

FROM R. P. ALLEN

SAFETY ADMINISTRATOR

April 18, 1975

TO MEMORANDUM

cc: Mr. R. G. Kuerner
Mr. O. L. Royer
Mr. C. L. Green
Mr. F. A. Sharkey
Mr. F. J. Mabry
Mr. W. W. Browne
Mr. E. E. Burns
Dr. M. F. Jones

PLAINTIFF'S
EXHIBIT
AL-857

RE: MINUTES EXECUTIVE SAFETY COMMITTEE MEETING

This committee met at 10:00 a.m. on Friday, April 9, 1975, in the Think Room, Building 1. Mr. O. L. Royer called the meeting to order. Mr. R. A. Alexander substituted for Mr. F. A. Sharkey.

Suggestions from members with reference to the DuPont visit.

1. F. Mabry suggested we set a goal to try to eliminate the dust from the Bauxite raw materials area, i.e., conveyors and handling in stock pile areas.
2. F. Mabry suggested we update the Disaster (Chlorine) Plan and have some operational test.
3. Clois Green suggested that we restructure the foreman level of management in order to implement some of DuPont's safety procedures.
4. Ron Kuerner verified that the union members in a recent meeting had made some of the same suggestions that the foremen and worker level is where the emphasis of Safety is being lost.
5. Mr. Kuerner also suggested that we have foremen answer a survey ref. "What they think is wrong with Safety and how it can be corrected".
6. Then it was discussed that a survey with some good questions could be designed and require all personnel to answer.
7. The idea of proprietor was discussed.
8. Dick Alexander suggested trash barrels be located at various locations throughout the plant. Mr. Kuerner approved this to be started immediately.
9. Safety devices for 398 System were discussed, particularly the bag area of reactor and ladder in the 161M tank. (Since this meeting, Dick Alexander contacted me and said some forged eyes were to be installed in the bag area for safety cables. Also, with the usage of the 161M tank, I'm satisfied that it is safe—however, I do not agree that they have met the OSHA standard, but as long as the tank stays near half full or more there will be no problem.



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10. Gravel or crushed rock was suggested as a good means of eliminating mud holes and improving the looks and housekeeping by grading around in certain areas. Mr. Kuerner suggested we buy a barge load, or \$5,000.00 worth and start using it.
11. Survey is to be worked up for discussion at next meeting.
12. Each manager is going to make a converted effort to clean up their own areas and try to maintain the program.
13. W. W. Browne passed out a handout listing some suggestions for Point Comfort safety programs.

The meeting adjourned with the next Executive Safety Committee Meeting to be held Monday, April 21, 1975 at 10:00 A. M. in the Think Room, Building 1.



R. P. ALLEN

RPA:rs

enclosure

**RETURNS ON SAFETY QUESTIONNAIRE
RECAP OF 1346 RETURNS**

1. How do you rate Point Comfort Operations as a safe place to work?

	<u>No.</u>	<u>%</u>
Excellent	166	12.3
Good	763	56.6
Fair	371	27.6
Poor	46	3.4

2. What do you think comes "First" with top management and your departmental supervision?

	<u>No.</u>	<u>%</u>
Safety	865	64.4
Production	401	29.9
Both	80	5.7

3. Do you think you play an important part in our safety program?

	<u>No.</u>	<u>%</u>
Yes	1230	92.9
No	93	7.1

✓4. Are your departmental safety meetings helpful to you?

	<u>No.</u>	<u>%</u>
Yes	1161	90.4
No	122	9.6

✓5. Have you ever been responsible for or directly participated in a safety meeting?

	<u>No.</u>	<u>%</u>
Yes	654	49.3
No	671	50.7

6. Have you received adequate safety instructions concerning your job?

	<u>No.</u>	<u>%</u>
Yes	1184	88.9
No	140	11.1

7. Do you feel that your personal wearing apparel offers adequate protection to you on your job?

	<u>No.</u>	<u>%</u>
Yes	1192	91.5
No	117	8.5

8 - 1. Have you ever submitted any safety suggestions?

	<u>No.</u>	<u>%</u>
Yes	921	69.5
No	405	30.5

8 - 2. If yes, do you feel your suggestions were given proper consideration?

