the problem. J. Ramos will investigate.
6. P. Kelm mentioned that the housekeeping on top of the Motor Control Center (on roof) is very bad.
7. J. Quaglia made available "Safety Committee Member" identification stickers.

J. QUAGLIA/cmp

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 July 13

Present: Messrs. J. Quaglia, T. E. Lowe, F. Atzenhofer, P. E. Kelm, R. Hudson, A. Arkadie, L. Fabrygel, K. R. Flessner, J. Damiano, R. C. Flournoy, E. Perez for J. K. McClain, R. R. Ripley for R. D. Fitzgibbon, and Ms. I. C. Scheffler

Absent: Messrs. C. L. Webel, L. F. Schaller

J. Quaglia told the group that the August OSHC meeting will begin at 2:00 P.M. instead of 3:00 P.M. for the hourly members of the Committee in order that they may view the film, "What You Are Now Is Where You Were When", a film about human behavior. Because it is approximately 1-1/2 hours in length, other members of the Committee should arrive at 3:30 P.M. A special notice to this effect will be published at a later date.

Mr. Quaglia informed the Committee that members would be selected to formulate an audit team for our Location Audit to be held later this year. The audit's purpose is to evaluate how effectively we have implemented CORE tools now in use. It will serve as refresher training in the CORE program. He also stated that there would be no Corporate Audit this year at Point Comfort.

Positive comments by Mr. Quaglia included (1) the Maintenance organization reached 200,000 safe hours worked at month ending June, (2) the plant has worked (effective 83-07-13) an entire month without a serious injury, (3) S.I.F.R. is 1.82 against an objective of 1.99, and (4) we have only two lost work day cases so far compared to five this time last year.

On a not-so-positive note, P. Kelm and K. Flessner expressed concern about the unsafe attitudes of many of our employees, including several supervisors, citing examples to back their statements. Mr. Quaglia stated that the Location Audit should shed some light on this problem in a review of the field notes. R. Flournoy reassured the Committee that the majority of our plant's population is very safety conscious and there may be a few who need extra help. T. E. Lowe requested he or J. Quaglia be informed whenever safety situations seem unsolvable.

OLD BUSINESS:

1. Green Air Hoses for Breathing Air (R. D. Fitzgibbon)

P. Kelm reported that the hoses are 100% complete for use by the Painters. However, Clarification (Dept. 67) is incomplete and Digestion (Dept. 65) is in question.

2. Removing Leaves in R-35 (J. K. McClain)

Delete.

3. Trolley Regulations on Jib Cranes (R. D. Fitzgibbon)

R. R. Ripley reported that we do not have a set of inspection standards; however, the Crane Committee is working on these. He voiced his appreciation to F. Atzenhofer for bringing this to the Committee's attention.

83-3825-0900002 #21
Category Code

DISCUSSION:

1. The Industrial Hygiene Department sent out notice instructing employees of proper procedure involving water traps and breathing air. Delete.
2. The Near Miss involving #2 Sand Trap in the Clarification Department which occurred 1983-04-17 has been signed, routed, posted, and filed (1983-06-28). Delete.
3. I. Scheffler gave an update on the masons' pallet situation. Both variations of ideas have been fabricated and both are awaiting trial. Open to other suggestions.
4. T. E. Lowe reported that the malodorous gloves have been taken care of and are not a problem any more. Delete.
5. E. Perez reviewed Serious Injury #12, Donald G. Ellis (Digestion) with the Committee. Better approaches of mounting front end loaders was studied to no avail; retraining is solution.
6. P. Kelm reported a noisy air compressor due to having an incorrect muffler. He stated Garage ordered muffler two (2) months ago and it is supposed to be expedited. R. Ripley will check into this.
7. J. Damiano reported that they have collected air samples on welder fume exposures of R-148 Field Welders (23 people in Areas I, II, and III). Exposures varied; however, average was 1.1 mg/m^3 . The Alcoa permissible limit for welding fumes is 5.0 mg/m^3 while the MSHA limit is 10.0 mg/m^3 . Survey is not yet complete in R-148.
8. T. Lowe and J. Quaglia thanked K. R. Flessner and A. Arkadie for their support and participation as members of the Operations Safety and Health Committee. Two new members will be announced when that information is known.
9. The Committee members viewed the film "Room To Live II" which emphasizes that seatbelts are still the most effective protection against injury or death in automobile accidents. Committee agreed to launch another seat belt campaign as was held in September, 1982.

J. QUAGLIA/cmp

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 June 08

Present: Messrs. T. E. Lowe, P. E. Kelm, R. Hudson, K. R. Flessner, C. L. Webel, F. Atzenhofer, R. C. Flournoy, R. D. Fitzgibbon, L. J. Fabrygel, J. K. McClain, L. F. Schaller, L. F. Wagner for J. Damiano, and Ms. I. C. Scheffler

Absent: Messrs. J. Quaglia, A. Arkadie

I. C. Scheffler began the meeting by informing the group that the S.I.F.R. objective as of meeting date is 2.01 against an objective of 1.99. We have had our second lost work day case of the year; however, our objective is seven (7) so we are really showing some improvement in our program.

J. McClain reviewed the two latest serious injuries (S.I. #10 - Arturo M. Trevino, Raw Materials; S.I. #11 - Ernest Nava, Clarification).

#10 - Realized we are working too close to running conveyor belt. Corrective actions include storing high consumption bauxite in R-15 (pan feeders) to reduce hopper cleaning in R-16 and to replace hoppers with travelling pan feeders.

#11 - Corrective actions include adding sheet metal angle plate under presses so scale cannot build up on surface around edge of presses and to insure that grate area will be hosed every time press is dumped.

OLD BUSINESS:

1. Green Air Hoses for Breathing Air (R. D. Fitzgibbon)

75% complete; balance to be completed by end of the week (2900 ft total).

2. Removing Leaves in R-35 (J. K. McClain)

- A. Is crane being overloaded? Crane has not been modified; issue is being taken care of by not getting heavy loads on the leaves. None of the electric cranes have limit switches.
- B. How can the leaves be removed safely? Once all presses are changed from fifteen (15) to ten (10) leaves, cleaning the leaves will not be as difficult; therefore, removal should not be as difficult.
- C. What type of inspections are performed on all refinery cranes? Monthly by Maintenance organization; and the crane at 35 was inspected on schedule before the previous discussion. We will reinstitute a daily shift inspection by the operator of the crane.

DISCUSSION:

- 1. K. Flessner suggested the need to inform employees of proper way to hang water traps in breathing air lines. They have to hang up and down in order to do job correctly. L. F. Wagner and organization will communicate info to employees.

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83-3875-09000-002-#45
 Catalog Code

2. F. Atzenhofer asked if there are any regulations on how often the trolleys on jib cranes need to be inspected. R. Fitzgibbon will check on this.
3. J. McClain will check on the status of a near miss incident report involving the sand traps in the Clarification Department.
4. K. Flessner commented that he had no word on the masons' pallet situation. Two devices, however, will be fabricated and tested. I. C. Scheffler will update at July meeting.
5. F. Atzenhofer voiced a concern about recently received cotton gloves which have an odor similar to insecticide (poison). Samples were passed around the room. It was agreed to have Procurement discuss the issue with the vendor to straighten out the problem.

J. QUAGLIA/cmp

FROM L. F. WAGNER
INDUSTRIAL HYGIENE DEPARTMENT

TO M E M O R A N D U M

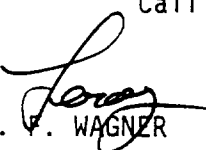
(OSHC Distribution)

1983 June 15

RE: OPERATIONS SAFETY AND HEALTH COMMITTEE MEETING, 1983 JUNE 08
REF: DISCUSSION, ITEM 1 - "K. FLESSNER SUGGESTED THE NEED TO INFORM EMPLOYEES OF PROPER WAY TO HANG WATER TRAPS IN BREATHING AIR LINES."

The Norgren filter that is attached to the plant air drops is not a water trap. This is a particulate filter to prevent rust and scale from entering the plant air liquid trap and will work in any position. Please see attached diagram for proper assembly of air filtration train.

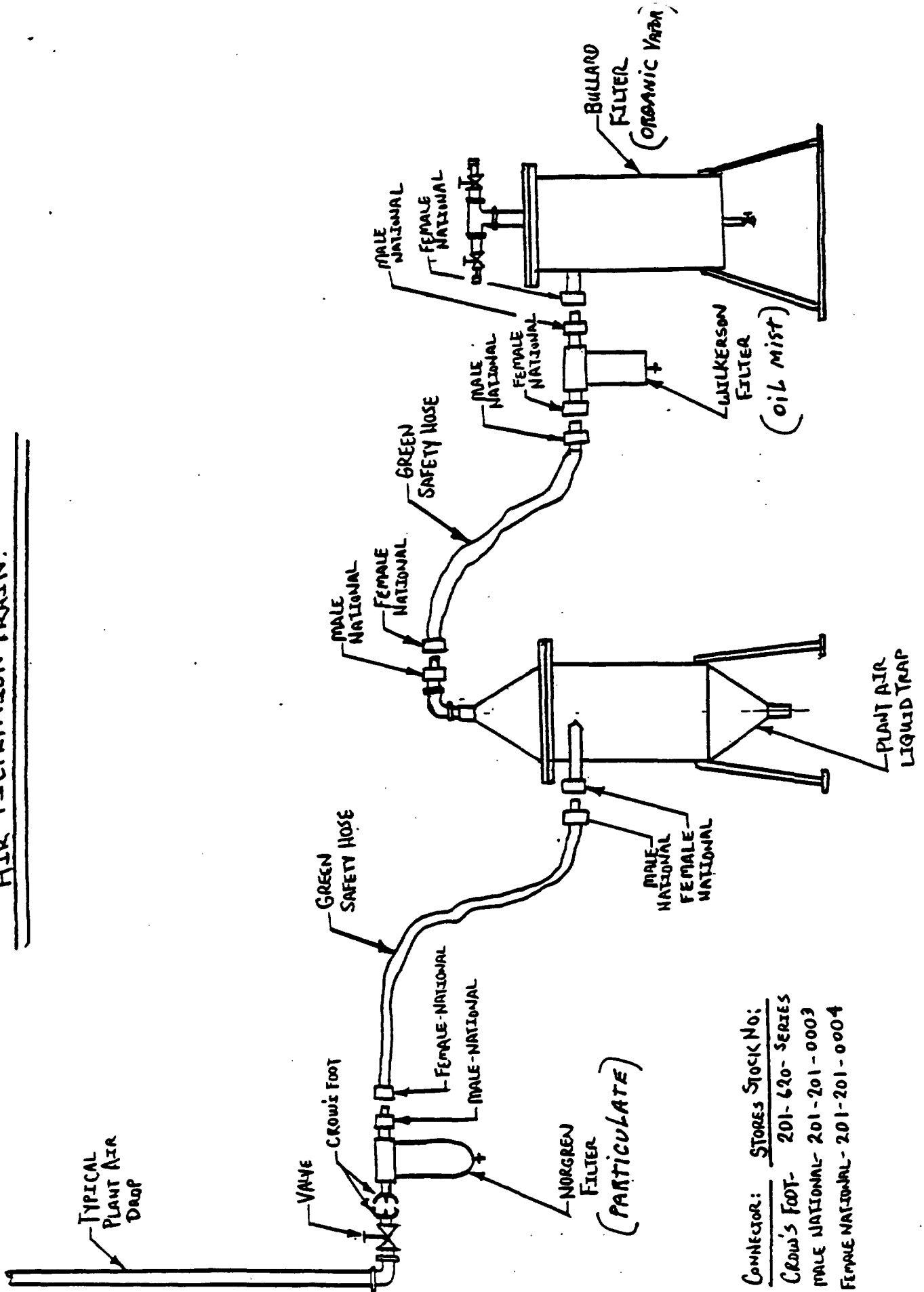
Call me if you have any questions.


L. F. WAGNER

LFW/cmp

Attachment

STANDARD COMPRESSED BREATHING AIR FILTRATION TRAIN:



CONNECTOR: STORES STOCK NO:
 CROW'S FOOT- 201-620- SERIES
 MALE NATIONAL- 201-201-0003
 FEMALE NATIONAL- 201-201-0004

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 May 11

Present: Messrs. J. Quaglia, R. C. Flournoy, R. Hudson, L. J. Fabrygel, J. Damiano, R. D. Fitzgibbon, C. Webel, K. R. Flessner, P. E. Kelm, F. Atzenhofer, L. F. Schaller, J. Ramos substituting for J. K. McClain, and Ms. I. C. Scheffler

Absent: Messrs. A. Arkadie, T. E. Lowe

The meeting began with an update of the plant's injury experience. J. Quaglia commented on the recent near miss in Bldg. 33 involving employees working off a scaffold in which one of the chain falls came unhooked. R. D. Fitzgibbon briefed the group on the serious injuries incurred by A. Winter and E. Hunter. The group was also informed about the Raw Materials serious injury incurred by L. Weise. R. C. Flournoy informed the group of the near miss incident recently occurring involving the trackmobile. The preventive measures for all incidents were shared with the group. Concerning the trackmobile, C. Webel asked if the unit should be used outside the department before the air system was hooked up. R. Flournoy said that he did not think it would be, but he would check into the matter. It appears that since the incident occurred, the unit has been used at least once outside the department.

Year-to-date the plant has experienced nine (9) serious injuries for a S.I. frequency of 1.92. This figure is below goal and, more importantly, we can be extremely proud that only one (1) case has involved lost time.

OLD BUSINESS:

1. Green Air Hoses for Breathing Air (R. D. Fitzgibbon)

Tickle June.

2. Roof Leaking at Carpenter Shop (R. D. Fitzgibbon)

Update by K. Flessner; work is completed, but waiting for good rain to evaluate. Delete.

NEW BUSINESS:

1. R. Hudson and P. Kelm related problems associated with removing leaves in R-35. The following concerns should be addressed:
 - a. Is crane being overloaded?
 - b. How can leaves be removed safely?
 - c. What type of inspections are performed on all refinery cranes?

