To: Department Heads

F25.7

From: K. L. Fogg
Date: May 27, 1987

Interoffice Communication

Subject: CENTRAL SAFETY COMMITTEE MEETING MINUTES

VISTA

The Central Safety Committee met on May 21, 1987. Those in attendance were:

John Friend	Dave Hollis
Joe Ware	Paul Kober
Bob Miller	Ted Lyon
Jack Little	Harold Coleman
Veldon Messick	Keith Fogg

John Friend called the meeting to order and reviewed the purpose of the meeting. Keith Fogg reviewed the plant injury statistics for April, the fiscal year-to-date and a comparison of data for the same period during the previous year. A new twelve-month running total chart of injuries was reviewed with the committee. This was followed by a review of accident investigation recommendation items dating back to July 20, 1984. Fifty-six items were listed of which forty-five received completed status and eleven are incomplete. Next, a review of the outstanding ESARS was done. To date, there are seven ESARS which are incomplete.

The committee reviewed and commented on three new proposed safety procedures. Those procedures are the Safety and Health Policy, The Accident Investigation and Injury Reporting Procedure, and a revised Employee Safety Action Request Procedure. Those procedures will be issued after typing. Each department head will be responsible for training his personnel on the procedure prior to the effective date of the procedure.

Joe Ware conducted a discussion concerning the evacuation alarm procedures. The committee agreed that a letter would be issued requesting re-training on that procedure. This would be followed by drills to test the procedures. Long term, that procedure will be reviewed to determine if any changes are appropriate.

The committee agreed to defer the discussion on the BLS Standard until the next committee meeting. The committee also agreed to meet on a monthly frequency.

With this, the committee adjourned.

Keith L. Fogg

K. L. Fogg
Safety Director

rah

ACCIDENT INVESTIGATION RECOMMENDATIONS STATUS REPORT

ACCIDENT NUMBER	DATE	ACCIDENT	RECOMMENDATION	STATUS	RESPONSIBILITY	COMPLETION DATE
8501	04/08/85	B. WARD INJURY - SPLASHED WITH "PVA"	COMPLETE THE WORK OF THE VESSEL BLINDING SUBCOMMITTEE ON PVC REACTORS, VCM RECEIVERS, AND EMISSION RECOVERY TANKS, AND PROVIDE TRAINING TO ALL AFFECTED OPERATING AND MAINTENANCE PERSONNEL.	COMPLETE, EXCEPT FOR THE EMISSION RECOVERY TANKS.	KLF	/ /
8502	12/19/85	J. SHACKELFORD INJURY	IMPROVE THE TEMPERATURE OF THE WATER IN EMERGENCY SHOWER SYSTEM TO ACCOMODATE THE NEED FOR IMMEDIATE FLUSHING DURING COLD WEATHER SHOULD A SERIOUS SPASH-TYPE INJURY OCCUR.	SYSTEMS TO PROVIDE THIS TYPE OF SHOWER ARE BEING REVIEWED.	KLF	/ /
8502	12/19/85	J. SHACKELFORD INJURY	REQUEST INSTALLATION OF A SYSTEM TO CLEAR PIPING AND EQUIPMENT CONTAINING VCM IN THE VCM SPHERE.	A WORK ORDER IS TO BE WRITTEN TO PROVIDE A HARD PIPE SYSTEM. UNTIL IT IS INSTALLED, WE HAVE A PROCEDURE USING HOSES.	DWH	/ /
8601	05/28/86	501 BLEND TANK NEAR-MISS	IN THE FUTURE, ANSI/ASME B30.5 WILL BE STRICTLY ADHERED TO AND A VISTA MAINTENANCE SUPERVISOR WILL BE PERSONALLY RESPONSIBLE FOR COORDINATING ALL PERSONNEL LIFTS INVOLVING VISTA PERSONNEL OR EQUIPMENT.		TFL	/ /
8602	08/13/86	J.W. LOWE INJURY	CORRECT THE PIPING MISALIGNMENT PROBLEM FOR BOTH VCM CHARGE PUMPS IN THE OLD MODULE.	TO BE COMPLETED IN AUGUST, 1987.	TFL	/ /
8603	09/26/86	EAST WAREHOUSE DOCK NEAR-MISS	PROPOSE AND IMPLEMENT CONTROLS FOR DOCK AREAS THAT WILL MINIMIZE THE POTENTIAL FOR ACCIDENT OR INJURY RESULTING FROM LIFT TRUCK OPERATORS WORKING "BLIND" IN THE SAME AREA AS OTHER PERSONNEL.		DWH	/ /
8603	09/26/86	EAST WAREHOUSE DOCK NEAR-MISS	IMPLEMENT (INCLUDING TRAINING OF ALL AFFECTED PERSONNEL) NEW PROCEDURES FOR VAN TRAILER LOADING AND UNLOADING, AS OUTLINED IN THE RECOMMENDATIONS OF THE NEAR-MISS REPORT, DATED OCTOBER 24, 1986.		JEL	/ /

