

Monsanto

FROM (NAME & LOCATION)

J. D. Richards, (1Z), Texas City, Texas

DATE

August 23, 1984

cc. G. L. Tromblee O-10

SUBJECT

SHAC MINUTES - 8/22/84

REFERENCE

TO

:

SHAC Members:

E. P. Bailey	2Z
S. W. Moncla	513D
J. T. Payne	SS-18
J. A. Stal, Jr.	OA-11
R. T. Hamann	O-22

These are the minutes of the August 22, 1984, SHAC committee meeting.

Future SHAC Meetings

SHAC meetings have been scheduled for the VIP Conference Room at 1:00 p.m. for the following dates:

August 29
September 5, 12, 19, 26
October 3, 10, 17, 24

Annual Safety & Housekeeping Inspection

The booklets are in the final review process and should be ready to print next week.

The agenda for the presentation to be made at dinner on September 18th, is approved and is attached to the minutes.

The Office Safety Committee has started publicity for the inspection with a Cafeteria display. Reminders will be enclosed with hourly pay checks and also on the sign at the Main Gate.

The Annual Inspection Preparation Action Plan is on schedule and is attached to the minutes.

Quarterly Inspection

All Third Quarterly Inspections are complete and awards should be given out next week.

Feedback from the inspection reports is due to Steve Moncla on September 15th.

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Contractor Safety Program

A problem has developed in implementing Section I, which requires Contractors to assure in writing that their employees have been medically certified to wear breathing air equipment. Their contracts with the Local Unions prohibit them from requiring any kind of physical before they can work. The Safety Department is considering alternate requirements which means that this section will need to be revised.

Old Business

Steve Moncia reported that a rough draft of a scenario for the next EPP drill has been written. Plans are to have the next drill before November 1st.

Jack D. Richards
J. D. Richards

(JDR:sr
Attachments

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INSPECTION TOUR SCHEDULE

TUESDAY NIGHT, SEPTEMBER 18

P R E S E N T A T I O N S

Minutes

- | | | | |
|----|--|--|----|
| 1. | Introduction - Welcome
- Plant History and
Operating Status | G. L. Tromblee (Gene)
Plant Manager | 15 |
| 2. | Overall Texas City Safety Program | R. T. Harmann (Bob)
Loss Prevention & Safety Supt. | 15 |
| 3. | Plant Manager's Safety Board (PMSB)
and Safety Advisory Committee (SAC) | G. W. Bostick (George)
Gen. Supt. of Special Projects | 15 |
| 4. | Safety and Housekeeping Action
Committee (SHAC) | E. P. Bailey (Paul)
Maint. Supt., West Plant | 15 |
| 5. | Hourly Safety Committee (HSC) | O. D. Jordan (Don)
Carpenter, Plant Engineering | 5 |
| 6. | Technical Center Safety Committee
(TCSC) | K. Finney (Kaz)
Sr. Chemist, Technical Services | 5 |
| 7. | Office Safety Committee (OSC) | L. Garza (Leo)
Technician, Process Technology | 5 |
| 8. | Inspection Kickoff | J. A. Stal (Joe)
Group Supv., Process Technology | 5 |

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ANNUAL INSPECTION PREPARATION ACTION PLAN

<u>DATE</u>		<u>RESP.</u>	<u>STATUS</u>
7/1	Inspection route and timing defined - dry run completed to parking places, cars needed, guide meeting place.	JTP/JDR	Complete.
	Assign Office Safety Committee responsibility for publicity.	RTH	Complete.
	Send copy of previous inspection, recommendations to Superintendents. By 8/31 all items complete - written response.	JAS	Complete.
7/23	Send out notice that all ladders are to be inspected and new tags attached by 9/1.	RTH	Complete.
8/1	Inspectors named.	RAF	To be completed 8/3.
8/1	Encourage Plant Manager, Plant Engineer, and Safety Superintendent to be in the plant the 2 weeks prior to the inspection.	EPB	Complete.
8/15	Obtain pictures and information on the inspectors, sizes, etc.	JAS	Complete.
8/6-17	3rd Quarter Safety & Housekeeping Insp.	SWM	Complete.
8/15	Guides named for each area of plant. SHAC member will host each Inspector - rotate at noon each day. Plant Manager will freelance. General Superintendents will meet team at each area of responsibility.	JTP/JDR	Complete.
8/30	SHAC drive around inspection -- made slides. Use 3rd Quarter comments. Communicate inspection schedule.	SWM	
8/31	All recommendations from last annual inspection completed. Route and guide list published and issued.	JTP/JDR	

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8/31	Information for inspectors (booklet, etc.) completed. Name tags (name and position) completed for inspectors, guides, etc. Lunch arrangements completed (catered by cafeteria including designated eaters). Four cars reserved - drivers & movers selected.	JAS RTH EPB SWM
9/4	Mail information to inspectors.	JAS
9/5	Include pictures and history of inspectors in plant newsletter.	JAS
9/5	Expanded Staff -- review slides, inspection details and check list.	SWM
9/10	SHAC/Plant Manager drive around inspection - take slides. Plant Manager mail letter to all employees home. Obtain equipment for inspectors -- hard hats (with names), safety glasses, ear plugs, cover goggles, rain gear (suits and boots), name tags, and temporary badges.	SWM EPB RTH
9/12	Expanded Staff meeting -- review slides.	SWM
9/14	Drive around inspection -- each General Superintendent accompanied by two SHAC members. Short wrap-up staff meeting after inspection.	SWM
9/18	Evening meal with inspectors and presentations. Tromblee, Forsthoffer, Hammann and Chairman of SAC, SHAC, TCSC, OSC, HSC.	EPB
9/19-21	Inspection	ALL
10/1	Feedback	ALL
10/3	Critique	SHAC

JAS:sr
6-12-84

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