

7. Toxic and Corrosive Materials - It is possible that the plant engineer will have some knowledge of the use of toxic and corrosive substances since in all probability he will be called upon by his plant to arrange for some control measures. Therefore, notice of the contemplated use of this material should be given to the Industrial Hygiene Department in order that a study can be made of these materials and adequate control measures recommended.
8. Operating Technique - Those phases of operation having a definite relation to the health and safety of an employee should be referred to the Industrial Hygiene Department and the Construction and Maintenance Department for review and comment. It is possible that minor modifications of the over-all design could reduce or eliminate a health or safety hazard.

AGENDA

1. Express in detail the purpose of the meeting.
2. Outline the aims of this group concerning future action.
3. Explain the procedure we (Industrial Hygiene and Construction and Maintenance Departments) contemplate following hereafter in connection with handling problems relating to this subject, such as:
 - a. Those items set forth in paragraph one under aims.
 - b. Establish a clearing house, through which all problems and solution data will pass for review, recommendations, filing, etc.
 - c. The categories covered, such as - exhaust, ventilation, material handling, plant layout, construction, illumination, certain operating techniques, the use of toxic and corrosive materials, etc.
 - d. The desirability and frequency of future meetings.
 - e. Attendance (number, who, authority).
 - f. The need for having all information, as outlined under aims, submitted jointly to W. J. Olson and H. J. Weber.
 - g. Review past experience of costly experimentation (trial and error methods) to arrive at a solution to a problem and the value an exchange of such information in the future can have in solving similar or allied problems.
 - h. Discussion of State Labor Codes.
 - i. Agreement of policy to be followed by this group hereafter.