DISCUSSION:

K. Flessner noted some concerns he had about his role as a committee person. There appears to be some major communications problems which presently exist

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Category Code

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between personnel in Kenneth's organization. Following Kenneth's remarks, the Committee discussed the importance of insuring that field personnel be given an adequate chance to correct a situation before the Operations Safety and Health Committee addresses such an issue. K. Flessner then cited an issue concerning ventilation for the Bldg. 13 lunchroom in which he declared he had been trying to solve the problem for a year and a half. The Committee agreed that this was more than reasonable and the item will be investigated further. Also, the present communication problems concerning the role of committee personnel will be addressed departmentally.

C. Webel requested some information pertaining to appropriate steps to be taken on off-shifts when an employee is requested to perform a job and he/she believes the job is unsafe. The best solution is to always solve the concerns between the immediate supervisor and the employee. If this results in conflict, the employee should request that the department head be notified. Under normal circumstances, safety disputes are almost always resolved through this procedure. Clarence was also informed of the language in the contract. The committee members agreed, however, that this was not being advocated as the appropriate means to solve safety disputes.

R. Hudson discussed an alleged near miss incident which had occurred about two (2) weeks ago in the Clarification Department. R. Hudson said he had questioned departmental supervision about the incident and was told a report was filed. Robert has not been able to obtain a copy and was concerned if any investigation had taken place. J. Ramos will investigate.

I. C. Scheffler updated the group on the pallet lifting device. Present system will be used by insulators and alternatives are being investigated.



J. QUAGLIA

JQ/cmp

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 April 13

Present: Messrs. T. E. Lowe, J. Quaglia, R. C. Flournoy, R. Hudson, L. J. Fabrygel, L. F. Wagner for J. Damiano, R. D. Fitzgibbon, J. K. McClain, C. Webel, K. R. Flessner, P. E. Kelm, A. Arkadie, F. Atzenhofer, L. F. Schaller, Special Guest Dr. Robert W. Hart, and Ms. I. C. Scheffler

Absent: None

The special guest of the meeting, Dr. Robert W. Hart - Medical Director of Alcoa-Australia, was introduced to all members and welcomed.

J. Quaglia updated the Committee on serious injury information--year-to-date six (6) S.I.'s, three (3) occurring in March. Of the six (6) only one (1) has been a lost work day case and that employee is fully recovered and back to work. It has been 26 days since last serious injury.

The two (2) latest serious injuries occurring were discussed by R. D. Fitzgibbon (S.I. #5 - Walter C. Gray) and by J. K. McClain (S.I. #6 - Frank Orzabal).

OLD BUSINESS:

1. Noise Problems at R-136A (fans need noise control engineering)
(R. D. Fitzgibbon)

Noise level has been reduced to 77 dBA; item complete. Delete.

2. Nylon Ropes for Extension Ladders (R. D. Fitzgibbon)

Will do some more checking on a few that may have been missed. Delete.

It was determined that if ladders had to be used up against "hot" lines, the line should have something against it to protect the nylon rope from singeing.

Maintenance personnel are continuing to study ladder problems (out-of-date, new panduits without inspection, etc.).

3. Green Air Hoses for Breathing Air (R. D. Fitzgibbon)

Tickle June.

4. Roof Leaking at Carpenter Shop (R. D. Fitzgibbon)

Work order has been taken out to put awning over the windows. Other areas will be looked at during next rain storm.

5. Grating - Buildings 35 and 36 (J. K. McClain)

Delete.

183-3575-01000-000 #
Category Code 4

NEW BUSINESS:

None

DISCUSSION:

K. Flessner gave an update on reevaluation of brick masons' pallet rigging used for lifting materials. He informed the group that a committee consisting of A. A. Seifert, H. P. Bledsoe, M. A. Johnson, P. E. Kelm, and I. C. Scheffler met and discussed the problem and resolved some of the issues, but others have come up for discussion. This group will continue to work on the pallet rigging issue. T. E. Lowe asked to be kept informed of the results.

R. D. Fitzgibbon reported that the safety shower survey is complete and that some of the showers had minimum flow rates in several places throughout the plant. Report with recommendations will be published shortly.

A brief discussion centered around reporting of near miss accidents and the consequences involved. It was stressed to continue to report all near miss accidents to prevent them from occurring again.

J. QUAGLIA/cmp

For File Only

OPERATIONS SAFETY AND HEALTH COMMITTEE - SPECIAL MEETING
1983 March 30

Present: Messrs. J. Quaglia, T. E. Lowe, K. R. Flessner, A. Arkadie, C. Webel, F. Atzenhofer, R. Hudson, J. L. Palmer for R. D. Fitzgibbon, P. E. Kelm, J. Damiano, L. J. Fabrygel, L. F. Schaller, J. K. McClain, N. V. Lubbers for R. C. Flournoy, and Ms. I. C. Scheffler

Absent: None

J. Quaglia gave a brief history of the circumstances necessitating this meeting--(1) the Executive Safety Committee's review of a proposal to prohibit the use of two types of hearing protection (Willson Sound Ban 20 canal caps and MSA Ear Defender earplugs) presently in use at Point Comfort and (2) the decision of that Committee to allow the actual work force to be canvased via the Operations Safety and Health Committee to determine how effective the individual protectors work in the "real world" so the issue could be resolved.

Dr. Schaller began the discussion by handing out copies of the new "OSHA Standard for Hearing Protection" and telling what the standard means. He mentioned that it is the basis for removal of the Sound Ban 20s.

Results of Opinion Polls

F. Atzenhofer (Machine Shop) - "Employees like to wear the Sound Ban 20s because they are convenient."

P. E. Kelm (Paint) - "My people don't want to part with the Sound Ban 20s. Why not get employees to wear them correctly by enforcement policy?"

L. J. Fabrygel (Precipitation) - "None of the shift workers use Sound Ban 20s."

T. E. Lowe (Instrument/Electrical) - "With proper explanation and because not that many people are involved, employees will buy into using other protectors."

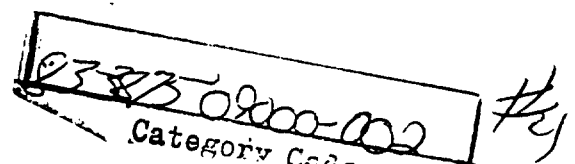
As a result of further discussion, it was decided to . . .

- (1) adopt Industrial Hygiene's proposal to eliminate (discontinue the use of) the above mentioned hearing protectors
- (2) engineer as much noise out as possible by working at isolating noisy areas (possible ESC agenda item)
- (3) emphasize enforcement policy of wearing approved hearing protectors and wearing them correctly.

J. Quaglia thanked everyone for their efforts in resolving this issue and encouraged all to aid in the enforcement of it.

J. QUAGLIA/cmp

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OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 March 09

Present: Messrs. J. Quaglia, T. E. Lowe, C. L. Webel, L. J. Fabrygel, F. Atzenhofer, P. E. Kelm, K. R. Flessner, J. Damiano, R. Hudson, R. C. Flournoy, A. Arkadie, L. F. Schaller, H. G. Elrod for J. K. McClain, R. R. Ripley for R. D. Fitzgibbon, and Ms. I. C. Scheffler

Absent: None

T. E. Lowe introduced the Committee's newly appointed representative, Clarence Webel of the Electrolyte Department, to the body. Group members made self introductions.

M. Cooper photographed the hourly members of the group so appropriate communications can go out announcing the Committee's membership.

J. Quaglia informed the group that year-to-date the Operations has suffered three (3) serious injuries--all of which have been medical treatment cases. The plant has also compiled close to 500,000 hours without incurring a lost time injury. Joe did comment, however, that we had experienced some rather significant near misses.

Mr. Quaglia informed the group about the details of the latest serious injury (S.I. #3 - J. C. LaQuay). While using a pneumatic hammer to get a bearing loose from its housing, a piece of the bearing broke loose and struck the employee's arm. Alternative methods of doing this job are being studied.

The group was also brought up-to-date on our recent MSHA visit. Joe announced that he had requested a conference meeting with the District Manager of MSHA to discuss the merit of one of the citations dealing with sanitation facilities for an employee who normally spends part of his working day at the landfill.

OLD BUSINESS:

1. Breathing Air Supply (contamination problems) (R. D. Fitzgibbon)

Unit completed and in service; working well. Delete.

2. Noise Problems at R-136A (fans need noise control engineering) (R. D. Fitzgibbon)

Job should be completed by 1983-03-11, Friday.

3. Nylon Ropes for Extension Ladders (R. D. Fitzgibbon)

R. R. Ripley reported 90% completed. P. Kelm reported that only the tool crib on the Refining side has been involved. What about other crib?

4. Green Air Hoses for Breathing Air (R. D. Fitzgibbon)

Tickle June.

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Category Code

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5. Roof Leaking at Carpenter Shop (R. D. Fitzgibbon)

No news. Will evaluate during next substantial storm.

6. Grating - Buildings 35 and 36 (J. K. McClain)

Majority of grating is in. Some needed to be recut. A. Arkadie to report at next session.

7. Ladders - Types and Inspections (R. D. Fitzgibbon)

This project was handed over to the Mechanical Maintenance Safety Committee. Delete.

8. Request for Cyclone - Carpenter Shop (R. D. Fitzgibbon)

Industrial hygiene studies have been taken in the past. Present system is effective. Estimated costs for cyclone system is \$100,000. Shop may be moved in the future; cannot justify cyclone system. Delete.

DISCUSSION:

J. Quaglia explained that the Executive Safety Committee had recently reviewed pros and cons of various earplugs, muffs, and caps in attempting to determine appropriate adoption of a revised hearing conservation program. Since the Executive Safety Committee members, in general, are not the normal users of this protection, the group felt that it would be wise to request this Committee to evaluate the proposed revisions and make appropriate adoption of policy. J. Damiano and Dr. Schaller pointed out some deficiencies associated with the attenuation characteristics of the Sound Ban canal caps and also the MSA Ear Defenders. Some members pointed out that they felt there are many jobs in the plant in which the Sound Ban canal caps would be convenient and offer ample protection. Final consensus was that Committee members would be given information pertaining to the various protectors and they would be asked to poll the plant users. A special meeting of the OSHC will be held on Friday, 1983 March 18, to resolve this issue.

The Committee accepted the proposal of the requirement of wearing ear protection whenever the "hearing protection required" sign barrier is crossed. J. Damiano also informed the group that the program would require personnel to wear protection in all areas posted regardless of length of time spent in that area. Members agreed with this concept.

P. E. Kelm announced that cigarette smoke in the MSHA meetings causes irritation and discomfort to some of the participants. The Committee requested Dr. Schaller to send out an announcement requesting personnel who conduct the sessions to ask that personnel voluntarily not smoke for the duration of the sessions.

K. Flessner asked that we reevaluate the brick masons' pallet rigging used for lifting materials.

Water pressure problems of safety showers were discussed and it was revealed that distribution piping inside some buildings is marginal. The recorder revealed variations and fluctuations especially during the day shift. The showers are being tested for water flow, water temperature, and freeze protection. R. Ripley will verify that the appropriate area people are notified in the event a safety shower produces less than 15 gpm.

J. QUAGLIA

JQ/cmp

2
KRM Quaglia

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 February 09

Present: Messrs. J. Quaglia, T. E. Lowe, L. J. Fabrygel, J. Damiano,
R. Hudson, P. E. Kelm, A. Arkadie, K. R. Flessner, N. V. Lubbers
for R. C. Flournoy, L. F. Schaller, J. K. McClain, R. D. Fitzgibbon,
and Ms. I. C. Scheffler

Absent: Mr. F. Atzenhofer

T. E. Lowe introduced the Committee's newly appointed representative, Louis Fabrygel, Precipitation, to the body. The group welcomed Louis and encouraged his participation. Tommy also announced that Clarence Webel, Electrolyte, would be the other member of the Committee.

J. Quaglia informed the group that year-to-date the Operations has suffered only two (2) serious injuries, both of which have been medical treatment cases. Joe also communicated to the group that 1983, thus far, has been far superior statistically to 1981 and 1982.

R. D. Fitzgibbon reviewed with the group the detail surrounding Mr. Jerry Skarpa's serious injury. A discussion took place on the merits of how much of an accepted practice throwing tools has been in the past. If we are to continue to strive at preventing "all injuries", this is not a practice which can continue. Mr. Skarpa's injuries could very easily have been more severe.

OLD BUSINESS:

1. Breathing Air Supply (contamination problems) (R. D. Fitzgibbon)

Flotation devices are being fabricated in the Shop. T. Lowe requested that we investigate delays in fabrication. Engineering continues to research means of eliminating possible contamination of system. Check valve idea and pipe markers were reviewed with the group.

2. Noise Problems at R-136A (fans need noise control engineering)
(R. D. Fitzgibbon)

Scheduled to install this month. Priority raised.

3. Machine Shop (lighting problems) (R. D. Fitzgibbon)

Delete.

4. Top of R-25 (dust problems) (J. K. McClain)

Delete.

5. Air Hoses (hoses becoming disconnected) (J. K. McClain/J. Quaglia)

Delete.

183-3875 (9000-002) H/4
Category Code

6. Nylon Ropes for Extension Ladders (R. D. Fitzgibbon)

Tickle June.

7. Green Air Hoses for Breathing Air (R. D. Fitzgibbon)

Tickle June.

8. Roof Leaking at Carpenter Shop (R. D. Fitzgibbon)

No news. Will evaluate during next substantial storm.

9. Carpenter Shop Planer (J. Quaglia)

Delete.

10. South Elevator Label (R. D. Fitzgibbon)

Delete.

NEW BUSINESS:

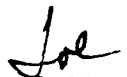
1. A. Arkadie reported some problems associated with grating in Building 35 and 36 of the Alumina Plant. Grating to be installed by Maintenance after ditches have been cleared. The ditches, however, have not been cleared. (J. K. McClain)
2. K. Flessner requested that we investigate the types of ladders we are purchasing and also conduct an audit of our inspection procedure. (R. D. Fitzgibbon)
3. K. Flessner requested that we evaluate the need for a cyclone dust collector system in the Carpenter Shop. (R. D. Fitzgibbon)

DISCUSSION:

R. D. Fitzgibbon commented once again about the importance of tagout/lockout and reflected on the Massena fatality. We continue to audit our tagout/lockout procedures. Ray reported that we will once again be reviewing our rules and reinstitute additional training. J. K. McClain noted some of the problems he perceives in the rules as Chairman of the Rules Committee.

