

ABERDEEN PVC PLANT

SAFE-WORK SAMPLING

PROGRAM

BASIC KNOWLEDGE

INFORMATION PACKET

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INTRODUCTION

With your help, the Aberdeen PVC Plant achieved upwardly directed goals in nearly all of the definable areas of our operation. These areas include efficiency, cost control, improved process technology, morale, quality, and many others. Our safety and injury record reflects this overall trend. Without your continued efforts, these improvements would not have occurred. As with any active program, as our overall safety and injury records confirm our progress, we must search for new ways to continue to improve. These "fine-tuning" techniques also apply to our collective efforts to provide a safer place to work. That is what the safe-work sampling program is all about.

Basically, a good safety program is like any business. In the long run, foresight, hard-work, positive attitudes, planned follow-up, and continued re-evaluation of programs will pay dividends in excess of our input. You might say that our efforts will be rewarded by allowing us to earn a profit. The Safe-Work Sampling Program is an integral part of our Plant Safety Program. If you carry part of the load, our profit will be realized by a continued decrease in our injury experience.

Please study the remainder of this document. It is designed to give you a strong base of understanding from which you can draw while you are participating in the field experiences. This information should be equally as valuable to you as you endeavor to improve the safety performance of the work group you supervise.

PROGRAM GOALS

1. Upgrade work practices to minimum acceptable levels plantwide.
2. Reduce plant loss experience due to accidents and injuries.
3. Develop skilled safe-work observer/supervisors that continually ask; "What injury might occur if the unexpected happens" and "how can this job be done more safety?"
4. Provide a written report to all Supervisors following each safe-work sampling observation period to provide regular follow-up and to graphically illustrate our progress by plotting the plants "Safe-Work Index" (ratio of observed safe acts to total number of observations).
5. Provide a supplemental tool for managers to evaluate the safety performance of the supervisory personnel in their department.

BASIC KNOWLEDGE

The following information has been designed to supplement the Safe-Work Sampling Program worksheet. It is of the utmost importance that you study this information prior to your field observation experience. If you have any questions as you read through this information, please note them in the margin. There will be a short question and answer period before you are sent into the field.

BASIC KNOWLEDGE (cont'd)

Category I - Personnel Protective Equipment - Personnel Protective equipment is used as a barrier between a person and a hazard. Its main purpose is to eliminate injury by avoiding any unnecessary exposure to the hazard. The following is a breakdown of some types of protective equipment that is commonly used to protect the various injury zones.

Zone	Recommended Equipment
Eyes & Face	Safety glasses, splash proof goggles, impact goggles, face shield, welder's hood, welding flash shield, and the like
Ears	Plugs
Head	Hard hat, flame retardent cap (welder's)
Hands & Arms	gloves (leather, asbestos, chemical-rubber) sleeves and gauntlets (welder's)
Feet & Legs	Safety shoes, rubber boots
Trunk	Aprons, vests, capes, safety harness and line (line length should be a function of the job- i.e. a man working from a pipe rack should have line no longer than 3 or 4 feet)
Respiratory System	Mechanical Filter (Dustfoe), cannister and full face, air-line respirator, Scott Air Pak

Category II - Positions of People - You should be looking for employees who are assuming body positions that could lead to an injury if the unexpected happens. The following is a breakdown of injury causes. You are expected to look at the various positions our employees assume while they are performing work and ask if the employee(s) might experience an injury if one of the following occurred:

1. STRIKING AGAINST or being STRUCK BY objects.
2. CAUGHT in, on, or between objects
3. FALLING AT the same level
4. FALLING TO a different level
5. CONTACT WITH temperature extremes or electric current.
6. INHALING, ABSORBING through the skin or SWALLOW harmful material.
7. OVEREXERTION while lifting, pulling, pushing or reaching.

Category III - Actions of People - You will be looking for employees, who may react to your presence. You must be alert to this. You must plan to make an observation before you arrive at the area to be observed. Once you decide to make an observation, you will have between 10 and 30 seconds to actually make your observation before the unsafe acts are covered up. The actions you note are clues to possible unsafe acts that could result in an injury. You should be looking for the following clues when you are out observing:

