MCC 950923

Monsanto

MON-2101

FROM (NAME & LOCATION) J.J. McClellan/J.A. Glass - Texas City

DATE October 8, 1981

CC

SUBJECT 1981 MCI PLANT SAFETY AND HOUSEKEEPING INSPECTION GUIDELINES

REFERENCE

TO :

Expanded Staff
Unit Supervisors
P.T. Safety Committee
Office Safety Committee
Accounting Safety Committee

Attached are the following items to assist you in your final preparations for this year's inspection:

1. 1981 MCI Plant Safety and Housekeeping Inspection Guidelines (these are unchanged from 1980);

2. Key items of interest from the 1980 inspection;

3. New emphasis for the 1981 program.

This information is being sent to you so that you will know what the inspection team will be looking for when they visit our plant next week.

Joe McClellan
Joe J. McClellan

Arnold
J. Arnold Glass

br

Attachments

SC 001469

LAM002670

1981 MCI PLANT SAFETY AND HOUSEKEEPING INSPECTION
GUIDELINES

THEME

Reduce injuries through a comprehensive safety effort that emphasizes individual environment and personal acceptance of safety responsibilities and assure proper preservation of assets by improving housekeeping and maintenance standards of the facility.

OBJECTIVES

- -- To improve MCI safety results.
- -- To assure proper preservation of assets and to improve maintenance and housekeeping.
- -- To improve morale through the involvement of people and by providing a competitive spirit in the plant.
- -- To improve interchange of ideas.

INSPECTION DATE

The plant will be inspected October 13, 14 and 15, 1981. The chairman of this year's inspection team will be Mr. Needham Coppedge, Plant Manager of the Columbia, Tennessee Plant.

RATINGS

One overall rating will be given to the plant based on potential with 75% for safety and 25% for housekeeping. The possible ratings are:

Outstanding
Excellent
Good
Satisfactory
Unsatisfactory

In determining the rating, the inspection team will consider:

- -- Safety results and trends during the last year and progress toward the 1985 goal.
- -- Adherence to safe procedures and practices.
- -- Acceptance of personal responsibility for safety.
- -- Attitudes and awareness for safety at all levels.
- -- Evidence of management's (all levels) commitment to operate safely.
- -- Use of safety audits.
- -- Health and industrial hygiene programs.
- -- Follow-up on last year's inspection recommendations.
- -- The total safety program.
- -- Program for good housekeeping and preservation of assets (the evaluation should be based on the individual plant's potential).
- -- Involvement of people.
- -- Use of promotional activities.

A verbal rating and summary are to be given to the plant at the conclusion of the visit. The written report of the inspection is to be forwarded by the team chairman to the location manager as soon as practicable after the inspection.

INSPECTION RESULTS REVIEW MEETING

An Inspection Results Review meeting will be held in St. Louis in November with Vice-president Cunningham. At this time, the team chairmen will present a summary report of the inspections.

KEY ITEMS OF INTEREST IN 1980 INSPECTION

1. Relief valve testing.
2. Control procedures for "breaking into" lines.
3. Fire protection systems (monitors and how to use them).
4. Contractor employees' knowledge of alarm signals.
5. Maintenance safety programs (subject of each safety meeting).
6. Respiratory protection.
7. Breathing air system (major project now nearing completion).
8. Emergency Care Attendants (identifying signs needed).

NEW EMPHASIS FOR 1981 PROGRAM

STEPS TAKEN TO IMPROVE SAFETY PERFORMANCE IN 1981

1. CONTINUATION OF S-T-A-R-T PROGRAM

   Emphasis on improving observation and correction of unsafe acts and conditions through:

   Safety Training and Accident Reduction Techniques

2. PLANTWIDE SAFETY AUDITS

   Every safety, line, and staff group participated in the search for ways to INCREASE SAFETY AWARENESS. This resulted in emphasis on:

   -- Training in Basic Safety
   -- Improved Leadership

3. MONSANTO EXPOSITION OF SAFETY AND HEALTH (MESH)

   Nessler Center exposition arranged for employees and their families.

4. C-U-P-S-A-F-E

   Communication
   Upgrades
   Plant
   Safety
   Awareness
   For
   Employees

   A one-on-one safety discussion emphasizing individual responsibility and teamwork for safety.

5. CURRENT S-T-A-R-T EMPHASIS:

   Using Correct Procedures