R. Hudson reported that Clarification is monitoring the potable water pressure in Building 35 with the aid of a recorder. Hopefully, we will be able to pinpoint exactly what is happening when we lose water pressure. P. Kelm suggests we investigate how much potable water is consumed when we are using waterblaster and other equipment. Are our water mains ample?

J. Damiano reported on the Industrial Hygiene Department's activities for hearing conservation. Continued studies are being made on mobile equipment. Industrial Hygiene is presently conducting training sessions for the Maintenance organization.


J. QUAGLIA
JQ/cmp

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 January 12

Present: Messrs. J. Quaglia, J. Damiano, K. R. Flessner, P. J. Michalik, R. Hudson, F. Atzenhofer, P. E. Kelm, C. Martin, T. E. Lowe, R. D. Fitzgibbon, J. K. McClain, R. C. Flournoy, L. F. Schaller, and Ms. I. C. Scheffler

Absent: Mr. A. Arkadie

J. Quaglia reviewed the 1982 plant totals with the group and passed around a chart illustrating our performance. Joe stated that we were over our objectives in each major department in the plant. In 1982 we incurred 31 serious injuries in less work hours than our totals in 1981 when we incurred 25. Joe also commented that there are still a couple of pending cases for 1982--injuries which occurred at the end of the year and are only being reported now. There was one very bright spot in 1982 which everyone should be commended for. Since 1980 our severity rate for restricted and lost work days has been cut by more than 50%. For each restricted or lost work day case in 1980 we recorded about 50 lost or restricted work days. In 1982 this figure was cut to 22 days per case. This speaks well of Point Comfort's severity rate and we should be extremely proud of this accomplishment.

I. C. Scheffler introduced the group to our new "CORE Messages". Irene explained that the messages would be used as a vehicle to communicate CORE to the persons most likely to benefit from the program. The "CORE Messages" will be developed for specific accident prevention tools and tied to Point Comfort's Operation. The messages can be used for toolbox or safety meetings. We hope that they help to improve the quality of these sessions. Committee members were encouraged to become involved in helping to develop the messages.

The group was informed that the Safety Department had recently undertaken the task of developing video safety films. The video films will cover pertinent topics such as proper use of safety shower and eyewash stations, use of Triple-I's, tagout/lockout, special JSA's, etc. The video films will be used for MSHA refresher training. The idea for using these video films was developed as a result of comments received during last year's audits about the quality of our training. We hope that by developing in-house films we can get more participation and interest.

T. Lowe announced that two (2) members of the committee would be leaving because of the normal rotation schedule. P. J. Michalik and C. Martin were thanked by all members of the group for serving the committee very well during their tenure. The men were asked to continue to serve the committee as valuable resources.

R. Fitzgibbon covered the details surrounding Point Comfort's first serious injury of 1983. Pipefitter M. Galow received a severe laceration when his fingers were caught between a 12" pipe and a choker being used to lower the pipe. J. Quaglia commented that three (3) of the last five (5) serious injuries have involved digits; two (2) cases could have easily resulted in loss of digits.

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83-3875-09000-002 H14
 Date: 1/14/83

OLD BUSINESS

1. Breathing Air Supply (contamination problems) (R. D. Fitzgibbon)

Flotation devices are being fabricated and should be completed by mid February. Engineering continues to survey plant for areas in which air is used in the processes. Thus far many surprises. J. Damiano related that L. Wagner had surveyed our inspection practice for the filters and found all to be in compliance except for Digestion. At present, Digestion uses filters infrequently so the inspection schedule is quarterly rather than monthly. This variation appears to be satisfactory and is now considered acceptable.

2. Noise Problems at R-136A (fans need noise control engineering) (R. D. Fitzgibbon)

Materials received; should be installed soon.

3. Machine Shop (lighting problems) (R. D. Fitzgibbon)

Work continues; F. Atzenhofer commented, "It just keeps getting better".

4. Top of R-25 (dust problems) (J. K. McClain)

Building installed. Problem with condensate dripping from roof of R-25 and running in building.

5. Air Hoses (hoses becoming disconnected) (J. K. McClain/J. Quaglia)

J. Quaglia to work with Operating personnel to determine if locking device can be used with hose clamps on 1/2" air lines. If so, will probably adopt as standard.

6. R-35 Press Floor Lighting (R. Hudson)

Light switch was turned off; there is adequate light. Delete.

DISCUSSION:

R. Fitzgibbon commented that the maintenance organization would be doing some further investigation into the potential needs for metatarsal protection. I. Scheffler recommended that Precipitation borrow some protectors from Clarification for evaluation in their area.

J. McClain commented that the safety shower was no longer needed at the position suggested in the Safety Suggestion Book. Jack explained that the problem no longer exists because of a process change. Jack did reflect, however, that we should not make this a general practice of solving problems; the shower should have been moved some time ago. Jack and Robert will take the necessary steps to insure shower is located in the appropriate place. R. Hudson also commented that we continue to have water pressure problems with the eyewash and shower stations on the upper floor of 35.

R. Fitzgibbon acknowledged that Point Comfort will be adopting the use of nylon rope for all extension ladders. Ray also announced that the engineering organization will be taking the necessary steps to change all breathing hoses to green over the next six (6) months. This standard will then be adopted. R. Fitzgibbon showed the group some pictures of the questionable cable/pallet device used by the masons. This is deemed unsafe and will be corrected.

J. Damiano announced some problems we recently had with handling Cryolite. Some Raw Material personnel became ill while loading the material in a barge. Joe commented that he was taking the necessary investigative steps and establishing appropriate procedures to help prevent recurrence. J. Damiano also updated the group on changes taking place in the respirator policy. A revised policy will be issued soon. Industrial Hygiene recently surveyed all classifications in Precipitation for noise exposure. Except for scalers and scale transferrers all classifications are below MSHA eight (8) hour TWA's for noise exposure. The Industrial Hygiene Department also surveyed the new scaling machine in Clarification and found it to be within compliance with standards.

K. Flessner recommends that the spiders in Precipitation be examined for lack of pinch point hazard warnings.

R. Hudson commented that the new scaling machine has some inherent hazards with the control cords. J. Quaglia requested that Robert once again discuss this item with A. Malaer.

R. Fitzgibbon informed the group that he had conducted a one-on-one safety inspection and two (2) tagout/lockout violations had been noted. One was with maintenance personnel while the other involved operating. Ray commented that tagout/lockout cannot be treated lightly, and he encouraged members of the group to aid in enforcing good standards. P. Kelm related a case in which a near miss resulted on our gantries. The bus can be locked out, but we have no present means to try the control to make sure they are inoperative. J. McClain suggests that we investigate this and also attempt to uncover any other areas which might be similar.

NEW BUSINESS:

1. K. Flessner reported problems with the roof leaking at the Carpenter Shop. (R. D. Fitzgibbon)
2. K. Flessner noted that the planer in the Carpenter Shop is not guarded according to government standards. (J. Quaglia)
3. K. Flessner announced that the south elevator does not have the alarm button labeled. (R. D. Fitzgibbon)

J. QUAGLIA

JQ/cmp

OPERATIONS SAFETY AND HEALTH COMMITTEE
1983 December 14

Present: Messrs. J. Quaglia, C. Adams, L. Winters, F. Atzenhofer, T. E. Lowe, L. Fabrygel, N. Lubbers for R. C. Flournoy, P. E. Kelm, L. Schaller, R. R. Ripley for R. D. Fitzgibbon, E. J. Perez for J. K. McClain, and Ms. I. C. Scheffler

Absent: Messrs. C. L. Webel and R. L. Hudson

J. Quaglia informed the Committee that two (2) serious injuries have occurred since the last meeting.

E. J. Perez told the details relating to Serious Injury #19, Hubert C. Teinert, Digestion Area Operator, who was burned after falling from a bicycle into approximately 200° liquor.

- . JSA will be addressed to include barricading flooded areas and using extreme caution when working in flooded areas.
- . Restrict bicycles from crossing flooded containment areas (recommendation for Safety Rules Book addition).
- . Convert from bicycles to tricycles in the Digestion Department.

J. Quaglia updated the Committee on Mr. Teinert's condition:

- . 40-50% chance of saving some vision in his right eye.
- . 24% of body is third degree burns; 18% is second degree.
- . He has some fever and infections; however, condition is stable.

Dr. Schaller commented that a corneal transplant can be done and good results can be expected with Mr. Teinert's right eye.

J. Quaglia also commented that a follow-up session was held with Medical, Security, Safety, and Digestion folks to review policies and procedures in handling emergency situations for future improvements.

T. Lowe added that we need to address proper shutdown procedures and emergency procedures for all areas of the plant. He also commented that the emergency telephone number system needs to be addressed by reeducating employees of the number or possibly changing the number to something simpler to remember. Tommy requested that he be copied on the proposals and JSA revisions and stated he hoped the other departments in the plant would follow any recommendations.

C. Adams suggested that this particular unit be shut down earlier (maybe one hour?) so that craft personnel would not have to rush to finish the job before shift change, and there would be sufficient time to drain the vessels without flooding the building.

To answer P. Kelm's question about flooding in Building ³⁵~~30~~, J. Quaglia stated that several things are being done: fixing sump pumps, repiping, unplugging storm sewers, changing overflows and repiping screen-boxes.

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I. Scheffler gave the details about Serious Injury #18, George G. Migl, Clarification Area Operator, who had a chemical burn to his right eye.

- . Enforcement of personal protective equipment utilization.
- . Because there was an error in reloading the R-45 Honeywell TDC 2000 which led to the plugged line and tank overflow, the instruction booklets used by I/E Technicians will be revised.

OLD BUSINESS:

1. Trolley Regulations on Jib Crane (R. D. Fitzgibbon)

R. Ripley reported that the inspection frequency has been determined, but the information has not yet been communicated.

2. Pallet Lifting Devices (I. C. Scheffler)

No update since last meeting.

3. Rescue Procedures at R-30, 25A Tanks (L. F. Schaller)

No tanks have been opened for scaling since item on agenda. J. Quaglia will assume responsibility for item because of Dr. Schaller's departure.

DISCUSSION:

1. F. Atzenhofer and E. Perez agreed that the feedback system of our work order process needs improvement. Concern for tickling items and feedback to person who initiated item continues to be a problem.
2. Frequency and context of toolbox safety meetings were discussed after complaints were raised about each.
3. L. Winters inquired whether or not all safety belts (including those at the R-136 Toolroom) were subject to inspection. He related an incident which prompted his question; J. Quaglia informed him that all belts were to be inspected. He will check into incident.
4. L. Winters requested a copy of asbestos safety procedures. J. Quaglia will send.

J. QUAGLIA/cmp

EXECUTIVE SAFETY COMMITTEE AGENDA

1. Questionnaire Summary Report

Question # 1 - 4 Housekeeping
Question # 5 - 14 Safety Training and Instruction
Safety Equipment (Personal Protective Equip.)
Question #15 - 18 Attitude
Question #19 Suggestion Box
Question #20 - 21 Safety Meetings
Question #22 - 28 Safety Performance
Question #29 - 30 Near Miss Reports
Question #31 - 34 Medical Department
Question #35 Red Card
Question #36 - 43 Safety Rules
Question #44 - 46 Safety Department

2. Doc Watson's Suggestions:

- a. Operations or Production Manager should chair the Executive Safety Committee.
- b. Manager in charge of the area being inspected by the Managers' Safety and Housekeeping Committee should keep the notes and make the report.
- c. Line Safety Accountable.
- d. Operating person in charge of Accident Investigating Committee, plus Safety, plus some one not in Safety or Production.
- e. Safety be more aggressive.
- f. Managers work on their problem areas. Don't wait on du Pont.
- g. Improve the morale, attitude, etc. by doing - action - show of results.
- h. When we start the Job Safety Analysis (JSA), don't forget to include the physical demands, temperature, lifting, climbing, reaching, etc..
- i. Repair best first, worst last - (Reward for taking care of equipment.)
- j. Managers should approach solving safety problems in same manner as a production problem.

83-3875-09000-0074
Category Code

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3. Railroad crossing signs (stop or crossing type) map prepared by Bobby Sheppard.
4. Managers' Safety and Housekeeping Inspection - discussion on doing two different locations at one time, using two groups.
5. Procedure for ordering and/or replacing eyewear.
6. Bump caps at Cat Pad - outside work.
7. Mr. Sharkey's presentation of maps - showing areas of responsibility.
8. Discussion of Dick Allen's New Safety Program Proposal.
9. Announce that the "New Pulse of Life" film is in and the program on heart massage is ready and approved by the Medical Department.
10. Proposal for "Open Line" Communication Program - Dick Tatum.
11. Propose that foremen make out accident report for all First Aid originals.

8/13/75

RE: EXECUTIVE SAFETY COMMITTEE MEETING - AUGUST 11, 1975

Jones, R. Schaefer, Browne, Kuerner, Mabry, Tatum, Sheppard, C. Watson, Allen, F. Sharkey, Green, Hood, May (for Royer)

Agenda Item 1 - Reviewed Safety Questionnaire Summary

RGK Difference of opinion between Smelting and Refining.
Production employees on Maintenance clean-up.

FAS ¹⁻¹⁻⁷⁵ Need to institute regular safety meetings like Smelting Supervisors.

RGK Plant averages not weighted averages.

JWH Like help in training expressed.
Red Card system - a problem.

FAS Question 18 solicited some good comments - communication, lack followup.

RGK A written response not only makes record but does get employee response.

FAS Safety Department work with Managers to hold meeting with supervisors in response to survey.
^{intendances}
Use copy of book.

RGK Make visuals - slides, overheads, ^{advertis}

TATUM Training Department should get involved.

RGK A good opportunity for manager/superintendent to talk to their people.
Have to have a standard package - everyone put statistics out the same.
Have Allen do overall, and manager do department details.

TATUM: Emphas⁷es on "care" questions.

FAS Give copy of summary to each superintendent.
Followup into "problem" areas as defined by manager and Allen.
Combine production and maintenance groups.

