

Monsanto

FROM: NAME & LOCATION:

Office Safety Committee

DATE December 5, 1980

cc: Peggy Wansbrough
Bob HammannSUBJECT Safety Briefing

REFERENCE

TO : Glenda Meisetschlaeger
Personnel

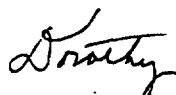
At one of their recent meetings, a member of the Office Safety Committee brought to the attention of the Committee a situation where a per diem employee was somewhat confused as to the proper action when a plant alarm was sounded. In discussing how the OSC could be helpful, the Committee decided to approach the Safety Department with the suggestion that each member be responsible for briefing temporary personnel in their area.

In following up on the phone conversation that you had with Peggy in this regard, names of the OSC members are listed below. Members were chosen from different office areas of the plant, so at whatever location temporary personnel are assigned, an OSC member would be available. The Committee is formulating a set of guidelines for each member to have on hand in briefing a new person in their area. The Committee is suggesting that if co-ops are not given an in-depth safety orientation, that OSC members take that responsibility also. The Committee would be agreeable to briefing new hires when they first arrive at the plant if there would be a time lapse before they are scheduled for a formal safety orientation.

Office Safety Committee, 1979-80

Peggy Wansbrough, Committee Chairman - 3rd floor, Main Office
Dorothy Bibby, Committee Secretary - 2nd floor, Research II
Bob Hammann - Safety Department representative
Marilyn Decker - 1st Floor, Office Annex
Les Salles - 2nd floor, Office Annex
Alex Sorensen - 1st Floor, Research II, and Research I
Sue Lessa - Field office
Kathryn Woodard - Shops Building
Ellis Williamson - Personnel Building
Betty White - 2nd floor, Main Office

The Office Safety Committee is willing to be helpful in any area so that all personnel within the plant are safety-conscious.



Dorothy Bibby
Secretary

SC

14355

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OFFICE SAFETY COMMITTEE

Peggy Wansbrough - Chairman
Dorothy Bibby - Secretary
Marilyn Decker
Les Salles
Alex Sorensen
Sue Lessa
Kathryn Woodward
Ellis Williamson
Betty White
Bob Hammann

Our term started in July, 1980. At our first meeting we got a review of the "START" Program from Bob Hammann. Also discussed several topics for safety programs.

Things we have presented:

Program on "Hurricanes"

Publicity for the "Annual Safety and Housekeeping Inspection"

A slide program on "Start"

Emergency Procedure Plan program

Fire Extinguisher Training

We are working on a program on "Burglary and Rape", 2nd Phase of the "Start Program", and a program titled "Monsanto Expos on Safety and Health" and Health" for the employees and their families. We have asked the other two safety committees (PT Safety & Housekeeping Committee and Hourly Safety Committee) to help and they have accepted.

At our meeting on February 26, 1981 we will work on "Development of Creative Solutions to Plantwide Safety Problem".

We have also set up a Safety Briefing for temporary personnel.

A safety recommendation was sent in for a potential safety hazard.

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