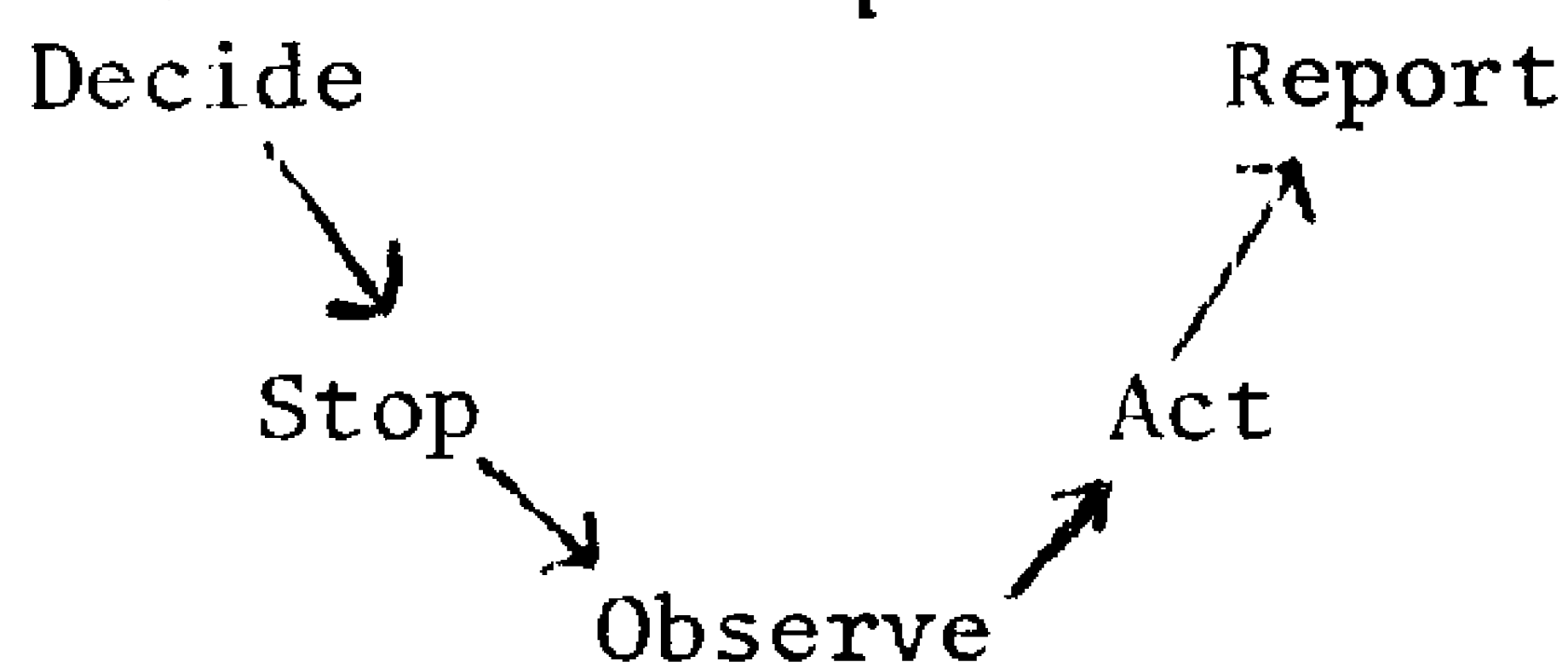
1. Employees suddenly STOPPING or LEAVING the job.
2. Employees suddenly ATTACHING grounds or lockouts.
3. Employees REARRANGING the job.
4. A sudden CHANGE or position.
5. ADJUSTING or ADDING personnel protective equipment.

Category IV - Tools & Equipment - Your observations should be geared to checking for tools and equipment that are right for the job, used correctly and are in safe condition. Many of the injuries we experience are due, at least in part, to the tools we use. This category has a lot of room for improvement.

Category V - Procedures and Orderliness - This category also has a lot of room for improvement! One of the most important aspects of your job as a supervisor is to make sure that; standard practices are adequate for the job; that an understanding of the practice is established; and that the practice is maintained. Plant housekeeping or orderliness is a public statement of the minimum acceptable standards that you as a supervisor or manager have established and maintained.

KEY TOPICS

1. Observation Sequence



2. Why are we sending you out to make observations?
We expect you to do your part to ELIMINATE INJURIES BY ELIMINATING UNSAFE ACTS,
3. You as a supervisor, are expected to do the following:
 - Make Safety EQUAL (not first) to quality, cost, morale, and production
 - you are paid to be ACCOUNTABLE for the safety performance of EACH PERSON in your AREA OF RESPONSIBILITY!
4. The safety performance of your employees is NO GREATER than the minimum standards you ESTABLISH AND MAINTAIN.
 - Unsafe acts in your AREA OF RESPONSIBILITY are eliminated by the ACTIONS you take when you OBSERVE one of your employees committing an unsafe act.
 - Improved safety performance from the employees you supervise can be achieved only if you take IMMEDIATE CORRECTIVE ACTION whenever you observe an unsafe act to PREVENT REOCCURANCES.
5. Failure to wear personal protective equipment gives an indication of an employee's STATE OF MIND in which he might DISREGARD OTHER SAFE PRACTICES,
6. You must be alert to the "EVAPORATIVE" type of unsafe act. This is being done by DECIDING to make an observation BEFORE you enter an area and then devoting 100% of your attention for 10 to 30 SECONDS to the observation for unsafe acts. (This is called the "Evaporative" type of unsafe act because the act generally evaporates when an employee realizes that you are watching him).
7. You must use a "QUESTIONING ATTITUDE" when you are observing for unsafe acts. While making observations, you should ask:
 "What injury might occur if the UNEXPECTED HAPPENS?"
 "How can this job be done MORE SAFELY?"
8. Your observation of the work environment should be directed as follows:
 - You LOOK above, below, behind and inside equipment.
 - You LISTEN for vibrations and unusual sounds.
 - You SMELL for unusual odors.
 - You FEEL for unusual temperatures and vibrations.