

CONOCO PLASTICS

Div. Continental Oil Co.

NEW HIGHWAY 25 · P. O. BOX 91
ABERDEEN, MISS. 39730 · 601/369-8111**INTEROFFICE MEMORANDUM****To:** E. M. Smith**Dates:** September 14, 1972**From:** R. J. Freele**Copies:** J. D. Burns
J. McCleskey
Dept. Heads
File**Re:** Safety - Environmental - Training
August, 1972 - Aberdeen Plant**I. Safety****A. Accidents resulting in injury****1. Statistical summary - number of accidents**

	<u>August 1972</u>	<u>8 Months 1972</u>	<u>Year 1971</u>	<u>Year 1970</u>
Lost Time	1	6	19	29
No Lost Time	10	78	201	169
Total	11	84	220	198

Department	<u>8 Months 1972</u>	
	<u>Total</u>	<u>Per Man</u>
Vinyl	3	.47
Compound	4	.22
Warehouse	-	.22
Maintenance	2	.24
Laboratory	-	.10
Other	2	.33
Total	11	84

See five year and accident frequency curves attached.

- Accident description and corrective action taken or pending for accidents in August are listed on the attached table. A table is also attached listing all 1972 accidents where corrective action has not been completed.
- On August 1, Wm. Browning, an electrician, received burns on his hands and arms from a flash of cross phase current causing him to lose six days. He was checking the fuses in a "hot" 2300 volt panel when the accident occurred. A detailed report was issued.

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B. Safety Programs and Safety Training

1. Six safety meetings were held attended by over ninety employees. The "Zero-in-on-Safety" film and the award winning "Sound of Sound" film were used. Recent plant accidents were discussed and analyzed.
2. A lift truck safe driver training program was prepared and will be put into effect next month.
3. Members of maintenance department were supplied with MSA hard hats with welding shield lugs.
4. Laboratory safety procedures were reviewed.

C. OSHA Compliance

1. A detailed OSHA compliance status report was prepared and issued based on the OSHA-type inspection conducted by Mr. Walt Jenkins. Approximately 15% of the items listed have been completed and plans have been laid to complete additional items each month during the fall months.

II. Environmental

A. Health

1. I attended a two-day training session on audiometry and the medical aspects of noise conducted by Dr. Aram Glorig at the Callier Hearing and Speech Center in Dallas on August 24 and 25. Dr. Whetstone, Conoco's new Associate Medical Director, also attended.

Our audiometer has been sent to Oklahoma City for recalibration. The employee hearing testing program will be resumed this fall.

B. Air and Stream Pollution

The state of Mississippi has approved our preliminary design plans for improving effluent water quality and a date of 12/1/73 has been set for making the system operational. We will send them a letter agreeing to this date.

FED is now preparing the final detailed design.

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C. Noise Abatement

1. Designs for reducing the noise level for the five major areas listed in Guy Warren's sound survey have been completed and cost estimates prepared. These projects have been requested to be included in the 1973 capital commitment budget.
2. The job of relocating the blower mentioned in item seven of Warren's report has been engineered and sent out for bid.

III. Training

A. Supervisory

The third and final session of Aberdeen Contemporary Supervision Seminar was held the week of August 14 at the Romada Inn in Columbus, Mississippi. Fifteen members of the Aberdeen Supervisory Staff attended. Misters Uptain and Olson directed the school as before, and other instructors and discussion leaders from the plant were Misters Smith, Freele, Scott, Powell, Ketterman and Raley. A video tape recorder was successfully used in this session for taping role-playing sessions for use in class room sessions.

A review of the three sessions was held for department heads on the mornings of August 30, 31 and September 1. Herb Olson, from Houston, was able to attend these sessions also. A summary report will be issued shortly.

B. New Employee Orientation

1. Orientation training was given to twenty-three new employees.
2. Weekly progress reports are being issued to department heads showing the current status of new employee appraisal and counseling program and the appraisal forms due.

C. Non-Supervisory Employees

Two eight-hour training sessions have been planned with the vinyl department. The dates selected are September 28 and October 12. In addition to operations training subjects, time will be spent on the techniques of how to instruct others and in human relations fundamentals. These sessions are for the lead operators.

D. E. E. O.

1. The local EEO Committee filed a committee report in August in the U. S. District Court for the Northern District of Mississippi,

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Eastern Division. The report contained a list of forty-six names (60 percent women) comprising the training class. It also contained provisions for reimbursing members for travel expenses to and from class at the rate of eight cents per mile and for paying members \$1.75 per hour for the time spent going to and from class and for the time actually spent in classroom work.

On September 2, 1972 Judge O. R. Smith issued a court order approving the committee report. Copies of the committee report and court order have been sent to Messrs. Bondur, Montgomery, Smith, Raley, McCleskey, Burns & Waddell and Attorney Robert Patterson and I also have copies.

2. On August 31, Messrs. Olson, Bondur, Uptain and Freele met with Dr. William Mattison and Mr. William Jagers of the Tupelo Vocational & Technical Education Center in Tupelo, Mississippi. It was planned for their staff to meet with the class the week of September 18, in Aberdeen and administer the Adult Basic Learning Examination (ABLE) to determine the levels of learning for each class member. It was further planned to meet two weeks later and counsel each class member individually and determine a course of training based on ABLE score, interest of class member and Conoco job requirements.

I presented this plan to Mr. Roger Cooperwood, EEO Committee Chairman, who agreed and he then procured the Aberdeen High School for the meeting place on September 19, at 7:00 p. m. He has notified all class members.

On September 18, at 3:30 p. m., in Tony's Cafe, Aberdeen, Some of the Vo-Tech staff members will meet with Mr. Cooperwood and his committee to explain these plans.

On September 13, Dr. Mattison, Miss Soper, Mr. Jagers and Mr. Wylie Wood from the Vo-Tech School visited our plant and observed several entry level jobs first hand. They were given job descriptions of these jobs and discussions with some supervisors were held.

3. College admission letters have been received for all five of the EEO Scholarship recipients, and the letters forwarded to Houston. Four of the five students have been presented a \$500 check representing one half of the scholarship. The fifth check should be issued shortly.

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The recipients, schools, and study courses are:

Dianne Crump	Alcorn A & M Lorman, Mississippi	Business Admin- istration
Robert Fortson	Jackson State Jackson, Mississippi	Business Admin- istration
Fred Johnson	Mississippi State State College, Mississippi	Journalism
Elizabeth McAlister	University of Wisconsin Milwaukee, Wisconsin	Biological Science
Larry Wells	Jackson State Jackson, Mississippi	Mathematics


R. J. Freele
Director of Safety & Training

RJF/mdp