RGK Identify survey summary better - for future reference.

JWH: Superintendents will take results back to contact supervisor.
Have idea of areas of concern.

RPA Allen will coordinate.

RGK Safety Department - message says get "VISIBLE".
Identify safety reps.

83-3575-09000-002 #4
Category Code

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RPA Comments good, overall.
TATUM Be visible at lunch time - a way to be seen.
RGK Any comments on question 46?
WATSON Not all comments reported.

Agenda Item 3 - Railroad Crossing Signs

SHEP At least seven areas where a complete stop is necessary - railroad cross-buck and stop sign.
Others are quite visible (railroad cross-buck).
Enforcement a problem, if ~~we~~ aren't visible, won't stop.
FAS This committee recommended all stop signs.
Maybe now not as practical.
Let Sheppard and Safety identify, keep up.
CLG Caused by a lot of close calls - employees racing trains (at open spots, Smelting to Refining).
SCHAEFER Leave stop sign at R-300 area - where we switch.
FAS Question 39 got a lot of responses.
SCHAEFER Coke shed a blind spot - think we are covered, but question it.
RPA All crossings will have railroad cross-bucks.
All crossings with stop signs will have that sign mounted on the same standard as the crossbuck.
FAS Railroad crossings must be identified, per OSHA.
RPA Will implement.

Agenda Item 2 - Doc Watson Suggestions

RPA A lot of suggestions in different meetings - this a summary of all for the record.
RGK (a) No problem with being chairman, could also see rotating to managers.
JWH Need agenda.
CLG Emphasis is on "line" responsibility.
RGK Cosmetic. Leave as is as long as all free to speak.
RPA Support that counts.
RGK Gain more the way it is - have Watson present.
Agree, will leave as is.

RGK (b) Follow-up is what is important. Think our present method satisfactory.

RPA Will leave as is.

RPA (c) Previously discussed and agreed to.

RPA (d) Standing committee plus alternates.

RPA All reportable injuries (disabling, near-disabling, near-serious).
Safety rep, manager, superintendent, witness, engineer.
Would be covered at all times.

CLG Put Operating VS Safety in charge of investigation.

WWB Safety calls me or superintendent, we set up committee.

RGK With Safety preparing report, can better be objective.

FAS Should have joint signature.
Manager or representative should be chairman.

RPA (e) We will endeavor to correct.

FAS Add administrative-type person as third party.

RPA (f) With Item j.

FJM No set plan to check Safety each morning.
We now report Company "original" dispensary visits.
(Unscheduled discussion on safety glasses/goggles)

RPA (g) What we are trying to accomplish.

TATUM Look at Item 10, fits in.

RPA Massive clean-up campaign, ~~we~~ should be example.

TATUM Expect Renner visit anytime.

WWB Worse thing we can do.

RPA (h,i) Squeaking wheel get the oil.
Abuse gets last attention.

FAS Good philosophy, trying to do this.

Agenda Item 11 - Accident Report Form

WWB Where did it come from.

RPA Have about 5 originals 1st aid visits.
I added to agenda.
Want to know why man was cleaning wire with knife and cut self,
what is foreman's thinking.

ALCOA0001398

FAS Ask for more info if you think necessary, or ask for yellow sheet.

WWB (f) Will have discussions with men.

Agenda Item 4 - Manager Safety and Housekeeping Inspection

WWB We are doing.

Agenda Item 5 - Eyewear procedure

WATSON Present procedures - management manual. Allow reorder annually - do now even if not needed.

Propose reissue on damage or new prescription.

JONES No control at present.

WATSON We should okay questionable replacements - must be unsafe.

May not need to reorder whole pair of glasses, may be only lenses.

1126 prescriptions 1974
\$7000 thus far 1975.

Can cut expense and still maintain safety.

WWB Foreman to do.

WATSON Comprehensive form.

JWH Make it tough.

WATSON We don't know why being ordered.

If they meet criteria, will order. We buy dark glasses.

CLG Policy says 1 year renewal - changing policy.

WATSON Collect old with issue of new.

Agenda Item 7 - Presentation of Maps

FAS Delay Item 7.

Agenda Item 6 - Bump Caps at Cat Pad

RPA Bump hat for visitors not good - ^{the "doc"} Watson.

WWB Shouldn't wear bump hat except where approved.
How about no hard hats in the garage.

FAS Maybe not a hard hat all the time.
All rules we have have practical application.

JWH Exceptions - loose control.

WWB Will follow up on inquiry on bump hats.

FJM Defer remaining agenda items to next meeting.
(Meeting disbanded at 4:20 PM. by members!)

ALCOA0001399

OPERATIONS SAFETY COMMITTEE MEETING - 1978 AUGUST 09

Present: Dan Piwetz, Joe Resendez, Alex Lopez, Frank Kaspar, Ralph Leist,
Allen Dolejsi, Dwain Holmes, Rudy Podhora, Norm Lubbers, H. Floyd, Jack McClain

Absent: Bobby Sowders, Robert Rose, Ted Matocha and Frank Mabry, Irene Schoeneberger and
C. C. Douglas

Minutes from the last meeting were approved.

Old Business

1. Dust Problem - Project still scheduled for completion as indicated in the minutes for October, 1978. Blowers and heaters on requisition.
2. R-148 Machine Shop - Dwain Holmes reported on project. Installation of all four windows are completed. The fans and ventilators have been shipped via motor freight on August 1. Delivery will probably be made in about three weeks.

Smoke Eater - Still out for quotations. When we find out the cost, Request for authorization can then be written.

Sampling - Rudy Podhora indicated that he would start the sampling by cutting up some scrap for a dry run. Will not wait for routine work and therefore will expedite the sampling of the project.
3. Overflow Pump - Dan Piwetz stated that he has talked to Fred Carter. Drains will be put on the bottom of the tank cone. This will take care of the problem provided the people working in the area are properly informed.
4. Monogoggles R-70 - Jack McClain stated that he saw a draft of a letter from Norm Lubbers requesting a change in the departmental rule to allow exceptions of the monogoggles to be handled by written authorization by JSA. As soon as the rule is approved by the rules committee, it will be mailed to rule book holders. Signs will be posted in the areas where exceptions are made.
5. Eye Wash - R-60 - Complete - Delete from Agenda.
6. Chlor-Alkali Saturator Tanks - No up date from Irene; however, the runners are good but need new plywood. Delete from Agenda.
7. C-3 Level Control Valve - Jack will look into this problem by the next meeting.
8. Precipitator Tanks - R-45 - Joe Resendez stated that a better method is needed for transporting bombs to the top of the tanks. The wagon used in the hauling is loaded with 50-pound bombs and there is a problem dragging them. He suggested a Kalamazoo for transporting them. He further stated that it was a problem for some of the older men.

83-3875-09000-002 #1
Category Code

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Jack McClain questioned the fact that a safety hazard exists. He stated that he does not believe in a lot of powered equipment. He went on to say that if we have a safety problem, we need to talk about--but if it is a matter of how we are going to do the work, it is management's option to decide how to do the job.

The subject was closed with Joe Resendez indicating that they could spend the day making trips if that is what you want.

Dwain Holmes remarked that he would get R. M. Rose and Bobby Sowders to take a look at the situation to see if a safety hazard does in fact exist.

Barricade Tape - Ralph Leist asked about the status of the request to have the tanks barricaded when bombing.

Jack McClain stated that Skip Clark has talked to Bobby Sowders about it. The problem will get attention and be worked out.

9. R-35 Clarification - Jack McClain and Bobby took a look at the area. It was not in bad condition when they went up there. There was one spot that needed some attention. We will be looking at a couple of holes in the floor. We are adding two drains which should be sufficient to take care of any problems.

10. Lunch Rooms

R. E. Podhora stated that we have checked the Micro Wave Ovens--all have been checked. Five of them show "0" and one had a .5 reading as compared to 10 milliwatts/sq. centimeter--which is still within the safe limits which is allowed for an eight hour work day.

Ralph Leist requested that paper towel racks be installed vs. going into the restroom for towels--also, that an incircuit telephone be installed.

H Floyd indicated that the project is complete except for the refrigerator racks yet to be installed with no intention of any further consideration for installation of other items.

Dan Piwetz asked how many people could eat in the room at one time.

Rudy Podhora stated that the room was designed to accommodate 60 at one time.

Dwain Holmes pointed out that the scheduling is used to prevent overcrowding.

Dan Piwetz and R. O. Leist pointed out that there is a problem with heating the lunches. The room is closed until a very short time before lunch and there are too many people trying to warm lunches during the allotted time and that different lunches require different timing.

It was decided that no safety hazard existed and the subject was closed with Rudy Podhora adding that he has set up a schedule to check the ovens for radiation on a 6-month interval. Delete this item from the agenda.

11. Chlor-Alkali - Lines are being replaced - Delete from agenda.
12. Unpaved Area - Has now been paved. Delete from the agenda.
13. Ambulance - Delete from the Agenda
14. Ladders - A discussion was held on the availability of a variety of sizes of ladders. Dwain Holmes will discussion situation with R. M. Rose to see if a safety hazard exists.

New Business

1. R-45 Precipitation Area - Caustic Tanks Joe Resendez stated that the walkways on top of the tanks are becoming weakened. Employees have to step off the walkways to get to the valves. Joe stated that a safety hazard exists and requested that an extra walkway be built to reach the valves.

Jack McClain, Dwain and the foreman will take a look at the problem.

2. Gator Aid - Inquiries have been made as to whether or not gator aid would be available. A powdered gator aid was furnished in the smelting plant. It was thought at one time that it would be made available in the coke machines; however, the cost is such that the Coca Cola Company does not make enough money to make it worth their while when they charge the same price as they do for other soft drinks. There is a mechanical problem involved with the machines in that they would have to be redesigned.

Dwain will discuss the matter with R. M. Rose on his return.

3. Shower House in Refining - Alex Lopez stated that the shower house in Refining is too hot to work in. Mr. Pfeifer was supposed to have a discussion with Bobby but he has received no word on his response.

R. E. Podhora stated that he would get some temperature readings in the shower and report on them.

The meeting adjourned.

OPERATIONS SAFETY COMMITTEE MEETING - 1978 JULY 12

Present: R. M. Rose, D. Holmes, N. V. Lubbers, J. McClain, I. Schoeneberger,
C. C. Douglas, H. Floyd, A. Lopez, T. Matocha, F. Kaspar, R. Leist,
D. Piwetz, B. Sowders and R. E. Podhora

R. M. Rose called the meeting to order. The minutes of the last meeting were approved as read.

Old Business

1. Dust Problem - Jack McClain stated that he signed a S. O. for the heat and fan system for the top of R-25 this a.m. Scheduled completion date is October, 1978.
2. R-148 - Machine Shop - Exhaust Fumes - Dwain reported that two windows have been installed and two are on the schedule to be completed by the end of next week. Ventilators are to be shipped the 18th of July.

The Plasma Jet Arc Burning Process is used periodically. Rudy has talked with Troy Huskey and Troy will let us know when he is going to do a sample. Rudy has instructed Troy as to the proper respiratory protection.

R. M. Rose requested that Rudy to take samples of surroundings with specific individuals.

Dwain reported that Tim Antonacci has sent out a request for quote on the Smog Eater. This is a small electrostatic precipitator for entrapping fumes put off by the Plasma Arc Machine.

3. Overflow pumps - Fred Carter not satisfied with what he showed Bobby Sowders and R. M. Rose. Requested Dan Piwetz to check with Fred Carter. Fred has a better solution and R. M. Rose would like someone who does the job to talk with him.
4. Monogoggles - R-70 - Fred Carter will be writing JSA's for all the different jobs. Included will be a statement whether to wear or not to wear monogoggles. Should have something in writing soon. We do not want to generate a safety problem.

Bobby Sowders commented that there are times when the goggles are unsafe. There are times when you must use them--and times when you cannot see what you are doing.

5. Eye Wash - R-60 - The work order has been issued and 8-1-78 date is still good.
6. R-327 Drain - R. M. Rose and Bobby Sowders looked at this. Area over the drain has been paved. Delete form the agenda.
7. Chlor-Alkali Saturator Tanks - Irene Schoeneberger stated that the Runners on A, B and C have been replaced. But need new plywood ~~where necessary on B and C Tank.~~ Better than before. Looks good.

Ralph Leist stated that Jim Randall was well pleased.

Category Code 114

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83-3875-09000-000

8. C-3 Level Control Valve - R-33 - R. M. Rose stated there is an EWO in to have the valve changed. Thinks there might be a different approach. Employees are not in an unsafe situation in the meantime.

Dan Piwetz stated that it is dangerous to move horizontally.

R. M. Rose requested Jack McClain to look at the valve when he returns from vacation.

New Business

1. Precipitator Tanks - R-45 - Bobby Swoders stated that the tanks are 60 to 90 foot tanks. The tanks get scale inside. To clean the tanks, the people working on the tanks take a tool that looks like a bullet--about 50 lbs. each and drop it in the tank to knock the scale off. There is an opening at the bottom of the tank and the bomb falls out the opening and falls on the ground. When the tanks are being bombed, there are no barricades put around the bottom of tanks.

Jack McClain stated that we have previously hung large flags when a tank is bombed. The job is fairly routine. The job is started by pulling the bottom flange. The tanks are not in use and we can adequately warn of hazards by hanging a flag instead of using the baricade tape.

R. O. Leist, Dan Piwetz and Bobby Sowders entered into a discussion in favor of the barricade tape. Bobby indicated that there is a possibility of getting a man who does not know what the red flag means. He further thinks that there are some people who might disregard the red flag, but who would not walk through the barricade.

2. R-35 Clarification - Bobby Swoders cited a case where a welder was called last week. The second floor of R-35 just above the lunch room for the mechanical maintenance people contains a number of pipes on the left. Caustic stays on the floor all the time. Last week when he visited the area, there were welders and pipe fitters lying in the caustic to work. They placed some cardboard and rags on the work area, but that didn't do any good. The area is too low to lie on pallets. The floor is very slick. Is there some way the floor could be cleaned up?

