

Monsanto

FROM (NAME & LOCATION) Carol Holmes, OA-15 - Texas City

March 4, 1982

cc. J. A. Glass
C. F. Navarette
G. L. Tromblee

SUBJECT SHAC Minutes from Meeting of
March 3, 1982

REFERENCE

TO : D. D. Kos, Chairman - 0-11 - 2294
R. T. Hammann - 0-22 - 2866
C. M. Hancock - 0-21 - 2153
V. P. Osburn - AB - 2161
R. V. Parker - OA-9 - 2579
Leonard Schwab - SS-19 - 2621
J. D. Stone - CED - 2050

1. Kos reviewed initial group assignments as follows:

- Osburn - Quarterly Inspections
- Parker - Annual Inspection Brochure
- Holmes - Weekly Minutes, SHAC Assignments
- Hammann - Word Processor Monthly Updates
- Schwab - Hose Bulletin Revision

2. Kos reviewed secondary group assignments as follows:

1981 MCI S/H Inspection Recommendations	Hammann
P-Bulletin Revisions	Hancock
Quarterly Inspection Items	Osburn/Schwab
Accident/Injury Reports	Holmes
S&PP Inspections	Hammann
Hazardous Material Audit	Osburn
M&M/IRI Fire Protection	Hammann
Loss Reporting	Hammann
OSC Monitoring	Hammann
HSC	Kos
SAC	Kos
PTSC	Parker
Contractor	Stone
ASC	Holmes

3. Additional handouts were:

SHAC 1982 JRA Document
Status Report for Safety Procedure Bulletins
Final memo from prior SHAC
SHAC suggestions from initial meeting.

4. Kos reviewed Hourly Safety Committee meeting.

SC

002022

LAM003227

5. Miscellaneous actions.

All vacations were listed on a March calendar. SHAC members are to copy Kos on "out-of-plant" notes, especially if SHAC meeting will be missed.

Hammann will send out list of all safety committees and members.

SHAC members - bring brainstorming notes to next meeting.

Hammann will supply Holmes with three-month retroactive list of accident/injury reports and will include Holmes on future mailings of accident/injury reports.

SHAC "Unit/Craft Effectiveness" audits begin Monday per assignment on handout. All teams will be contacted.

6. Initial data gathering for SHAC is complete. Begin action plan as follows:

ACTION PLAN

1. Hourly Safety Committee

A. Improve attendance

Send notice to members one week in advance.	Kos	ASAP
Include contract supervisor on notice.		
Notice should be signed by HSC Chairman.		
Phone call Friday before. Include Agenda		
(Speaker) with notice		

B. Program

Use General Superintendents for speakers.	Kos	Continuing
Perhaps utilize S&PP people if in town.		
Review of P-Bulletins. Exchange speakers		
from other plants, regulatory agencies, fire		
department, review safety audits, educational		
programs		

C. SHAC

Arrange for other SHAC members to attend	Kos	Continuing
HSC periodically		

D. Involvement

Keep involved; review new program; establish	Kos	Continuing
HSC objectives		

2. Unit/Craft Safety Promotion Teams

- | | | |
|---|---------|------|
| A. Assess effectiveness (audit) | Group | 3/17 |
| B. Prepare Action Plan based on results of audit | Group | 4/17 |
| C. Monitor at second, third, fourth quarters | Hammann | |
| D. Evaluate training needs of Unit/Craft
Contact Supervisors | Hammann | 6/1 |
| E. Implement first line supervisor training | Hammann | 7/1 |

3. Office Safety Committee

- | | | |
|--------------------------------------|---------|------------|
| Attend meetings and monitor progress | Hammann | Continuing |
|--------------------------------------|---------|------------|

4. PT Safety Committee

- | | | |
|--|--------|------------|
| A. Attend meetings and monitor progress | Parker | Continuing |
| B. Assure involvement; give major assignment | Group | |

5. Housekeeping

- | | | |
|---|--------|------|
| A. Hold first quarter inspection | Osburn | 4/1 |
| B. Include peripheral areas in future inspections | | |
| C. Audit quarterly inspection results and
procedures. Assess and change as necessary | Group | 5/15 |

6. 1982 Safety and Housekeeping Inspection

- | | | |
|--|--------|------|
| A. Define action list and review last inspection
notes | Parker | 4/30 |
| B. Begin brochure updates and format, and
obtain format approval | Parker | 4/30 |
| C. Establish time frame, general guidelines
for 1982 inspection with G. L. Tromblee | Kos | 4/15 |

7. Special Assignments

- | | | |
|---|---------|------|
| A. Get all monitoring items on word processor | Hammann | 4/15 |
| B. Update status of all monitoring assignments
by second Wednesday of each month | Group | 4/14 |

8. Safety Procedures and Bulletins

- | | | |
|--|-------|-----------|
| A. Audit existance of safety procedures and bulletins when inspecting. Assure understanding and consistency in use | Group | Quarterly |
| B. Include one assignment to HSC on basic concerns with regard to understanding of P-Bulletins | Kos | 7/1 |
| C. Do we need separate book for safety P-Bulletins? | | |
| D. Prepare second half action plan | Group | 7/1 |

9. Safety Awareness of Non-Monsanto Personnel

- | | | |
|---|-------|------|
| A. Define problem (list and number of contractors) | Stone | 4/15 |
| B. Who should be included, frequency | Stone | |
| C. Evaluate gate, audio-visual film | Stone | |
| D. Involve OSC for inclusion of non-Monsanto office workers | | |
| E. Review with SAC, IE, Southwestern Bell, railroad, waste disposal for policy after problem definition | Kos | |

10. Safety Promotional Efforts

- | | | |
|--|-------|-------|
| A. Brainstorm present suggestions with LP&S | Group | 3/10 |
| B. Prepare second quarter "COUNT" thrust | Group | 4/1 |
| C. Sell SAC and PMSB | Kos | 4/21 |
| D. Have ready for implementation by late April | | 4/30 |
| E. Develop third and fourth quarter "SHOT-IN-THE-ARM" programs | | |
| F. Be sure there is a January 1983 program in place | | 11/30 |