



## Interoffice Communication

To : *AHS*  
From : Ginny Belk  
Date : January 26, 1983  
Subject : DEPARTMENTAL SAFETY MEETINGS

Attached is the "Record of Departmental Safety Meeting" for December, 1982. Below is the key that indicates the month and the required topic that should have been covered by each supervisor with their employees.

- 1 - January      A - "First Aid Training"  
                              "VCM Medical Surveillance Program"
- 2 - February    B - "Hazards of Steam and Condensate"  
                              B - "Injury Reporting"
- 3 - March                "Hand Injury Prevention"
- 4 - April          A - "Fire Prevention and Emergency Plans"  
                              B - "Medical Case Injury Review"
- 5 - May            A - "Lift Truck Safety"  
                              B - "Plant Emergency Alarm"
- 6 - June          A - "Chemical Exposure Controls"  
                              B - "Medical Case Injury Review"
- 7 - July                "Climbing Safety"
- 8 - August            "Initiator Handling Safety"
- 9 - September        "Safety Basics"
- 10 - October         "Safety Basics"
- 11 - November        General Plant - "Drum Handling"  
                                              Lab - "Departmental Safety Rules for Lead  
                                                      and Specific Tasks"  
                                                      "Plasticizer Alcohol and Sulfuric  
                                                      Acid Handling"  
                              Engineering - "Engineering Consideration and Material  
                                                      Handling"
- 12 - December        "Respirator Training"

*Ginny Belk, R.N.*  
Ginny Belk, R.N.  
Plant Nurse

RECORD OF DEPARTMENTAL  
SAFETY MEETING 1982

| DEPT. HEAD | SHIFT SUP                                               | JAN.                                       | FEB.                             | MARCH                      | APRIL                      | MAY                                        | JUNE                             | JULY                       | AUGUST                     | SEPTEMBER                  | OCTOBER                    | NOVEMBER                   | DECEMBER                         |
|------------|---------------------------------------------------------|--------------------------------------------|----------------------------------|----------------------------|----------------------------|--------------------------------------------|----------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------------|
| PEM        | A- RAC<br>B- REM<br>C- ALR<br>D- DFJ<br>BFH<br>LDH/Qtr. | ✓ 1-A<br>1-A<br>✓ 1-A<br>1-A<br>1-A<br>1-A | 2A<br>2A<br>2A<br>2A<br>2A<br>2A | 3<br>3<br>3<br>3<br>3<br>3 | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | ✓ 1-A<br>1-A<br>✓ 1-A<br>1-A<br>1-A<br>1-A | 5A<br>5A<br>5A<br>5A<br>5A<br>5A | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | 8<br>8<br>8<br>8<br>8<br>8 | 9<br>9<br>9<br>9<br>9<br>9 | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | 11<br>11<br>11<br>11<br>11<br>11 |
| PJK        | A- DDK<br>B- RLB<br>C- CLW<br>D- CLS<br>ALB             | 1-A<br>1-A<br>1-A<br>✓ 1-A<br>1-A          | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | ✓<br>✓<br>✓<br>✓<br>✓      | 5A<br>5A<br>5A<br>5A<br>5A                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| RDJ        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| JRW        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| JVH        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| DSC        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| SJV        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| JLH        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| CED        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| JAD        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| RAF        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| VEN        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| WFB        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |
| RES        | A- HAP<br>B- BPS<br>C- CLF<br>D- OJK<br>1/Qtr.          | 1-B<br>1-A<br>1-A<br>1-A<br>1-A            | 2A<br>2A<br>2A<br>2A<br>2A       | 3<br>3<br>3<br>3<br>3      | 2A<br>1B<br>1B<br>1B<br>1B | 1B<br>1B<br>1B<br>1B<br>1B                 | ✓<br>✓<br>✓<br>✓<br>✓            | 7<br>7<br>7<br>7<br>7      | 7<br>7<br>7<br>7<br>7      | 8<br>8<br>8<br>8<br>8      | 9<br>9<br>9<br>9<br>9      | ✓<br>✓<br>✓<br>✓<br>✓      | 11<br>11<br>11<br>11<br>11       |