

Circ

MINUTES OF OFFICE SAFETY COMMITTEE MEETING - July 13, 1977

Copied for file.

Members attending were:

W. R. Furley, Chairman
Ellen Harris
Dorothy Boyd
Grace Warren
Billy Garrett
Weldon Nonnenmacher

Guest attending:

Don Carter - PT

PROJECTS

Smoke Detectors

Don Carter, PT, attended the meeting at the request of the chairman to report on smoke detectors and interest that had been expressed in a recent safety meeting held by PT. The committee discussed research material on smoke detectors and determined it would be a definite benefit to employees and our plant wide safety program in promoting fire prevention. Approximately 800 smoke detectors were sold through the Fire Dept. during the last smoke detector purchase plan. It was suggested that Safety Supply would be a good central point to distribute the smoke detectors, but only on a payroll deduction basis. Personnel has been contacted regarding payroll deductions and Safety Supply will be contacted regarding arrangements. A recommendation will be given to the Plant Manager's Safety Board with further details on type of smoke detector, etc., if these details can be arranged.

PROGRAMS

Videotape - Office Safety

Jim Sheehan was contacted regarding previous plans for a videotape presentation on Office Safety. Those employees who had previously been contacted to participate in this program were: Tressa Bryant, Else Jackson, Betty Wooldrige, Aleta Benson, Maggie Haughton, Hondo Garza. These people will be utilized if they are still available to do the tape. Russ Furley will introduce the film, two members of the Office Safety Committee will interview each employee regarding a safety topic that they have previously agreed upon. There will be no script---just a spontaneous discussion regarding the safety topic. Members of the committee will contact each of these people confirming our intention to carry out this program. Russ Furley will contact the plant photographer and make the necessary arrangements for filming.

Emergency Procedure Plan Program

A future program on the plant emergency procedure plan was discussed with J. F. Carlisle. This suggestion will be followed through at a later date.

The next meeting of the committee will be called at a later date due to the heavy vacation period.