ACCIDENT INVESTIGATION
RECOMMENDATIONS
STATUS REPORT

ACCIDENT NUMBER	DATE	ACCIDENT	RECOMMENDATION	STATUS	RESPONSIBILITY	COMPLETION DATE
8604	12/05/86	905 COMPRESSOR FIRE	CONSULT VISTA ENGINEERING AS TO WHETHER OTHER METALLURGY SHOULD BE USED OR WHETHER DESIGN CHANGES CAN BE MADE TO REDUCE THE POTENTIAL CONSEQUENCES IF A CAST IRON CASE FAILS.		VEM	/ /
8701	03/30/87	V. YOUNG INJURY	INVESTIGATE THE NEED FOR ADDITIONAL PALLET JACKS THROUGHOUT THE PLANT, INCLUDING COMPOUND LINE 5.		JEN	/ /
8701	03/30/87	V. YOUNG INJURY	ESTABLISH PLANT DEPARTMENT PROGRAMS WHEREIN EMPLOYEES ARE ENCOURAGED TO PERFORM APPROPRIATE WARM-UP EXERCISES PRIOR TO LIFTING.			/ /
8702	04/27/87	S. WILKES INJURY	INVESTIGATE AND RECOMMEND A METHOD TO KEEP PLASTIC DOOR STRIPS FROM STRIKING LIFT TRUCK DRIVERS.		DWH	/ /

ESAR
STATUS REPORT

ESAR NUMBER	SUBMISSION DATE	REQUESTOR	RECOMMENDATION	STATUS	RESPONS.	ESTIMATED COMPLETION DATE
83-52	09/09/83	T.BALES, E.O'MARY, R.RAY, J.BREWER, M.THREADGILL, N.STAHL	ENGINEER A MECHANICAL DEVICE FOR BREAKING PRODUCT IN SILOS TO PREVENT MUSCLE STRAIN AND OTHER DANGERS TO EMPLOYEES.	THE THAYER BRIDGE BREAKERS WERE A FAILURE. THIS PROJECT WILL BE SENT BACK TO ENGINEERING.	PJK	/ /
87-01	10/01/86	J. CROSBY	INSTALL A MORE SUITABLE LIGHTING SYSTEM IN THE FINISHED GOODS WAREHOUSE - CURRENTLY INADEQUATE WHILE OPERATING LIFT TRUCKS WITHIN THE RACK AREAS.	A NEW DIFFUSION LENS FOR IMPROVING THE LIGHTING IN THE RACK AREA WAS TRIED AND DID NOT WORK. ANOTHER SOLUTION WILL BE SOUGHT.	JEL	/ /
87-02	11/24/86	T. CUMMINGS	INSTALL A FENCED WALKWAY FROM THE FRONT OFFICES TO THE FENCED AREA SOUTH OF THE RESPIRATOR CLEANING ROOM.	THE PROBLEM REQUIRES MORE REVIEW.	JEL	/ /
87-03	05/01/87	K. CAMPBELL	MAKE PEDESTRIAN DOOR NEXT TO #8 ACTIVATOR OPERATIONAL AGAIN.	REOPEN DOOR WHERE IT HAD BEEN WELDED SHUT.	DWH	/ /
87-04	05/01/87	D. JOHNSON	INSTALL EYEWASH STATION AT WEST SIDE OF SIFTER DECK, BETWEEN #6 AND #7 SWECO SCREENERS.	WORK ORDER TURNED IN TO INSTALL EYEWASH.	DWH	/ /
87-05	05/05/87	L. STEGALL	INSTALL WALKWAY BETWEEN I&E SHOP AND ENTRANCE ROAD.	COMPLETE - STRIPING OF WALKWAY AND REARRANGING MAINTENANCE EQUIPMENT HAS RESOLVED THIS PROBLEM.	TFL	/ /
87-06	05/14/87	D. COVINGTON	RESURFACE ROADWAYS LEADING TO INITIATOR STORAGE FREEZERS.		DWH	/ /

