



ESCAMBIA PLANT
INTEROFFICE MEMORANDUM

To: R. E. Jones

Date: 9 September 1975

Copies:

From: J. F. Odom

Re: Monthly Report - Personnel & Safety Departments - August 1975

PERSONNEL

Activity For The Month

	<u>No. Of Employees 7/31/75</u>	<u>Aug. Add./ Trans.</u>	<u>Aug. Separa./ Trans.</u>	<u>No. Of Employees 8/31/75</u>	<u>Aug. 1975 Approved Complement</u>
Plant Admin. & Process	186	1	1	186	189
Plant Engr. & Maint.	142	4	2	144	148
Lab. & Environ. Control	26	0	0	26	27
Personnel & Safety	10	0	0	10	10
Purchasing & Traffic	11	0	0	11	12
Accounting	28	4	1	31	29
Ag. Chem. Sales	17	1	2	16	16
Ind. Chem. Pilot Plant	<u>7</u>	<u>0</u>	<u>0</u>	<u>7</u>	<u>8</u>
Total Escambia Plant	427	10	6	431	439

<u>Carroll Construction Co.</u>	<u>No. Of Employees 7/31/75</u>	<u>No. Of Employees 8/31/75</u>
Office	4	3
Maintenance		
Carpenters	0	1
Insulators	2	2
Mechanics	24	22
Groundskeepers	4	4
Laborers	25	28
Janitors	4	4
Painters	<u>6</u>	<u>6</u>
Total Maintenance	65	67
PVC Laborers	14	15
Area B Laborers	<u>8</u>	<u>8</u>
Total Carroll Construction Co.	91	93

The actual number of employees at the Escambia Plant on 31 August 1975 is 8 less than the approved complement. We expect to fill 5 of these 8 vacancies during September

The labor turnover rate on regular employees was 0.69 during the month of August 1975.

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We had 57 walk-in applicants, 57 applications were issued and 19 were interviewed. Twelve female applicants were given typing tests. We received 238 resumes and 1 application by mail.

SAFETY

The Pensacola Plant worked 84,195 man-hours during the month of August. The days and man-hours worked since the last lost-time injury are as follows:

<u>Division</u>	<u>Man-Hours</u>	<u>Days</u>
Escambia Plant	29,764	12
Ag. Sales	254,230	2,176
Finance	198,300	7,277

There was one lost-time injury experienced in the PVC Plant with 7 days of lost-time.

Medical Section

The Medical Section treated 23 injuries for Escambia and 25 for Carroll, performed 5 pre-employment physicals, 0 annual physicals, 30 PVC Physicals by Dr. Beidleman and gave a total of 14 immunization injections.

EMPLOYEE RELATIONS

- One - 5-Year service award was presented.
- Two - 10-Year service awards were presented.
- One - 20-Year service award was presented.

GENERAL

One trip was made to the Pasadena, Texas Plant to handle various personnel and employee relations matters. Interviews were held at the Escambia Plant by John Baliker and Bob Baker with those employees who had expressed an interest in transferring to the new St. Gabriel Plant.

We were notified during the month that an EEO Compliance Review would be held at the Escambia Plant. The Compliance Officer, is Mr. Clarence Williams and the review has been set for the week of 22 September 1975.

INSURANCE

We paid a total of 217 claims under our Group Hospitalization Program which amounted to a total of \$53,135.81 during the month of August 1975.

J. F. Odom
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JFO:jsr

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Air Products and Chemicals
INC.

ESCAMBIA PLANT

INTEROFFICE MEMORANDUM

To: R. E. Jones

Date: 16 September 1975

Copies:

From: W. J. Stueben

Re: Monthly Report - Safety Department - August 1975

Emphasis on improving injury reporting showed results over the past month with both the quality of the reports and the routing time showing marked improvement.

The MASAR column and PVC expansion projects were reviewed and safety questions or concerns resolved.

Efforts to improve the efficiency of the safety supervisors resulted in direct routing of the Pinkerton guards' paperwork (previously a daily 40 minute job) and a weekly letter from the Project Superintendent listing the next week's projects. The improved communication about project work requiring safety permits is enabling the safety supervisor to go directly to the projects instead of waiting for a call. This saves time of the safety supervisor and considerably reduces early morning project delays.

Plans are underway to reinstitute fire training for the fire crew and plant personnel. The first training session will be in early September.

The Safety Engineer made himself available for safety meetings and gave two during August.

The new format for the monthly injury summary has improved the ability to pinpoint hot spots in the plant. Emphasis will continue to be on providing whatever information is necessary to help each plant/department accurately determine its injury performance.

W. J. Stueben

WJS:jsr

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