

To: Distribution

From: S. F. Pitts
Date: July 27, 1988

VISTA

Interoffice
Communication

Subject: July 21 Safety Meeting - Houston, Texas

The following is a summary of the information developed as requested regarding safety improvement actions which are considered important to advancing the overall safety effectiveness of Vista's Manufacturing Department. It should be understood that these are not considered in any specific priority order.

Initially, it was determined what, in our view, the safety effort was expected to achieve or what was going to be the purpose of the safety process. The following was written to provide this definition.

Limit or eliminate accidental loss to Vista from injuries, fires, litigation, business interruption, occupational illness and other property damage incidents. In addition, boost employee's morale with an effective accident prevention effort.

The following are a consolidation of various action items grouped under five specific headings or categories. Each of these address safety related issues that may need improvement over the short term and apply to manufacturing overall.

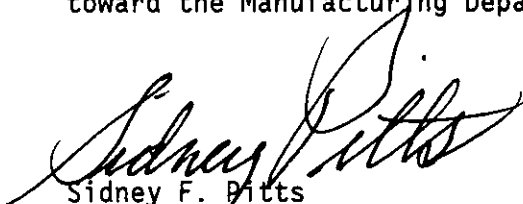
- A. Coordination of Manufacturing Safety Effort
 - 1. Mfg. Safety Policy
 - 2. Mfg. Safety Guidelines and Procedures
 - 3. Mfg. Safety Promotions
 - 4. Management Visibility in Safety Effort
- B. Safety Performance Evaluation
 - 1. Define or Reconsider Measurement System
 - 2. Safety Program Audits
 - 3. Employee/Management Feedback Analysis
 - 4. Employee Communication and Feedback
 - 5. Performance vs. Regulations
- C. Develop and Institute Operations Safety Philosophy
 - 1. Adherence to Procedures - SOP/Safety
 - 2. Develop Proprietorship Philosophy
 - 3. Develop Risk Assessment Procedure
- D. Training and Education
 - 1. Update and Modernize Training Programs
 - 2. Define Training Needs and Requirements
 - 3. Develop Safety Training Tracking Program

Distribution
July 27, 1988
Page 2

E. Safety Professionalism

1. Define Safety Role in Mgmt. Function and Communicate
2. Perform Safety Function Customer Survey
3. Continually Review Manpower Requirements
4. Develop Safety Professionals
5. Review Safety Director Training Program

Each of the above were reviewed in depth during the Manager's/Safety Director's meeting. Questions on each section were answered to give a better understanding of the action steps. These reviews were presented without any priority order and with all actions directed toward the Manufacturing Department.



Sidney F. Pitts
Safety Director
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