Interoffice Communication

VISTA

To: Department Heads

From: K. L. Fogg
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AGENDA

CENTRAL SAFETY COMMITTEE MEETING

1:00 p.m. - 2:30 p.m., THURSDAY, MAY 21, 1987

SAFETY TRAINING ROOM

Participants: JF, JWW, KLF, PJK, DWH, HGC, JEL, RBN, TFL, VEM, RAF, RAM

Agenda Item	Responsibility	Time
1. Call Meeting to Order	JF	1:00 - 1:05
2. Safety Statistics	KLF	1:05 - 1:10
3. Accident Investigation A. Recommendations B. Status	KLF	1:10 - 1:15
4. ESAR Status	KLF	1:15 - 1:20
5. Proposed New Procedures A. Plant Safety Policy B. Accident Investigation C. SAR (ESAR) Policy	KLF	1:20 - 1:45
6. Evacuation During Emergencies	JWW	1:45 - 2:00
7. BLS Standard and Plant Injury Statistics	KLF	2:00 - 2:30

NOTE: The proposed procedures in #5 are attached. Please read and be prepared to comment on them before coming to the meeting.

Vista Polymers
A Division of
Vista Chemical Company

Highway 25
Post Office Box 91

Aberdeen, Mississippi 39730
Phone (601) 369-8111

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ABERDEEN CHEMICAL PLANT SAFETY AND HEALTH MANUAL
ABERDEEN, MISSISSIPPI

VISTA

SUBJECT: Safety and Health Policy

EFFECTIVE DATE: _____

PREPARED BY: _____ SAFETY DIRECTOR

APPROVED BY: _____ PLANT MANAGER

I. Purpose

This procedure defines and reaffirms the Vista Chemical Company Safety and Health policy at the Aberdeen Plant.

II. It is the policy of Vista and the Aberdeen Plant that every Vista and contract employee is entitled to work in a safe and healthful environment. Vista recognizes that the preservation of human, as well as material resources, is the ultimate purpose of any safety effort. In order to achieve this objective, the responsibility must be shared by every employee in the plant. In the Aberdeen Plant, as in other Vista facilities, safety is recognized to be an essential part of day-to-day operation of the plant and is more important than quality and quantity of production. Under no circumstances are safety efforts considered restrictions to production but are established to support the long term realization of safely producing at maximum level. Acceptance, compliance and active support to the safety program, rules and regulations is fundamental and a condition of employment at the Aberdeen Plant.

III. Responsibilities

Each and every employee shares the responsibility and accountability for the continued safe operation of the Aberdeen Plant. Specific responsibilities are as follows:

A. Management Safety Responsibility

Management, through its authority to direct people and equipment, has an important responsibility to fulfill with regard to accident prevention. Of primary importance is the fundamental obligation to provide a safe place in which to work. This does not mean only safe plant conditions, but to provide by example and action, an atmosphere or environment that will result in safe operations.

III. Responsibilities - Continued

A. Management Safety Responsibility - continued

Vista Chemicals intends to fulfill this responsibility by making safety a primary objective in all plant activities and to participate in the development of better, more effective ways to prevent accidental injury and damage. In this regard, Plant Management will expect active participation in safety from all plant employees as part of their individual job performance.