	<u>No.</u>	<u>%</u>
Yes	661	72.8
No	247	27.2

9. What could be done about your job to make it safer?

10. Do you believe you are a safe worker?

	<u>No.</u>	<u>%</u>
Yes	1297	98.7
No	17	1.3

12. Do you think awards such as the "Manager's Award" make employees more safety conscious?

	<u>No.</u>	<u>%</u>
Yes	1050	79.7
No	269	20.3

13. What do you think about our safety rules?

	<u>No.</u>	<u>%</u>
Have too many	98	7.3
Don't have enough	282	20.9
About right	966	71.8

- ✓14. Are employees as familiar with the safety rules as they should be?

	<u>No.</u>	<u>%</u>
Yes	715	55.7
No	568	44.3

15. Do you feel a responsibility for correcting or stopping a fellow worker from violating a safety rule or placing himself in danger?

	<u>No.</u>	<u>%</u>
Yes	1275	96.1
No	52	3.9

16. Are you hesitant to report near-miss accidents or violations in safety practices?

	<u>No.</u>	<u>%</u>
Yes	315	24.1
No	995	75.9

17. What do you think about the effectiveness of our safety program?

	<u>No.</u>	<u>%</u>
Very good	269	20.0
Good	675	50.2
Fair	346	25.6
Poor	56	4.2

18. Have you found the FAMILY SAFETY MAGAZINE valuable and interesting to your family?

	<u>No.</u>	<u>%</u>
Yes	1054	88.5
No	137	11.5

19. Does your wife and any other members of your family read this magazine?

	<u>No.</u>	<u>%</u>
Yes	989	84.0
No	189	16.0

20. Has there been instances where this magazine has helped you or a member of your family avoid an accident?

	<u>No.</u>	<u>%</u>
Yes	241	22.3
No	839	77.7

POINT COMFORT SAFETY PROGRAM

Having had an opportunity to look at the DuPont approach to safety, it is my recommendation that we undertake a total plant concept to attack the vital elements that are basic to any safety program. DuPont lists these vital elements as:

1. Overall Direction and Administration,
2. Job Requirement,
3. Line Organization of Responsibility,
4. Individual Responsibility,
5. Requiring Attitude,
6. Daily Accountability, and
7. Constructive Discipline.

It is my thought that Point Comfort could make substantial improvements in these areas prior to undertaking a STOP Program in the future.

Specifically, I would recommend the following as related to maintenance and engineering:

1. RESPONSIBILITY DEFINITION PROGRAM WITH ALL MAINTENANCE SUPERVISION
 - a. Establish Objectives and Targets for all Supervisors
 - b. Review Employees Safety Record with Follow-Up
2. COMMON TOTAL PLANT HOUSEKEEPING DRIVE BY AREAS
 - a. All Maintenance Work Areas to be Finished and Graveled (maintenance work areas are critical to safety attitude)
3. INSTITUTE OPERATOR AND CRAFT TRAINING ON PROCESSES AND PROCEDURES
4. INSTITUTE JOB INSTRUCTION PROGRAM

(In Maintenance, Each Job Assignment Would Include How To Do Each Job Safely)

FROM R. P. ALLEN

TO MEMORANDUM

SAFETY ADMINISTRATOR

cc: Mr. R. G. Kuerner
Mr. O. L. Royer
Mr. C. L. Green
Mr. F. A. Sharkey
Mr. F. J. Mabry
Mr. W. W. Browne
Mr. E. E. Burns
Dr. M. F. Jones

February 6, 1975

RE: ADDENDUM TO MINUTES OF EXECUTIVE SAFETY COMMITTEE MEETING DATED
JANUARY 23, 1975 (COPY ENCLOSED)

Item 4-B - The SAC Traffic Project should become an annual/re-occurring project and coincide with the Governor's "Traffic Safety Week."

Item 5-D - The operators of cranes, gantry, cherry pickers, etc., will have an annual psycho-physical testing with the records kept by each department. Employees will be sent to the employment office annually for this test. Also, each new and/or potential operator must be tested before attempting to train and/or operate. Also, when sent to the employment office for this test, "flag" with the notation "Crane Operator's Test." Each department, prior to sending operator over to be tested, call and set up an appointment.