Jack McClain stated that we did a lot of work on the floor drains in that area. Did not remember it being that bad. Jack and Bobby will take a look at the area.

3. New Lunch Room - R. O. Leist requested information about the new lunch room. He further stated that the men do not want to use the Micro Wave ovens. Apprehensive about too much radiation.

R. M. Rose assured him that we have an instrument to check the micro wave ovens. He further stated that they are a convenience for the employees and if they present a health hazard, they will be removed.

Bobby Sowders requested that any reports on the ovens be given to him first.

4. Chlor-Alkali - R. O. Leist stated that we have recycled water to go into the end boxes on cells sometimes contains up to 25% caustic. Line is very weak and has blown out several times. This creates a safety hazard.

H. Floyd will check and advise status.

5. Unpaved area - R. O. Leist stated that there is an area close to the CO₂ tank that was missed when the area was previously paved. It should have been paved² because it is necessary for fork truck access and currently presents a safety hazard.

H will check status of paving.

6. Ambulance - Ted Matocha indicated that employees are concerned about the placement of the ambulance. They think it should be in Refining. Have been told it is locked up at night.

R. M. Rose stated that employees should get in touch with the guard at the gate and he will handle it. Does not believe there is any loss of time getting the ambulance to the scene. It is a matter of the guard coming from the guard shack to the ambulance. If an incident happens in the Refining area, the first aid department attendant picks up the guard. If it happens at the smelting gate, the first aid attendant and the guard meet at the scene.

Bobby Sowders asked if the hospital is called. R. M. Rose indicated that it is called prior to departure

Ted asked if the ambulance was actually locked up and R. M. Rose said that it is locked up--but there is no change in practice, it has always been locked up.

7. Ladders - Alex Lopez stated that we do not have enough variety of sizes of ladders. He stated that the fibre glass ladders are a lot easier to work with. If you ask for a 10 foot ladder, you may get a 22 foot. This is bulky and unhandy.

R. M. Rose stated that the fibre glass ladder is not unsafe.

8. R. M. Rose reported on the condition of safety in our plant. Injuries have increased over the past month and one half. Four serious injuries thus far since the first of July. We need support--get out and talk it up. Get the Safety Program back on its feet.

Meeting adjourned.

File

EXECUTIVE SAFETY COMMITTEE MEETING - JULY 3, 1975 - 10:00 AM - CONF. ROOM (BLDG. 1)

Green, Minter, Mabry, May, Watson, Allen, Browne, Jones, Hood, Kuerner, Tatum

RGK: DuPont's Contest magazine - major article on safety

- 4-Point Program
- * Commitment - money (PTC & PGH)
- * Development and safe design
 - Hatfield personal commitment on approval of engineering drawings
 - Ready and as safe as can make
- * I → Training of personnel in safety
- * 1 → Frequent audits (maybe Pgh. group)

Use as base

WWB: Feel we need commitment and money - something determined to be unsafe must be fixed.

JWH: How do you define approach?

RGK: What details can we put into our program? Do we fix everything?
Will PGH. support us?

Housekeeping better now (7/2/75), but more booby traps - less attention by all levels - 25-A poor.

FJM: DuPont salaried - easier - get our hourly people more involved.

RGK: Union's expression of interest in safety.

CLG: All part of program - everyone must be included.

RPA: Standing invite to Bonds and Sowders to attend.

MFJ: Or other Union reps - rotate.

RKG: Call Union like you call Managers.

CLG: Tremendous training and communications effort.

JWH: STOP program looks good - basic - a mechanism.

CLG: Maybe we start with Job Safety Analysis. Have to convince we are serious. We don't have many in the plant, if any. Was done several years ago.

JWH: Need for OSHA.

RPA: Need P.R. job to convince people they should be proud to work for Alcoa. Talk up the Company.

WWB: Alcoa seems to discourage direct contact with employee - go through contact foremen.

JWH: Maybe not discouraged, have to make yourself visible.

WRT: Encourage salary-hourly contact, at department level versus plant level. Don't abdicate leadership role to Union leaders.

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83-875-09000-0001 H41

CLG: Need to break the barrier to get job done.

RGK: Ralph Hicks - 1 hour's walk daily. Other superintendents other plants - never leave office - don't know plant - a matter of commitment.

WWB: DuPont has lower ratio on foreman versus employee. Share burden with contact foreman versus his total burden.

RGK: Rack up things we are doing, no matter how well. Lead us to things to do. Bear souls, put linen on the table. SAC Committee, house-keeping committee, safety meetings - contents.

WWB: Job instruction when work ticket handed out - some do, but need more.

MFJ: Talking about changing behavior, need motivation to change.

CLG: Need to review awards program.

WRT: People align themselves with crews - do something by crew versus department.

RGK: We're looking beyond gimmicking - maybe need to add one body to payroll, some place - train an employee on his job.

CLG: Need operating procedures - detail elements of man's job against operating procedures. Break out exposure to safety.

WWB: Building platforms not in my view always the answer. Better ways to spend money. More physical tools, temporary platforms, scissors-truck, bucket trucks.

RGK: Safety Audit - evaluation of plant and procedures.

CLG: Alcoa says we will do it ourselves.

RGK: Personnel looking for S&A figures - what did we spend each of last several years?

Have enough people laid off to do training job. Now is the time.

WWB: An ideal time.

RPA: Need commitment for longer period of time to see results.

RGK: Apply against total injuries versus lost timers.

WWB: Injury - caustic burn today - no transportation. May be poor communication effort.

RGK: How we kick-off program can't happen until we commit to what we are going to do.

A formal series of meeting with W. Krome George and VP's or a barbecue with families and all.

Need a vehicle.

RPA: Handout - Elements of a Safety Program.

RCK: Suriname turned their safety problem around - added one foreman per department. Started out slow but got there. Have been lower in frequency rate, but perhaps not right now.

WWB: Come up with concrete items to include in Program.

RCK: Caution about over-communicating in event what we want doesn't fly.

JWH: Put together a proposal of recommendations.

MFJ: Get Union in on planning meeting or will be a program stuffed down their throats.

Need involvement of Union.

Next meeting Thursday, 7/20/75 - 10:00 AM.

10. Potential Hazard Analysis which involves recording and appraising near miss occurrences which except for luck or unusual skill might have become accidents. Such appraisals should lead to developing measures to prevent potential accidents.
11. Job Analysis which puts the right job, the right machine, and the right person together into an accident free work situation.

Responsibility For Safety

Safety is the responsibility of the manager and managers at every level are responsible for conducting continuous & vigorous effort to prevent accidents in all operations and activities. Managers must insure the adequate provision for safe practices and safe physical standards are incorporated into all directives, standing operating procedures and training.

Manager Responsibility

The manager's role in accident prevention is an inherent responsibility of management. The exercise which encompasses the conservation of resources necessary to accomplish the task assigned. The manager must personally lead the accident prevention effort for he alone can provide necessary motivation to ensure an effective program. He must establish objectives and policies which will influence the effectiveness of the accident prevention effort. The manager must motivate his staff, subordinate managers and supervisors and each individual to reduce accidents potentials without impeding the conduct of the assigned task. Although the manager depends on his safety personnel for identifying accident potentials and administering accident prevention programs, he cannot delegate his manager responsibilities for the prevention of accidents. Many accidents occur due to the failure of individuals to comply with established rules or procedures. Many more occur due to the failure of

responsible personnel to identify and remove accident potentials.

Ineffective leadership and poor discipline lead to unsafe practices and increased accidents. A manager's leadership is the decisive factor in insuring safety and efficiency in company activities.

The manager sets the tempo for his organization. It is he who sets the limits within which his safety personnel must operate. Unless he takes positive action to support the safety personnel, remove accident potentials and enforce discipline, an ineffective safety program will result. The manager must take the following steps to properly organize the safety program:

1. Formulate his policy and accident prevention and then establish a constant and unremitting program to carry out that policy.
2. Integrate safety factors in all operations and activities.
3. Provide for engineering revision to eliminate unsafe design, hazardous layout, and inadequate maintenance.
4. Provide for and require the education and training of personnel in safety habits, practices, and skills.
5. Create and require remedial training program for personnel involved in accidents.
6. Include unsafe acts and unsafe conditions as a matter of special attention during all types of inspections.
7. Enforce the safety policy and those rules and regulations specifically designed to prevent accidents.

Individual Responsibility For Safety

Accident prevention is the responsibility of each person both while at work and off the job. It is the responsibility of each individual to comply with rules, regulations, standard operating procedures, correct or report unsafe conditions, report all accidents, use protective devices, and warn others of known hazards or of their failure to observe safety

regulations. By developing an awareness for safety in every activity, on or off the job in which he engages, the individual makes his greatest contribution to his company's safety program.

FROM R. P. ALLEN

TO MEMORANDUM

SAFETY ADMINISTRATOR

cc: Mr. R. G. Kuerner ✓
~~Mr. O. L. Rayer~~ may
Mr. C. L. Green ✓
Mr. F. A. Sharkey HOOO
Mr. F. J. Mabry ✓
Mr. W. W. Browne ✓
Mr. E. E. Burns ✓
Dr. M. F. Jones ✓
Mr. Cliff Watson ✓

July 1, 1975

RE: EXECUTIVE SAFETY COMMITTEE MEETING

This committee will meet at 10:00 A. M. on Thursday, July 3, 1975 in the upstairs conference room, Building 1.

Note: New chairman - Dick Allen and new secretary - Cliff Watson.

RPA
R. P. ALLEN

RPA:mms

*Dick -
Let Allen know you are my rep. 7-2-75
R*



ALCOA

43-3875-09000-001141
Category Code

ALCOA0001413

7-3-75

EXEC SAFETY Comm Mtg

1ST LINE SUPERVISION REMARKS NOT FAVORABLE
TO SAFETY PROGRAM

AL BARTON ALLEN - ACCIDENT REPORT DID NOT
INCLUDE FACT ELECTRICIAN NOT WEARING
NON-CONDUCTIVE SHOES -- ECKENROD

REPAIR OF FOOTLOOM SHOES

GO PROVIDE MATERIAL, MAN TAKES TO TOWN
DO WE HAVE RIGHT SYSTEM FOR SHOE REPAIR
SHOULD WE COLLECT AND SEND OFF TO GET
DONE PROPERLY
(REVIEW EXEC SAFETY Comm NOTES)

SAFETY ATTITUDE - NOT GOOD IN GENERAL, PER
ALLEN

ACCOUNTABILITY (Ways System) FOR SAFETY
- AGAINST PAY, JOB GRADE ETC

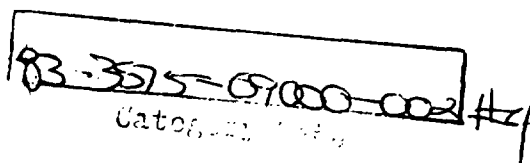
ROGER OFF AS CHAIRMAN

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TRAINING?

EXTRA PEOPLE - SAFETY

EXTRA PEOPLE IN DEPT FOR JOB SAFETY ANALYSIS



WTD

~~TO: MR. R. G. KUERNER - POINT COM~~

FROM

R. H. WATSON

TO MR. A. B. KALTWASSER

PITTSBURGH OFFICE - 7

PITTSBURGH OFFICE

July 2, 1975

~~P.A. SHARKEY~~

~~O.L. ROYER~~

~~W.W. BROWNE~~

~~J.W. HOOD~~

~~W.R. TATUM~~

~~F.J. MABRY~~

~~J.L. MINTER~~

~~M.F. JONES, M.D.~~

~~R.G. KUERNER~~

~~C.L. GREEN~~

RE: POINT COMFORT SAFETY PLAN

There are numerous questions needing discussion and resolution in order to properly implement the referenced plan. I have attempted to cover several of those below with an indication of some preliminary thoughts about each problem:

- 1.0 Consider involvement of Messrs. S. A. Jones, R. W. Wrenn, J. G. Morber and W. E. Haggerty in addition to those who met on 6/30/75 (i.e.) Messrs. A. B. Kaltwasser, R. C. Hatfield, K. J. Brondyke, Dr. M. O. Colwell and the writer. Point Comfort management must be properly involved and represented.
- 2.0 Development of presentation to Mr. Krome George and Mr. W. B. Renner.
 - 2.1 Objectives
 - 2.2 Plan
 - 2.3 Costs
 - 2.4 Profit opportunities
 - 2.5 Humanitarian concerns
 - 2.6 Other benefits or problems
- 3.0 Training
 - 3.1 This is an area of great need which will require assistance from Mr. Morber.
 - 3.2 Dr. Enninger's "Operation Zero" safety training program is being evaluated and should be considered. This could cost approximately \$6,000 but is a comprehensive course for supervision that has been utilized by U. S. Steel, Armco Steel, Owens-Illinois, Bethlehem Steel, etc., all with very favorable results. It is more comprehensive than S-T-O-P (DuPont) and, I believe, has much more sustaining ability, although four times as expensive and more involved.
 - 3.3 Apprentice safety training needs review and most probably significant improvement.
 - 3.4 Review of injury-accident cost analyses presented to Vice President level in September, 1974 with Messrs. George, Renner and Point Comfort management.



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Re: Point Comfort Safety Plan
July 2, 1975
Page 2

4.0 Development of line safety accountability.

4.1 Much education is required here as well as support via performance appraisal and review, compensation considerations, effect on promotions and demotions, as well as discharge.

4.2 Section 3.0 would be heavily focused here.

4.3 We already have strong line support expressed by Mr. Kuerner, as well as Messrs. Kaltwasser and Hatfield in Pittsburgh. Others, I feel, will similarly assist and directly contribute once we put the entire plan together.

4.4 Utilize international group from United Steelworkers safety and health team to help motivate hourly Alcoans.

5.0 Agreed to objectives in terms of All Injury and Disabling Injury numbers and frequencies need to be developed.

6.0 Manpower determinations to achieve desired results must be developed.

6.1 We discussed use of certain available T & M personnel for this.

7.0 Labor turnover problems must be considered and programs designed for (i.e.) layoffs and recalls with resultant roll through various departments.

8.0 Industrial Engineers need to be involved in this effort. They are a key evaluative group that has not yet significantly participated in safety management or leadership.