Front-line supervisors are part of the management team and share in management's safety responsibility. While front-line supervisors also have the same safety responsibility as other employees, they do have certain additional duties relating to safety. Their position creates a unique opportunity for them to contribute greatly to the accident prevention effort. These additional safety requirements for front-line supervision include assurance that:

1. Conditions under which their employees work are safe.

2. All safety devices necessary on a particular job are in place and functioning properly.

3. Safety equipment used by their employees is in good condition, is available and that the employees know how and when to use such equipment.

4. Unsafe conditions and acts are recognized and action is taken to eliminate them.

5. Job safety instructions are given for all jobs.

6. Potential hazardous job assignments are closely supervised to make sure they are completed safely.

7. Significant accidents are investigated and the causes determined and corrected.

8. Supervisors set good safety examples for their employees.

Supervisory employees are directly responsible for the safety of the personnel and operations under their control and supervision. This responsibility cannot be shared with any staff organization nor shifted laterally in any manner.

VAB.0001175122

C. Employee Safety Responsibility

Every employee of the plant has a personal responsibility for accident prevention. They have a responsibility to their family, to their fellow employees, and Vista, by whom they are paid to work safely. In the performance of all duties, every employee is therefore expected to observe safe practices and instructions relating to the efficient and safe handling of all work.

Specifically, these responsibilities include but are not limited to the following:

1. To incorporate sound safety practices into every job and not to take chances.

2. To know and follow established safety standards and to use safety as a primary consideration in planning all work. This includes utilizing as a minimum the prescribed personnel protective equipment and additional protective steps as dictated by the job requirements.

3. To ask questions of supervisors or other employees when there is any doubt about the safety requirements of a job or action.

4. To report all injuries and potential injuries immediately and fully cooperate with all investigations into the causes and prevention of accidents.

5. To always take an active part in safety efforts realizing that prevention of injury and damage from accidental causes is of utmost importance.

6. Each employee has the authority and the responsibility to initiate corrective action for unsafe practices and conditions of which he/she is aware. Normally, corrective action will involve notification of his/her supervisor or the concerned supervisor. In cases where immediate injury or equipment damage is imminent, he/she must act immediately stopping the job if necessary and then refer to his/her supervisor.

D. Safety Department

The Safety Department functions as an extension of management to provide safety services and safety advice as necessary. The Safety Department will assist line supervisors by providing advice and counsel on safety and health-related items.

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IV. Summary

Vista recognizes that a successful safety effort is paramount in the operation of any facility. Success of a safety effort has one main ingredient and that is commitment by each and every employee. Vista's philosophy of safety demands that each employee give total commitment to the safety of himself/herself and the other employees at this facility. Only by working together can we hope to be successful in limiting and ultimately eliminating the suffering caused by an injury.

VAB.0001175124

Vista Polymers
A Division of
Vista Chemical Company

Highway 25
Post Office Box 91

Aberdeen, Mississippi 39730
Phone (601) 369-8111

ABERDEEN CHEMICAL PLANT SAFETY AND HEALTH MANUAL
ABERDEEN, MISSISSIPPI

VISTA

SUBJECT: Accident Investigation and Injury Reporting Procedure

EFFECTIVE DATE: _____

PREPARED BY: _____ SAFETY DIRECTOR

APPROVED BY: _____ PLANT MANAGER

I. Purpose

The purpose of an accident investigation and injury reporting is to obtain knowledge and information which can be used to prevent similar accidents in the future. Investigation can also identify unsafe situations and conditions which may be a direct or contributing cause of an accident. Frequently, hazards are discovered which do not directly apply to the accident being investigated but which could cause an injury if not corrected.

II. Scope

The Aberdeen Plant will maintain an accident investigation and injury reporting program which includes not only accidents resulting in injuries but also accidents which involve no injury but result in a "near miss" situation or may result in minor injury but have significant potential.

III. Responsibilities

It is the responsibility of the employee or employees involved in an accident to report that occurrence to their supervisor immediately following the accident. All injuries and potential injuries should be reported immediately so that appropriate medical attention can be provided.

