


 CTDK
 239

Interoffice Communication

To Vinyl Department Supervisors

From R. W. Seymour

Date 1/10/75

Subject Department Safety Meeting Agenda For First Half Of 1975

Department Safety Meetings will be held every Monday at 3:00 p.m.
for the shift working on the 7-3 shift on Monday.

<u>Dates</u>	<u>Meeting Topics</u>	<u>Person Responsible For Presentation</u>
1. January 13	Housekeeping - Dryers	Butch Bryan
20	Including Department Tour and review	
27	of 2nd half 1974 accidents.	
February 3	Housekeeping - Reactors	Don Johnson
	Including Department Tour and review	
	of 2nd half 1974 accidents.	
2. February 10	Eye Safety	Shift Supervisor
17	Discussion & Film	& Dennis Knight
24		
March 3		
3. March 10	Scott Air Pak Training	Shift Supervisors
17		& Dennis Knight
24		
31		
4. April 7	Basic First Aid Training	Plant Nurse
14		& Shift Supervisors
21		
28		
5. May 5	Review Department Accidents	Butch Bryan &
12	for 1st, Qtr., 1975	Don Johnson
19	Plant Safety Rule Review	
6. June 2	Review Of Plant Emergency Procedure	Shift Supervisors
9	& Fire Crew duties	
16		
23		

This is our Department Plan for meaningful Safety Meetings. Each man responsible for conducting or helping to conduct a meeting is to be prepared for the meeting and to make it interesting enough that it would be one he would want to attend.

R. W. Seymour

R. W. Seymour

L. H. Bryan

D. F. Johnson

RWS/lpb

cc RDG

JWP

FMW

Reactor Area Supervisors (2)

Dryer Area Supervisor

Reactor Shift Supervisors

Dryer Shift Supervisors