9.0 Enforcement of safe practices needs review and development of constructive changes that will enhance utilization of such practices and wearing of necessary protective apparel. We will need Mr. P. W. Osborne's assistance and some help from Dr. D. L. Ravella.

10.0 Reevaluation of safety function reporting relationship in Point Comfort organization needs more analysis.

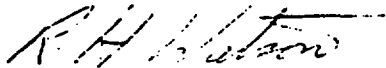
11.0 Motivation and award programs need review, and we can use Dr. Ravella to assist us here.

11.1 Enclosed is a letter from Dr. Ravella of 6/9/75 which contains what I believe to be very pertinent information although it was prepared for a similar effort at Tennessee.

Re: Point Comfort Safety Plan
July 2, 1975
Page 3

- 11.2 Internal communications via Mr. W. E. Haggerty can assist us here and elsewhere.
- 12.0 Off the job safety concerns and programs must be reevaluated. It is likely that such injuries to employees only cost over \$35,000 a year for Point Comfort. Once injury benefits are accrued for the entire family, this could approach \$100,000 a year in direct costs only at Point Comfort. No on the job safety program can be entirely effective without about a 20 - 30% safety leadership input into off the job safety.

Sustained safety management resulting from a well developed, continued, strong line support and effective professional safety assistance are what I feel must be accomplished. The above 12 items are simply those that I believe most heavily and directly relate to realizing that accomplishment at Point Comfort.



R. H. WATSON

RHW:lel

cc: K. J. Brondyke - Alcoa Laboratories, Alcoa Center
Dr. M. O. Colwell - Pittsburgh - 29
R. C. Hatfield - Pittsburgh - 20
Dr. D. L. Ravella - Pittsburgh - 7
R. G. Kuerner - Point Comfort Operations

Attachment

FROM D. L. RAVELLA, M. D.
PITTSBURGH OFFICE - 7

TO MR. R. H. WATSON
PITTSBURGH OFFICE - 7

June 9, 1975

RE: SAFETY PROGRAM AT TENNESSEE

I have had an opportunity to review your memo of May 19, 1975 relating to your meeting on May 14-15, 1975 with Messrs. Fair, Mader and Vergho. I have also reviewed Mr. Vergho's memo and Mr. Mader's memo. I offer the following general observations:

1. Attitude or "culture" changes require very broad-based environmental changes (both physical and social) applied over an extensive period of time.
2. Such changes also are extremely sensitive to what one might call the cynicism of the status quo, that is, one factor no matter how aggressively pursued cannot counteract the multitude of other factors that remain unchanged. For example, the attitude change that is required for a large enduring increase in safety awareness involves a change in the worker's perception of the "Company" from antagonist to beneficiary. This cannot be achieved with only a safety program no matter how well constructed or applied if the Company continues to make paradoxical statements in regard to their concern for the employee by allowing dirty lunchrooms, washrooms and toilet facilities and by neglecting needed maintenance to equipment and to the general workplace.
3. Any lack of sincerity on the part of those attempting to implement a safety program is destructive far beyond proportion. If foremen are to be the chief instruments of safety training as I feel they should be, their own training should be practical and comprehensive. Instances in which productivity demands compromise safety practices should be eliminated by redesign so as never to put a foreman in the situation of having to wink at a safety violation.
4. Concern for the worker's safety should be extended to off-the-job situations both for the practical economic advantages and to further demonstrate the total sincerity of the program.
5. I feel it is absolutely necessary to have at least roughly matched control groups as outlined in Mr. J. C. Vergho's memo of May 27, 1975. An undertaking of this magnitude should be evaluated as objectively as possible.



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MR. R. H. WATSON
June 9, 1975
Page Two

6. The present state of the art is such that a valid pre-program attitude survey probably is not feasible unless the time and expertise to design one is available. In a situation such as safety that has such a ready measuring stick as frequency, I do not feel such an effort would be warranted.

D. L. RAVELLA, M. D.

DLR/ps

FROM R. P. ALLEN
COMMITTEE CHAIRMAN

TO MEMBERS
EXECUTIVE SAFETY COMMITTEE

August 7, 1975

File

RE: EXECUTIVE SAFETY COMMITTEE MEETING

The Committee will meet on Monday, August 11, 1975, at 2:30 p.m.
The meeting will be held in the upstairs conference room. Items of discussion will include:

- ✓1. The Foreman Safety Questionnaire Summary. (Be prepared to discuss any problem area that you think the summary points out.)
- ✓2. Doc Watson's visit and suggestions.
- ✓3. Railroad crossing signs.

R. P. ALLEN

RPA:vh

cc → Mr. O. L. Royer
~~Mr. W. W. Browne~~
~~Mr. C. L. Green~~
~~Dr. M. F. Jones~~
~~Mr. R. G. Kuerner~~
~~Mr. J. W. Hood~~
~~Mr. F. J. Mabry~~
~~Mr. J. L. Minter~~
~~Mr. R. M. Schaffer~~
~~Mr. E. A. Sharkey~~
~~Mr. W. R. Tatum~~

*Summary of Notes
Attached ID*



ALCOA

SP-4543 (REV 11-60)

ALCOA0001421

63-385-04000-002 11/21

ESIC-MINUTES
1975

FROM N. W. NEELEY

TO MEMORANDUM

SAFETY DEPARTMENT

cc: Messrs. B. J. Sowders
Frank Kaspar
Gary Noska
Lummie Peterson
Constantino Martin
Jesse DeLeon
Ralph Leist
M. F. Jones
S. W. Marshall
F. A. Sharkey
L. F. Brennecke

January 28, 1975

RE: MINUTES OF OPERATION'S SAFETY COMMITTEE

January 2, 1975 - Christomo Gonzalez and Ralph Leist absent.
All other members present.

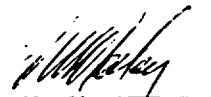
Old Business:

Discussed procedures for processing Work Orders, Shop Orders, Engineering Work Orders, and setting Maintenance or Engineering priorities on Safety hazards. There is a growing backlog of Safety priority work and the responsible manager should determine the priorities within the Safety category.

New Business:

1. Dust collector metal strips to be further investigated and report next meeting by F. A. Sharkey.
2. Building 23 lift station vent fan repaired.
3. R-84 fume scrubber problem to be investigated and report next meeting by Dr. Brennecke.
4. R-25 Unit liquor valve repositioned.
5. Safety showers are to receive a weekly inspection. I. D. and tagging procedure underway and N. W. Neeley will update status next meeting.
6. It was determined that we would not enter into the recommendation of "other" transportation to the R-10 Dock other than recommend that any transportation provided be safely administered.
7. Utility Department Fluoride station has been safety modified along with two (2) other loading stations.
8. R-35 front end loader to be provided with boom. Update next meeting by Dr. Brennecke.

9. R-25 - No drinking fountain on ground level. Update next meeting by Dr. Brennecke.
10. Work has begun on modifying procedure of carrying 100 pound starch sacks. Dr. Brennecke - Sam Marshall.
11. The identified valve hazard areas in R-25, R-25A, R-33, R-40, and R-42 investigated prior to meeting by N. W. Neeley and Bobby Sowders. The needed accesses to said valves have not been provided. N. W. Neeley and Sam Marshall meeting to set safety priorities to stated problems.
12. R-110 handling procedures for Nalco 344 and 374 chemicals is satisfactorily being worked on.
13. Elevators at R-45 inspected at regular intervals. Copy to be posted on elevator wall.


N. W. NEELEY

NWN:ms

FROM N. W. NEELEY

TO MEMORANDUM

SAFETY DEPARTMENT

cc: Mr. B. J. Sowders
Mr. Frank Kaspar
Mr. Gary Noska
Mr. Ralph Leist
Dr. M. F. Jones
Mr. Dick Alexander
Dr. L. F. Brennecke
Mr. S. W. Marshall
Mr. F. A. Sharkey
Mr. Lummie Peterson
Mr. Constantino Martin
Mr. Jesse DeLeon
Mr. R. P. Allen

February 18, 1975

RE: MINUTES OF OPERATIONS' SAFETY COMMITTEE MEETING

DATE OF MEETING - January 29, 1975
TIME OF MEETING - 4:00 P. M.
MEMBERS ABSENT - Lummie Peterson, Constantino Martin, and F. A. Sharkey

Norris Neeley called the meeting to order at 4:00 P. M.

Norris Neeley announced there will be an organizational change on the committee. Mr. Richard P. Allen, Safety Administrator, will be co-chairman with Mr. Bobby Sowders.

OLD BUSINESS

Last month the first item on agenda was the fourth step answer regarding the wearing of long sleeves. The answer from International members, Frank Kramer and Joey Hughes was to refer the problem to the Operations' Safety Committee for safety resolutions. Due to administrative error, the three grievance members were not present at that meeting. They have been invited to this meeting.

After lengthy discussion, it was decided to turn the item back to a 4th step committee and let them resolve it.

NEW BUSINESS

A new time was set for this committee meeting. From this date on, members agreed to meet at 3:00 P. M. in order to be finished by 4:30 P. M. Also, the day was changed to the fourth Thursday of each month.

Bobby Sowders reported lights were burned out in the east end of Line 5, Room 72 and Sam Marshall said he would pass that on to Al Barton and it would be taken care of.

Meeting was adjourned at 5:07 P. M. and a continuation of this meeting was set for 3:00 P. M. on Friday, January 31, 1975.

NORRIS NEELEY

NWN:mms



ALCOA

ALCOA0001425

FROM N. W. NEELEY

TO MEMORANDUM

SAFETY DEPARTMENT

cc: Mr. B. J. Sowders
Mr. Frank Kaspar
Mr. Gary Noska
Mr. Ralph Leist
Dr. M. F. Jones
Mr. Dick Alexander
Dr. L. F. Brennecke
Mr. S. W. Marshall
Mr. F. A. Sharkey
Mr. Lummie Peterson
Mr. Constantino Martin
Mr. Jesse DeLeon
Mr. R. P. Allen

February 18, 1975

RE: MINUTES OF OPERATIONS' SAFETY COMMITTEE MEETING

DATE OF MEETING - January 29, 1975
TIME OF MEETING - 4:00 P. M.
MEMBERS ABSENT - Lummie Peterson, Constantino Martin, and F. A. Sharkey

Norris Neeley called the meeting to order at 4:00 P. M.

Norris Neeley announced there will be an organizational change on the committee. Mr. Richard P. Allen, Safety Administrator, will be co-chairman with Mr. Bobby Sowders.

OLD BUSINESS

Last month the first item on agenda was the fourth step answer regarding the wearing of long sleeves. The answer from international members, Frank Kramer and Joey Hughes was to refer the problem to the Operations' Safety Committee for safety resolutions. Due to administrative error, the three grievance members were not present at that meeting. They have been invited to this meeting.

After lengthy discussion, it was decided to turn the item back to a 4th step committee and let them resolve it.

NEW BUSINESS

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NORRIS NEELEY

NWN:mms



ALCOA

FROM NORRIS NEELEY
SAFETY DEPARTMENT

TO MEMORANDUM

cc: Mr. B. J. Sowders
Mr. Frank Kaspar
Mr. Gary Noska
Mr. Ralph Leist
Dr. M. F. Jones
Mr. Dick Alexander
Dr. L. F. Brennecke
Mr. S. W. Marshall
Mr. F. A. Sharkey
Mr. Lummie Peterson
Mr. Constantino Martin
Mr. Jesse DeLeon
Mr. R. P. Allen

February 18, 1975

RE: MINUTES OF OPERATIONS' SAFETY COMMITTEE MEETING

DATE OF MEETING	January 31, 1975
TIME OF MEETING	3:00 P. M.
MEMBERS ABSENT	Lummie Peterson, Constantino Martin, Jesse DeLeon, Ralph Leist, F. A. Sharkey, and R. P. Allen

All other members were present.

Norris Neeley called the meeting to order at 3:15 P. M.

OLD BUSINESS

Sam Marshall reported the lights were taken care of in Room 72, Line 5.

The washing machine and dryer in Chlor Alkali are not operating properly. Dr. Brennecke reported these had been fixed.

The lunchroom in 18H - Progress is being made and material should have already been received reported Dick Alexander. It should be completed the last of February.

Potroom grounding - dust collectors - Masons are working in the brick area. Civil Maintenance Department had been getting a slight shock but couldn't identify where it was coming from. Sam Marshall said his department would try to locate this. Dick Alexander wanted to know the need for moving the ground or putting additional grounding. The voltage is minute and would shock someone but not kill them. He suggested using rubber gloves and boots as a safety precaution.

Norris Neeley reported the "safety showers" are in the hands of the manufacturer. He handed out copies of the new Inspection Record Safety Shower and Eye Wash Fountain Tags that are in the process of being printed.

Dr. Brennecke reported R-35 truck with boom working fine. There will be a few modifications.

Rod Mill area - R 45 elevators - Have asked engineer to check Westinghouse to get picture frame. Have ordered A-17 1A & 1B standards.

R 25 - Still no drinking fountain. Dr. Brennecke will suggest building an enclosure over fountain to keep out dust.



ALCOA

ALCOA0001427

Have received several inquiries about getting safety blankets. Some have suggested sewing in white sheets to thermal blankets to cover burn patients. The blanket is rough to put over the patient. Dr. Jones says this would be impractical as we could not keep them sterile. Dick Alexander suggested maybe we could get a supplier to furnish us with sheets packed in sterile vacuum bags. Dr. Jones also suggested using paper sheets which would be sterile. He asked that we table this item and he would check into it.

R-25A, R-33, R-40 and R-42 portable and/or stationary stands - There are stands now at L-4 pump. Dick Alexander suggested adding yellow and black stripe to "headache" bars.

Bobby Sowders was concerned about speeding up work on safety suggestions. Sam Marshall reported out of 426 work orders, 135 were safety which is 35% of the work load and they are doing the best they can in getting this accomplished. Bobby Sowders said he understood. It was suggested that the managers set a priority on each work order and set a target date then Engineering could do their best to meet this date. Sam Marshall stated that because of the dollar shortage, they may get turned down on some projects. The stairs located on east end of R-30 cost \$22,600. We may be fighting a losing battle.

Let's make sure what we turn in is essential because if we cry "wolf", we won't get action on anything.

