

TO: Distribution

~~TGG: JCL: FGJ: AC: AJO: RF~~
XF: None

FROM: T. G. Grumbles
DATE: August 27, 1991

Interoffice
Communication

SUBJ: DRAFT SAFETY AND HEALTH AUDIT PROGRAM MANUAL

VISTA

Attached for your review prior to the September 10 meeting is the manual to be used for the Safety and Health Audit Program.

The spiral bound format is what will be used for field copies, or those to be used during an audit. A regulatory appendix binder has also been developed but is not being sent at this time.

Hard bound "master copies" will be provided for a permanent desk reference.

TGW

T. G. Grumbles

dlj

Attachment

SAFETY DIRECTORS

Bruce Trego-Aber, Brent White-Balt, George Williams-Blane, Matt Tonkovich-Hmd, K. L. Fogg-LCCP, R. V. Gantz-LCLAB, Mike Lunsford-LCVM, Chris Markerson-Okc, Greg Lipps-Premiere, R. B. Martin-Austin, J. R. Drumwright, J. G. Farrier, L. L. Zimmerman

VVV 000007591

TGG: ~~JCL: FBJ: AC: AJN: RF~~

XF: Deilk

TO: Distribution

FROM: T. G. Grumbles
DATE: August 27, 1991

SUBJ: SAFETY DIRECTORS MEETING AGENDA

Interoffice
Communication

VISTA

Attached is the final agenda for the meeting on Tuesday, September 10. Several things are needed from you prior to the meeting.

1. A copy of the audit program is being sent under separate cover. Please review prior to the meeting. A regulatory appendix has also been prepared but is not being sent at this time. (Too late to do anything about the regulations)
2. Please come prepared to review the status of your HAZWOPER programs. Specifically come prepared to discuss written program and training status.
3. The training needs discussion will be an effort to define the problem, not solve it. Training needs are evident in the process safety and hazwoper areas, as well as many others. The specifics of those needs will be included in this discussion.

Please let me know if you have questions on the above or the agenda items.

Tom

T. G. Grumbles

dlj

Distribution: SAFETY DIRECTORS

Bruce Trego-Aber, Brent White-Balt, George Williams-Blane, Matt Tonkovich-Hmd, K. L. Fogg-LCCP, R. V. Gantz-LCLAB, Mike Lunsford-LCVM, Chris Markerson-Okc, Greg Lipps-Premiere, R. B. Martin-Austin, J. R. Drumwright, J. G. Farrier, L. L. Zimmerman

cc: PLANT MANAGERS

R. W. Seymour-Aber, L. R. Bauer-Balt, G. D. Williams-Blane, J. Pavao-Hmd, J. Friend-LCCP, J. W. Ware-LCLAB, P. Carrico-LCVM, H. D. Garrison-Okc, P. L. Foote-Prem, V. W. Weiss-Austin

R. D. Gamblin

VVV 000007592

AGENDA
SAFETY DIRECTORS MEETING
TUESDAY, SEPTEMBER 10, 1991
8:00 A.M.-5:00 P.M. TRAINING CENTER
ASHFORD VI, HOUSTON

- | | | |
|--|---------------|--------------------|
| 1. Coffee, Juice, Donuts, etc. | 7:30 - 8:00 | |
| 2. Review Agenda and Housekeeping | 8:00 - 8:15 | TGG |
| 3. Safety and Health Audit Program Overview and Training | 8:15 - 10:15 | TGG
BW, ML, KLF |
| 4. Break | 10:15 - 10:30 | |
| 5. Process Safety Update | 10:30 - 11:15 | EM |
| 6. Safety/IH Records Team Report | 11:15 - 11:30 | RM |
| 7. Lunch (provided) | 11:30 - 12:30 | |
| 8. Synthetic Fibers Handling Procedures | 12:30 - 1:00 | TGG |
| 9. American Disabilities Act | 1:00 - 1:15 | JLC |
| 10. Medical Issues - Exit Physicals, First Aid Training | 1:15 - 1:45 | JRD |
| 11. Hazwoper Review - Plant Status Review | 1:45 - 2:45 | ALL |
| 12. Break | 2:45 - 3:00 | |
| 13. Training Needs - Defining the Problem | 3:00 - 3:45 | TGG |
| 14. Fire Brigades - What's Required and What's Needed for Training | 3:45 - 4:30 | KLF |
| 15. Miscellaneous Items | 4:30 - 4:45 | TGG |
| 16. Wrap-up, Review Action Items | 4:45 - 5:00 | TGG |

VVV 000007593