

Monsanto

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November 7, 1975

cc.

SUBJECT: Contractor Accident/Incident Procedure

REFERENCE:

TO:

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PLAINTIFF'S EXHIBIT

MON-1281

Attached is a rough draft of a proposed procedure governing the reporting, investigation and followup of all accidents or incidents involving any contractors in this plant.

Please give this draft a very critical review and return your comments to me by November 21, 1975.

This procedure is aimed at insuring that we give the subject matter the proper emphasis.

G. L. Copelin/s
G. L. Copelin

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Attachment

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LAM004542

Contractor Accident or Incident Reporting,
Investigation and Followup Procedure

I. Purpose

The purpose of this bulletin is to define the various reporting and followup responsibilities and procedures for accident or incidents involving any contractors working in the Texas City plant.

II. Policy

All accidents or incidents involving contract equipment, material or personnel must be reported immediately for investigation and appropriate followup and corrective action.

III. Scope

This procedure applies to all supervisors or coordinators of any contractor activities in the Texas City plant.

A. Contractor

For this procedure, contractor is any person or group working or doing business inside the Texas City plant that is not an employee of Monsanto. This includes all types of contractors, regular or incidental.

B. Supervisor or Coordinator

That Monsanto employee which requested the services of the contractor or who is most closely related to the need for the contractor goods or services.

C. Accident

Any unplanned occurrence happening in conjunction with any contractor activity resulting in any personal injury or property damage, whether either of these be Monsanto's or Contractor's.

D. Incident

Same as C above, except that there is no actual injury or property damage, only the possibility of such.

E. Classification of Accidents

The determination of whether an accident or incident is minor, serious or major (lost-time) will be made following the established guidelines and procedures governing such determination for Monsanto employee accidents.

IV. Responsibility and Procedure

Each contractor is responsible for reporting each accident or incident involving his personnel, equipment or material to the Monsanto supervisor or coordinator (as defined above) related to his work and also to the Plant Engineering Capital Projects supervisor.

The Monsanto supervisor or coordinator is responsible for making the preliminary investigation of the accident or incident and taking any required immediate corrective action. He will notify the Capital Projects supervisor of the occurrence. The Monsanto supervisor or coordinator will limit the initial distribution of the preliminary investigation to the following people:

1. Plant Manager's Safety Board
2. Chairman of SHAC Committee
3. Department head of department where accident occurred
4. Capital Projects supervisor
5. Plant Engineer

The Capital Projects supervisor has overall responsibility for the administration of the overall contractor safety program and this reporting procedure.

After the initial report, the Capital Projects supervisor will take the necessary steps to insure that each occurrence is more fully investigated (if needed), analyzed and that proper followup action is taken.

All investigations will be conducted thru the supervisor or coordinator in charge of the contractor's work.

Any required followup action with management of the involved contractor will be taken by the department most closely related to the accident. The determination of what individual will take this action will be determined in each case thru a discussion between the Capital Projects supervisor and that department head.

The feedback of any pertinent information related to a contractor accident to the rest of the plant will be the responsibility of the SHAC chairman working with the Capital Projects supervisor.

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11/7/75
Rough Draft

Comments on Contractor Accident Procedure

1. Does contractor include service personnel, such as Telephone Co, IBM-person, Coca-Cola, etc?
2. Is CED accidents & incidents included? - if not, so state; if they are, III-B and section IV should make mention of it by using such terms as CED construction Super. If CED is included, it seems that the role of Capital Projects super is unnecessarily too encompassing. Policy itself should guide the thoroughness of investigations by each dept or group involved.
3. Section IV indicates one or more written reports of an accident or incident. Who normally handles the "final" report? Shouldn't Safety Dept get copies?
If an accident is investigated by the Contractor, to what degree should we participate and report?

L. Schwab

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