R-300 - There has been a problem area here for many months. We have had several calls about bad grating. Will make a thorough inspection. Floor rotted out and needs immediate attention. Will get someone over there soon.

110# and 50# Pitch transfer at 54E - Waiting for special jacketed valve which has been ordered.

Re-location of light switch in paint shop will be finished in the next few days.

R-84 Soda pit cover has been fitted and has been used.

R-148 Electric shop lunch room - Engineer has completed. When Spencer Lewis checks it out, he will notify the Safety Office.

Refining gas pump station - Vent needs to be repaired. When truck fills tank, gas backs up and blows everywhere. Needs to be fixed as soon as possible.

Results of several meetings - We should inform people when they are cleaning up an area, they should dispose of barrels and debris by proper lowering and not throwing over the sides of buildings.

Bobby Sowders said we have an electrical hazard on 8-ton cranes. Guard slipping over motor. We have routine maintenance checks. Cover should be pulled off and checked.

Dr. Brennecke says new design to be put in area dust collector.

R-73 - Sam Marshall says the starch conveyor design is complete. If purchase order is written, he will schedule completion date the end of June.

Bobby Sowders says they have lots of trouble with the air conditioning in the control room. It is miserable with no windows. Sam Marshall said he would see what could be done.

Dr. Brennecke showed a drawing on scrubber showing where salt water is pumped in to keep it from being stopped up. He is happy with the way it is working.

Bobby Sowders states the washing machine and dryer for maintenance people in R-325 is not operating. We assured him it would be given attention.

Meeting adjourned at 4:20 p. m.

N. W. NEELEY

MMS

FROM NORRIS NEELEY
SAFETY DEPARTMENT

TO MEMORANDUM

March 13, 1975

cc: Mr. B. J. Sowders
Mr. Frank Kaspar
Mr. Gary Noska
Mr. Ralph Leist
Dr. M. F. Jones
Dr. L. F. Brennecke
Mr. S. W. Marshall
Mr. F. A. Sharkey
Mr. Lummie Peterson
Mr. Constantino Martin
Mr. Jesse DeLeon
Mr. R. P. Allen

RE: MINUTES OF OPERATIONS' SAFETY COMMITTEE MEETING

DATE OF MEETING: February 27, 1975, 3:00 P. M.
MEMBERS ABSENT: Jesse DeLeon, F. A. Sharkey

Norris Neeley called the meeting to order at 3:10 P. M.

OLD BUSINESS

Lunchroom - 18H - Work has been started on this. Completion date to be announced later.

Safety Showers - Tags - Quotes are in and order has been sent to vendor.

R-45 inspection not made yet on elevator. Certificate to be mounted inside elevator

R-25 Drinking Fountain - Has been installed.

R-300 - Bad Grating - Inspections have been made.

110# and 50# Pitch Transfer at 54 E - Shop Order is in and approved. Completion date is scheduled for 4-15-75.

Light Switch - Paint Shop - Has been installed and is satisfactory.

R-84, Soda Pit Cover - Has been trimmed and used.

R-148 Electric Shop Lunch Room - Still under study as indicated by Sam Marshall.

Refining Gas Pump Station - Vent line on underground tank has been cleared.

8-Ton Cranes (Guard) - Barrel pulley guards (on sprocket and belt) has been revised and is satisfactory.

R-73 - Starch Conveyor - Scheduled for June completion date.



ALCOA0001430

Control Room Air Conditioner - R-110- This has been reported in satisfactory condition.

R-300 Washing Machine and Dryer - Dr. Jones and I will look into the problem. Will consider extra labor and maintenance, using some wash location.

Sterile Sheets in Certain Areas - Present blankets are in poor location and condition. Recommend sheets be placed in foreman's office or control room. Dr. Jones will study the problem.

NEW BUSINESS

Refining Parking Lot A - Reflectors - Litter cans to be painted dark green and safety stripe (yellow) placed on cans.

Top of R-25 - Heater and Windbreak for Operator - The consensus of opinion of the committee is to provide an adequate windbreak but we do insist that it does not give the impression of a lunch area. Recommend that Dr. Brennecke have someone install built-in light and heater switch in structure.

R-25 Control Room - Needs heater - Referred to Sam Marshall.

Lunch Room No. 31X - Oven very dirty - Has been located in room four months and has not been hooked up. There is no water cooler hook-up in lunchroom. Referred to Sam Marshall.

327X - Soda Ash Manufacturer's Unit leaking caustic. Dr. Brennecke will investigate.

Refining Car Wash - Need permanent type pad to street. Referred to Sam Marshall.

Dr. Jones had water from safety showers sampled and found all to be okay.

R-10 Lunch Room - Satisfactory.

R-148 - Check building fans in shop - Referred to Sam Marshall.

R-10 D-8's Caterpillar Mufflers - Recommend sound level tests. Same recommendation for R-148 speakers.

The meeting adjourned at 4:15 p. m.



N. W. NEELEY

NWN:mms

FROM R. P. ALLEN
SAFETY ADMINISTRATOR

TO MEMORANDUM

cc: Mr. B. J. Sowders
Mr. Frank Kaspar
Mr. Gary Noska
Mr. Ralph Leist
Dr. M. F. Jones
Dr. L. F. Brennecke
Mr. S. W. Marshall
Mr. F. A. Sharkey
Mr. Lummie Peterson
Mr. Constantino Martin
Mr. Jesse DeLeon

Mg - pls file
Opp. Joint Health & Safety Committee
R.

April 14, 1975

RE: MINUTES OF OPERATIONS' SAFETY COMMITTEE MEETING

DATE OF MEETING: March 27, 1975, 3:00 P. M.

MEMBERS ABSENT: Dr. M. F. Jones and F. A. Sharkey. Dick Alexander filled in for F. A. Sharkey.

The meeting was called to order at 3:04 P. M.

OLD BUSINESS

Lunchroom 18 H- Project complete except A. C. not working yet. Sam Marshall will check this.

Safety Shower Tags - Still on order, not complete.

R-45 Elevator - Westinghouse has not been here yet to inspect. When they certify, the sign will be made and installed.

110# and 50# Pitch Transfer - 54 E - Completion date of 4-15-75 still scheduled.

R-148 Electric Shop Lunch Room - Same status. Request for funding in process.

R-73 Starch Conveyor - June completion date still scheduled.

R-300 Washing Machine and Dryer - Needs replacing. Old equipment is worn out.

Sterile Sheets - Postponed, pending DuPont visit.

Refining Parking Lot "A" Reflectors - Tape on order. Will be installed on new trash cans as soon as it arrives.

Top of R-25 - Heater and Windbreak for Operator - Mr. Mabry says this is an outside job and is not necessary. (This will have to be discussed with Mr. Mabry.)

R-25 Control Room Heater - Complete.



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Lunchroom 31X - Oven hooked up but water cooler still not hooked up.

327X - Soda Ash Mfg. Unit - Corrected.

Refining Car Wash - Patched and will maintain pot holes.

R-148 Shop fans - Test made and was found not effective for exhaust but leave the way they are for the summer.

R-10 D-8 Caterpillar Mufflers' Noise - Captain Butler checking into this.

R-148 Speaker Noise - Sam Marshall will have them turned down.

NEW BUSINESS

Eyewash Fountain in R-35 - Paint area east of tank farm. Sam Marshall will look into this.

Room 28, Between Pots 33 and 34 - Crew I reported low wires between these pots. Curtis Wofford told man safety was not his responsibility. Worker didn't want to work hot bath off the floor. Dick Alexander will handle.

Ladder R-15 Tunnel - Needs repairing. Located in the middle, next to the wall, in Raw Materials.

Chain - R-16 Tunnel - Raw Materials - Chains to close and open tunnel slipped off pulley. Two missing - need guards.

Raw Materials - Chains missing on hoppers. Will replace.

Safety Line for Operators - Look into aspect of a safety line for operator who has to clean hopper from stand while belt is running. They are afraid to work on it while belt is running for fear of falling backwards and getting carried away to hopper. Dr. Brennecke will look into this.

Meeting adjourned at 4:00 P. M.

R. P. ALLEN

RPA:mms

ESC MINUTES
1973

January 22, 1974

MINUTES OF OPERATIONS SAFETY COMMITTEE

DATE: DECEMBER 26, 1973

PRESENT: Bill Ehlert, Ralph Leist, S. W. Marshall, F. J. Mabry,
C. F. Scott, R. R. Sugg/F. A. Sharkey, B. J. Sowders

ABSENT: J. R. Davis, Phillip De La Garza, Douglas King, M. F. Jones, M.D.
Danny Sanchez

The following items were discussed:

1. Mr. Mabry reported that the drains on absorbers would be installed during our next shut down.
2. He also reported that plans are being made to install heaters and fans in the bagging area - Cryolite Departments.
3. In another report Mr. Mabry said that 68 new guards are being made and painted for mercury pumps, and these are being installed as they are finished.
4. Concerning the rotation of cell room employees, Mr. Mabry said that end boxes and mercury tanks are usually cleaned prior to their removal so "outside" people would not be exposed. Mr. Leist said that one problem was with heating of linings and men were told to wear respirators. Both Leist and Mabry were to review the current practice to assume that "outside" employees were properly protected.
5. Mr. Mabry also reviewed the problem of lime dust escaping from the kiln. This is mostly caused by clogging of the kiln and is because of the quality of shell we use. Several attempts have been made to evaluate the problem but no firm solution has been reached except to shut down the kiln for cleaning.

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83-3515-09000-002 141
Category Code

6. Mr. Marshall reported that a platform to be used when operating the 850 pound steam line was being designed.

7. Exit markings for R-110 are on order.

8. Eye wash fountain in R-110 is being installed.

9. The pipe rack at R-136 has been moved.

10. An R/A has been written to replace truck #210. It has been checked and is in safe drivable condition.

11. Bobby Sowders asked about the R-110 crane brakes. Sam Marshall said that the crane was probably not designed to have brakes on the bridge or trolley due to the types of work done with it. Bill Ehlert commented that brakes could be detrimental in operating this type of crane.

12. Bill Ehlert mentioned that a planned power shut down occurred the previous week and the Ingot plant was not notified. Sam Marshall and Claude Scott said they would review the situation with Power House Personnel.

The Meeting was adjourned at 4:45 p.m.

C. F. SCOTT

CFS:ms

FROM C. F. SCOTT

Agrothy
File
Slowing
Just

TO MR. O. L. ROYER
MR. H. P. ARMINTROUT
DR. V. H. BARBOUR
MR. C. L. GREEN
MR. R. C. MCCORMACK
MR. F. J. MABRY
MR. J. L. MINTER
MR. C. E. PARTLOW
MR. E. L. WAHLSTEN

May 29, 1973

RE: OPERATIONS EXECUTIVE SAFETY COMMITTEE

This Committee met on Tuesday, April 24, 1973, at 10 a.m. in the Think Room. The following members were present: H. P. Armintrout, F. J. Mabry, C. L. Green, R. C. McCormack, and C. F. Scott.

The first item on the agenda was a discussion of the revisions in the Danger Tag tagging procedure. First discussion centered around tagging on potroom cranes. It was agreed that yellow equipment danger tags would be placed by electricians who work on potroom cranes and gantries. In all other areas, foremen would attach the yellow equipment danger tag. Another change was approved in Rule No. 7 so that equipment such as kilns and bucket elevators could be moved with the yellow equipment danger tag attached after foremen had ascertained that all personnel were safe, and that proper procedures were being used. The new rules were then approved by the Committee along with a script to be used in taping the new procedure for Plant use.

The next item on the agenda was a review of the progress made in getting safety shoes repaired through the Plant due to pressures from the Union to require the Company to pay for all safety shoes. It was felt that this subject should be tabled for the present time.

The meeting adjourned at 11:15 a.m.

C. F. SCOTT

CFS:gm



ALCOA

ALCOA0001437

SP-4563 (REV. 11-66)

POSSIBLE CHANGES IN
ACCIDENT PREVENTION GUIDE

PAGE 16
with rule 2

~~Change~~ RULE 16 - REPEATS RULE ON PAGE 39, RULE 7

~~Do not~~ RULE 17 - REPEATS RULE ON PAGE 5, NO. 4

line 1

delete

PAGE 3

RULE 23 - REPEATS RULE ON PAGE 16, RULE 4

RULE 24 - REPEATS RULE ON PAGE 33, RULE 2

✓ PAGE 7, RULE 4 - SHOULD WE INCLUDE STANDARD SIGNALS

✓ PAGE 8, DELETE LAST PART OF RULE 6

✓ PAGES 10, 11 REVISE THE "USE OF SAFETY MEN IN CABS."

✓ PAGES 12, 13, 14, 15 - DANGER TAG RULES - ALL NEW

✓ PAGE 18, RULE 4 - CHANGE PHONE NO.

✓ PAGE 20, SMELTING PLANT ENGINE HOUSES AND
R35 GROUND FLOOR STORAGE AREA - ARE
WELDING PERMITS REQUIRED

✓ PAGE 22, PARAGRAPH D, PHONE NO. CHANGE.

✓ PAGE 27, RULE 3. IS THIS INFORMATION CORRECT?

✓ PAGE 33, RULE 1. REWRITE TO CONFORM TO DANGER
TAG RULE

CHANGES - CONT'D.

✓ PAGE 34 - RULE 6 - SHOULD BE IN SAFETY
APPAREL SECTION - REPETITIOUS

✓ PAGE 35 - RULE 7 - TITLE CHANGE - ENGINEERING
MANAGER.

RULE 9 - LAST LINE DOES NOT AGREE
WITH DANLER TACKLING PROCEDURES

✓ PAGE 38 - RULE 7 - IS THIS ENFORCED

✓ PAGE 39 - ARE WE ENROLLING RULE 1

✓ PAGE 40 - RULE 5 - OUR LANTERNS ARE NOT SO
ATTACHED.

RULE 6 - DOESN'T APPLY ON TRACKS
WEST OF MACHINE SHIP.

✓ PAGE 41 - RULE 1, c - SHOULD THIS BE CHANGED?