Department Heads are responsible for:

a. Insuring that all injuries and near misses are reported immediately.

b. Initiating an accident investigation, as appropriate.

c. Assigning responsibility for corrective action in his involved areas.

III. Responsibilities - Continued

d. Reviewing investigation reports for incidents outside their areas, determining application of recommendations and assigning responsibilities.

e. Reporting status of the recommendations pertaining to their areas to the Safety Director and the Investigation Committee members.

The Investigating Committee is responsible for conducting the investigation, recording its facts, reviewing the completed report with the appropriate Department Head and Plant Manager and submitting the completed report to the Safety Director.

The Safety Director is responsible for assisting an identification of significant incidents, assisting in the investigation as required, keeping management and employees informed on the status of recommendations, and maintaining a file of reports and pertinent information regarding the incident.

IV. Investigation Procedure

The severity or potential severity of an accident will dictate the scope of the investigation. An Investigation Committee will be assembled to initiate the accident investigation as follows:

1. If an accident occurs which results in a recordable injury or significant near miss, the concerned Department Head will appoint an investigation committee. Normally, the committee will be composed of four members, but the size may be varied depending on the nature and complexity of the incident. Accidents which result in minor (first aid) injuries without significant potential will normally not be investigated. A representative of the Safety Department will serve as a member of all investigation committees. The Department Head has the option of staffing the committee from within his own department or other departments in the plant. Individuals directly involved in the incident should not be members of the committee. Final review of some investigating team reports may be held at the Department Head level with prior approval of the Plant Manager, otherwise the final review will be the Plant Manager.

2. The following criteria should be used in selecting the investigation committee chairman.

   a. The chairman named should have served as a member of at least one formal investigation committee prior to serving as a chairman.

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IV. Investigation Procedure - Continued

b. Generally, the more severe the incident, the more experienced person required to act as chairman.

c. The chairman may need to be familiar with the technology of an incident when the preliminary indicators show that technology is important to the cause and/or solution.

3. The investigation should take place as soon as practical and will normally be started by the committee within 48 hours of the time of the incident. The following guidelines should be used:

a. Visit scene of accident to investigate physical facilities. Take photographs or make sketches and diagrams to record details of the physical environment.

b. Interview witnesses and the injured employee if available. The Plant Nurse or Safety Department should be contacted to determine extent of injury or disability. Additional concerned personnel may be interviewed and should include the concerned line supervision.

c. The committee will tentatively agree on the cause of the accident and recommendations and the chairman will prepare a rough draft following the format in Attachment #1.

4. Normally, within fourteen calendar days following the incident, the investigation report will be reviewed and approved by the Plant Manager unless delegated to the Department Head. The Safety Director may assist in this review. The entire committee should participate, if possible.

5. The basic report will be published within ten working days following the incident. Copies will normally be distributed to all Department Heads and bulletin boards unless restricted by the Plant Manager.

6. The following instructions are applicable to status reporting:

a. Each person assigned a responsibility in the recommendation will report the status of that recommendation to the Safety Director as the item is completed or on the estimated completion date.

V. Final Report

All accident investigation reports will be prepared by the Committee Chairman. After the report has been completed, reviewed and signed, the Chairman should deliver the final report to the Safety Director who will distribute the report as appropriate. A sample of the report format is attached in Attachment #1.

VAB.0001175128

ATTACHMENT #1

INVESTIGATION AND REPORTING OF INJURIES AND NEAR MISSES

Accident Investigation Report

Description of Accident

The opening paragraph should be a summary statement of the incident itself stating the extent of injuries and/or damage to equipment, who was injured if applicable (functional job descriptions, not names) and the where, when, what, and how of the incident. This should be followed by a brief chronological description of the events occurring and conditions existing just prior to, during and following the accident that are related to the accident or that will assist in giving a clearer understanding of the nature of the occurrence. This should be given in summary and limited to a statement of facts only; not conclusions drawn as a result of unsubstantiated theories.

Cause

The prime cause, as determined by the investigating committee, that was responsible for the accident should be covered in this section. Only those secondary causes, if any, that the committee feels were critically important should be listed and labeled "secondary causes". (The listing of secondary causes tends to dilute emphasis on the prime cause.)