✓ PAGE 42 - RULE 9 - DOES NOT SAY EXACTLY WHAT
WE REQUIRE

RULE 12 - SHOULD SAY LIFE VESTS - COAST
GUARD APPROVED

RULE 13 - REPEATS RULE 1 ON PAGE 43

RULE 14 - REPEATS RULE 1-C, PAGE 41

✓ PAGE 45 - FIRST 6 GENERAL RULES COVERED
ELSEWHERE -

CHANGES CONTD

✓ PAGE 52 - RULE 14 - SHOULDN'T WE COVER
ALL CROSSINGS

✓ PAGE 54 - RULE 9 - SHOULD BE "62 TON CRANE"

✓ PAGE 56 - DO WE ENFORCE RULE 6

✓ PAGE 58 - SIMILAR TO RULE 9, PAGE 42 - SHOULD
IMPROVE WORDING

✓ PAGE 64 - RULE 2 - SHOULDN'T THIS BE BLUE
FLAGS?

✓ PAGE 65 - PARAGRAPH "A" - WE REQUIRE EAR
PROTECTION IN ALL POWER HOUSES

✓ PAGE 66 & 67 - THESE RULES ARE ALL CHANGE.

O. L. Hayes *File*
MINUTES OF OPERATIONS SAFETY COMMITTEE MEETING
JUNE 27, 1973

PRESENT: H. P. Armintrout, Pete Cavazor, Leo Garza, R. C. McCormack, Louis Starns, Danny Sanchez, D. L. Emery, C. F. Scott.

ABSENT: Dr. V. H. Barbour, J. R. Davis, Phillip DeLaGarza, F. J. Mabry, F. M. Mabry, C. N. Roemer.

Safety Meeting for Janitors - C. F. Scott reported that this department had not been having regular meetings, but monthly meetings would be scheduled in the future.

Enlargement of lime scrubber doors - engineer has been assigned to the project to investigate possibility of either enlarging doors or developing better way of cleaning out. One problem is that enlarging doors could possibly weaken structure so other methods must be studied.

Briquette Loading Chute - doesn't lend itself to total enclosure. A new bottom has been put in chute. Will either clean or repair plexiglass. This should protect men.

Air conditioning of lunch rooms is only for purposes of cleaning the air and not for keeping people cool. Cavazos said the complaint is because of the fans pulling in dust and asbestos. Armintrout reported that they have changed to material that does not contain asbestos. Also bad water leak in 54E.

L. Starnes talked about problems with vortex tubes not working and that we need some understanding between foremen and employees about what to do when they don't work.

Scheduled next meeting for July 25.

D. L. EMERY

kgh

18-3875-09000-002 #4
Category Code

ALCOA0001442

File

MINUTES OF OPERATIONS SAFETY COMMITTEE MEETING
FEBRUARY 28, 1973

PRESENT: Fred Mabry, Leo Garza, C. W. Roemer, Frank Mabry, Claude Scott, D. L. Emery, Joe Rumble, Phillip De La Garza, and Pete Cavazos.

Frank Mabry reported on pumping of Weipa bauxite. It is recognized that house-keeping is below par and that we have to eliminate the liquor spillage. We should avoid excess traffic in this area until we get the system developed. There are hazards here which the people involved have been instructed on, but extra traffic should be avoided. It was also noted that there were traffic problems in the bauxite buildings - tractors are coming out onto roads and have nearly hit vehicles. Frank Mabry said we dumped a bunch of bauxite at "A" tower that had to be moved but we don't want these tractors on the streets. We need to reroute traffic by R-84, particularly at night. Frank Mabry will see if something can be done here. Mr. Roemer reported that vehicles are driving at night without lights and Fred Mabry reported street lights are out all over the plant.

Claude Scott reported on the lost time accident at the Ingot loading dock. Fred said he didn't get notified. Claude said he couldn't find him but notified Terry Bonds instead. In connection with this accident, the use of a rail was discussed. A raised lip was suggested as a warning. Joe Rumble said they were taking a good look at safety considerations in this area.

Mr. Roemer reported he fell in the shower the other night. Claude said he had non-skid material on order.

Claude Scott reported we had just recently obtained membership in Wise Owl Club. We have two eligible employees for this club. He also reported on our 1972 safety performance and presented a graph showing relations of dispensary visits with lost time accidents, plus a chart showing the type of injuries.

Hand - Arm	936
Foot - Leg	292
Face - Head	147
Eye	424
Body	336
Other	80
TOTAL	<u>2215</u>

Joe Rumble reported on fumes at pig molds. Found trouble with blast tips on 700# mold line. Since we will continue to operate 50# mold line, an EWO is out to bring the 50# mold line up to the same standards as the others. Pipefitters have gotten behind on maintenance of pig heaters but they are working on it now.

Fred Mabry stated the grating program had stopped at R-300. D. L. Emery will check on it. Also, there are grating problems in the Potrooms and these are getting worse. A lot of grating is upside down, and a lot of it rolled up because of insufficient bolts in them. Potroom 20 has no filters on air supply for space suits - water comes out.

Article 24 of the contract set this committee up with certain rights for bargaining unit. Fred wants to know about investigative rights of union members on committee. Claude says he has no objections to members checking on these as long as reasonable precautions are taken to insure that their work does not suffer.

Fred Mabry says there are some rumblings about non-conductive shoes without arch supports. Claude Scott stated that he was only talking about eliminating nails in shoes.

D. L. EMERY

dk

ALCOA0001443

7/10
June 5, 1973

REVISED DANGER TAG RULES

(To replace rules on pages 12, 13, 14 and 15 in Accident Prevention Guide.)

1. Production foreman or other specially authorized personnel shall see that all machinery and equipment are maintained in a safe condition, or tagged out with a yellow equipment danger tag when unsafe. This tag must be placed on the closed valve on pipelines or air operated equipment, or on the main open power switch on electrically energized equipment. In certain areas where production foremen may not be available, maintenance foremen who are authorized by operating supervision can act as the specially authorized person qualified to attach yellow equipment danger tags. EXCEPTION: Potroom Foremen are not required to tag out potroom cranes, jack motors and hot metal gantrys with yellow equipment danger tags. Authorized maintenance personnel will have this responsibility.
2. Maintenance personnel are specifically authorized to attach yellow equipment danger tags as described in Rule No. 1, in addition to previously installed yellow tags as per Rule No. 1, where the activities of the respective crafts render the equipment to be potentially hazardous, either to the equipment itself or to other personnel in the area. It is imperative that the craft involved be specified on these additional yellow tags.
3. Each employee, before doing work in which he could be endangered by equipment movement or flow of materials through pipelines, shall attach his own personally signed white personnel danger tag to the main open power switch on electrically energized equipment, or to the closed valve on pipelines or air operated equipment. This tag should be attached in addition to the yellow equipment danger tag attached by the foreman or other authorized person. When no longer needed, danger tags should be removed according to procedures specified in Rule 6.
4. A pushbutton switch shall not be tagged. However, it can be used to check to see that the proper circuit is isolated when the main power switch has been tagged in the open position.
5. Danger tags must never be used to tag an open valve or a closed or energizing switch.
6. A white personnel danger tag may be removed only by the person who attached it, or by a supervisor in the same craft or department who has thorough knowledge of the process or equipment and can safely assume the responsibility for removing the tag. If an individual leaves the job before the work is complete, he shall remove his white personnel danger tag but leave the yellow equipment danger tag in place. Removal of yellow equipment danger tags shall be done by the production foreman or by specially authorized personnel in the same craft to which it pertains.
7. Locks may be used in addition to but not as a substitute for danger tags to secure switches in the open position.
8. When necessary to start and stop equipment or machinery, such as elevators and kilns, during adjustment or repair or to energize such equipment for test purposes, the operating or production foreman in charge may temporarily remove the yellow equipment tag to permit this type of test. An approved procedure must be used in these cases to properly safeguard all others who may be subject to the hazards of such operation. If, at the conclusion of the testing period, the equipment is still inoperative, yellow equipment tags shall be replaced by the craftsman or foreman involved.
9. For equipment such as slurry mixers, digester, ball mills, etc. which are large enough for personnel to enter and be caught in moving parts, danger tags alone shall not be considered sufficient protection. This equipment shall be danger tagged in the prescribed manner and the drives mechanically disconnected as an added precaution. NOTE: An addendum to this rule concerns the paste mixer in the Electrode Department. On this equipment, the main power switch gear will be opened and a yellow equipment danger tag shall be attached by the Electrical Department which will also pull the fuses. The Maintenance Mechanics will then disconnect the drive as prescribed in this rule. The air cylinders which operate the valve which controls the flow of hot pitch into the mixer will also be disconnected and danger tags attached before entry is made.
10. Production foremen in the Smelting Power Department shall now use yellow equipment danger tags to secure equipment. This department is the only department authorized to use color-coded personnel danger tags to identify crafts and operating personnel.

ALCOA0001444

FROM C. F. SCOTT

~~TO~~ MR. O. L. ROYER
MR. H. P. ARMINTROUT
DR. V. H. BARBOUR
MR. F. J. MABRY
MR. C. L. GREEN
MR. R. C. MC CORMACK
MR. J. L. MINTER
MR. C. E. PARTLOW
MR. E. L. WAHLSTEN

April 12, 1973

File

RE: MINUTES OF OPERATIONS EXECUTIVE SAFETY COMMITTEE

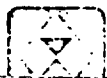
This committee met on Wednesday, February 28, 1973, at 10:00 a.m. in the Thinking Room. All members were present with the exception of Mr. H. P. Armintrout, Mr. J. L. Minter and Mr. C. E. Partlow. Mr. L. E. Gibson attended as a substitute for Mr. Armintrout.

The first item on the agenda was a discussion on the new rules pertaining to the use of danger tagging. The rules were reviewed and Mr. McCormack suggested that the reference to the Alcoa Engineering Standard be deleted from the rules. Mr. Wahlsten suggested that we use the taped cassette method of explaining the new rules to all foremen and hourly employees. It was felt that the opening paragraph in a cassette presentation should explain why the rules are being changed and the closing paragraph should give all employees an opportunity to ask questions of their supervisors. It was also felt the cassettes should be made available for replay as needed.

The next item on the agenda was an explanation of Alcoa's participation in the Wise Owl Club. Claude Scott explained the club and asked for suggestions concerning Wise Owl committee members. It was agreed that this project should be turned over to the SAC Committee who would evaluate future membership in this club.

Claude Scott reported to the committee on the most recent lost time accident.

O. L. Royer gave the committee a report on a new proposed compensation law which included such items as an increase in compensation rates up to



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two-thirds of the employee's weekly wage and gave him free choice of a doctor.

The need for a concrete pad for parking of scooters in back of Building 1 was raised. The committee agreed that an EWO would be written for this purpose.

Mr. Wahlsten mentioned that several vendors had parked their demonstration vans in the parking area in front of Building 1. He suggested that these vans should be parked in the parking lot rather than in front of the building. Claude Scott agreed to get with the Purchasing and Plant Protection Departments to handle this problem.

It was also reported that an EWO had been written to increase the shower space in Chlor-Alkali and that a lunchroom for the Digestion Department was being worked on.

C. F. Scott reported on the progress of the noise survey being made in the plant and pointed out some of the more severe problems which were being encountered.

There being no further business, the meeting adjourned at 11:00 a.m.

C. F. SCOTT

CFS:vh

FROM C. F. SCOTT

File

TO MR. H. P. ARMINTROUT VERN GIBSON ✓
MR. R. C. McCORMACK ✓
MR. E. L. WAHLSTEN ✓
MR. C. E. PARTLOW
MR. J. L. MINTER
DR. V. H. BARBOUR OUT-OF-TOWN
MR. F. J. MABRY ✓
MR. C. L. GREEN
MR. O. L. ROYER ✓

February 6, 1973

RE: MINUTES OPERATIONS EXECUTIVE SAFETY COMMITTEE

This committee met on January 11, 1973 at 10:00 AM in the Building 1 Conference Room. The first item on the agenda was the discussion of the upcoming Operations Manager's Award. C. F. Scott presented a sample of items selected from Peden Manufacturing Company in Houston and from the Wearever catalog. Other suggestions from the committee included golf balls, slide rules, and first aid kits, if available. It was decided that 10 items would be selected and made available to all employees upon the obtainment of the 1,500,000 safe manhours.

Mr. McCormack brought up the subject of individual department awards obtained at the completion of 1,000,000 manhours or 7 years without a disabling injury. After some discussion it was decided that the limit on these awards would be increased to \$6.00 per person. It was also agreed that each department would exercise its' own option as to the type of award received by the department.

Mr. McCormack also reported on new Construction Safety Standards which had been issued by the Pittsburgh Office. These Standards are to be issued to all contractors who do work in Alcoa's Point Comfort Operations. It was agreed by the committee that safety indoctrination should be given to all contractor employees and that the Safety Department would be involved in all site visitations.

The discussion then centered around the subject of nonconductive shoes. It was reported that all shoes stocked in the Storeroom are of the nonconductive type. It was pointed out however, that other shoes are permitted in Potroom areas which have no nails in the heels or soles but, which are not rated as nonconductive by the manufacturer. C. F. Scott is to check practices at other Alcoa locations concerning the use of nonconductive shoes in the Plant.

Mr. Mabry brought up the subject of shower facilities for Chlor-Alkali personnel. He mentioned that we require these employees to shower at the end of the shift but shower room facilities delay employees in taking showers. It was agreed that an EWO would be written to expand the shower facilities in this section of the locker room.

Dr. Barbour asked if a lunchroom could be arranged for Digestion employees in the building which is next to the foreman's office. Mr. Mabry said he would investigate the use of this building and see if it could not be converted to a lunchroom.

There being no further business the meeting adjourned at 11:50 AM..

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C. F. SCOTT

SF-4563 (REV 11-69)

2-6-73
Executive Safety Committee - 1:00 P.M. ^{File}

Ern Wahlsten called out at start of mtg.
Harvey - not sure Claude's thr. will
serve our purposes

Bob Mc - will have a revolution on this
w/ some of our people.
- feel we are protested w/ the present system.
- suggest we adjourn w/ Ern being
present at this meeting.

Frank Mabry - our folks don't like the
extra tag either

- Adjourned 1:20 PM -