Recommendations

These recommendations should be the result of the investigation by the committee making this report. Only measures to correct both the direct cause and contributing causes to the accident should be covered. If corrections are already made or underway, this should be reflected in the report. Completion dates and assignments of responsibility will be included in this section. Assigning of joint responsibility should be avoided for clarity. Recommendations should be specific and realistic and should avoid generalizations such as "be more careful", "pay attention", etc. When recommending "reviewing" of hazards associated with a given task, refer to specific written sources of information and/or list specific recommended precautions recognized by the committee. Recommendations should be listed on the format shown on page 6 of this attachment.

VAB.0001175129

RECOMMENDATIONS

ACCIDENT INVESTIGATION REPORT

Recommendation	Responsibility	Target Completion

VAB.0001175130

(Signed by all members of the Investigating Committee)

_____
Chairman (Dept. in which they work)

_____
Name - Safety

_____
Name - Dept. (in which they work)

_____
Name - Dept. (in which they work)

APPROVED BY: _____ Date: _____
Plant Manager (Department Head)

VAB.0001175131

Vista Polymers
A Division of
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Post Office Box 91

Aberdeen, Mississippi 39730
Phone (601) 369-8111

ABERDEEN CHEMICAL PLANT SAFETY AND HEALTH MANUAL
ABERDEEN MISSISSIPPI

VISTA

SUBJECT: Safety Suggestion Procedure

EFFECTIVE DATE: _____

PREPARED BY: _____ SAFETY DIRECTOR

APPROVED BY: _____ PLANT MANAGER

I. Purpose

This program provides a safety suggestion procedure by which employees can report potential safety hazards.

II. Policy

It is the policy of the Aberdeen Plant to encourage employee participation and involvement in the safety effort. This program will encourage participation by providing a formalized system to which employees can report potential safety hazards, recommend solutions, follow their suggestions through the system and receive a written communication detailing the final resolution of the problem. This program is established solely for the purpose of improving or eliminating potentially hazardous situations and/or conditions which, if not corrected, could cause injury to plant personnel and/or damage company property or equipment.

III. Procedure

The Safety Suggestion Procedure operates as a two-phase system. The first phase requires the completion of a Safety Work Order. An employee who recognizes an unsafe or potentially hazardous situation should report it to his/her supervisor immediately. This is done by the employee writing a Maintenance Work Order and submitting it to his/her supervisor. To highlight that this is a safety item, the word "SAFETY" should be written on the job description portion of the form and checked off in the priority section. If the work order is approved, it should proceed through the work order system. Completion priorities should be set in accordance with the potential for accident or injury which may result from the hazardous situation.

III. Procedure - Continued

The second phase of the Safety Suggestion Procedure involves completion of a Safety Action Request (SAR). If a safety work order is denied or if there seems to be no action on a work order that has been approved, the employee should obtain an SAR form and complete his/her portion of the form and reference the original work order. Upon completion of the form, the employee should detach the copy for his/her record and send the remaining copies to the Safety Director via plant mail. The Safety Director will review the suggestion with the Supervisor or Department Head responsible for the area involved to determine what action, if any, is required. After that has been determined, the Safety Director will submit that recommendation to the Plant Superintendent and Plant Manager for approval. After approval, a copy of the completed form will be sent to the submitting employee. The SAR will receive a number and will be entered on the Central Safety Committee SAR list. Any SARs with completion dates passed or with completion dates due within thirty days of a Central Safety Committee meeting will be reviewed by the committee, and a status will be reported in the minutes of the meeting.

Upon completion of the corrective actions, the Safety Director will notify the Supervisor or Department Head and the employee that all action has been completed. This will be done on the same SAR form.

In order for this procedure to work, several key items are necessary. Those are:

A. Most safety items should be handled through the Maintenance Work Order System.

B. Only those items supported by work orders that are not completed should be referred to the SAR system. Non-completion could result from disagreement of the need or severity of the problem, change in policy required to satisfy the request, unreasonable expenditures, etc.

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