R. P. Allen
R. P. ALLEN

RPA:ms

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FROM R. P. ALLEN

TO MEMORANDUM

SAFETY DEPARTMENT

cc: Mr. R. G. Kuerner
Mr. O. L. Royer
Mr. C. L. Green
Mr. F. A. Sharkey
Mr. F. J. Mabry
Mr. W. W. Browne
Mr. E. E. Burns
Dr. M. F. Jones

January 23, 1975

RE: MINUTES EXECUTIVE SAFETY COMMITTEE

Mr. Royer called meeting to order. Items on the agenda were taken care of in numerical order.

1. Introduction of Richard P. Allen, the new Safety Administrator.
2. Approval of Safety Activities Committee members for 1975 and appointment of a Vice Chairman.

The 1975 committee was accepted with one addition, Mrs. Georgia Yariger, Vibration Technician.

Walter Pou was appointed Vice Chairman.

Norman V. Lubbers, chairman, was notified immediately.

3. Removal of bowls from eyewash stations in Refining.

The committee discussed and approved this on an individual station basis depending on the type, location, and coordination with the supervisor in who's area it is in.

Also brought up, was the fact that the eyewash stations had a green light over them and it was normally so dirty it couldn't be seen. It was suggested that the Electrical Department be asked for a recommendation on how these lights could be improved on so they will be brighter, and/or kept cleaner and/or just what could be done. The request is to be directed to Mr. Johnny Palmer, Building R-139.

4. Abuse of traffic regulation in the plant and outside the plant by employees was discussed. Three solutions were discussed and will probably become a three-step program. They are as follows:
 - A. Start an awareness campaign down through channels for supervisors and foremen to discuss with their men and state the company's position that they will not tolerate disregard of these regulations.
 - B. Have the SAC place emphasis on traffic safety as part of their project for 1975.

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- C. Contact the local law enforcement people and have them patrol the plant approaches during the hours of shift changes.

5. Items from the floor:

- A. Request a list of all uses of compressed air from all departments over the OSHA maximum of 30 psi be studied and justified and reported so that some solution or abatement can be worked out that will satisfy OSHA.
- B. Railroad cars need maintenance, i.e. fifth wheels freezing up have caused derailments and could cause serious accidents. Estimate cost of \$47,000.00 per car. Mr. Kuerner suggested looking into possibility of purchasing some used cars in good condition.
- C. In the future when accident report is sent in to Pittsburgh, the recommended action taken be approved by the operating division as well as safety.
- D. Discussed the need for all crane, gantry, cherry pickers, etc...

Operators be tested for depth perception and reaction time prior to operating and come up with some sort of a requirement for periodic re-testing to preclude an operator whose physical capabilities have deterioriated.

- E. Emergency exit device for overhead crane operators be installed.

A braked descent cable device is being looked into and a cost of \$18,000.00 is projected.

- F. What is the status of a special employee?

Sammy Ford, Clock # 5-385 was injured November 27, 1974 and returned to work December 20, 1974.

He had a district felony charge of rape of child on December 11, 1974 and a charge of enticing a minor filed in Calhoun County.

- G. Safety rules for out-of-service tags, Item # 8.

Mr. W. W. Browne suggested a change and deletion. The committee was all in agreement and change will be made in new edition not yet at publisher.

When necessary to start and stop equipment or machinery, such as elevators and kilns, during adjustment or repair or to energize such equipment for test purposes, all danger tags, both yellow and white, must be removed in accordance with these rules before the equipment may be energized. Under no circumstances shall valves or switches to which any danger tag, yellow or white, is attached be manipulated. An approved procedure must be used

in these cases to properly safeguard all others who may be subject to the hazards of such operation. If at the conclusion of the testing period, the equipment is still to remain inoperative, yellow equipment tags shall be replaced by the craftsman or foreman involved.

The new safety book will be at the printers prior to 19February75. As soon as they are returned from the printers, they will be distributed.

- H. Dr. Jones recommended that a railroad employee with asthma not be allowed to come on the plant because of the hazard he presents to himself and to others. It was suggested that Mr. Sharkey will discuss this with Mr. John Brodie in the near future and request a re-assignment. And, as a last resort, not allow man in the plant.

Committee adjourned 12:00 noon.

R. P. ALLEN

RPA:mms

FROM N. V. LUBBERS
CHAIRMAN
SAFETY ACTIVITIES COMMITTEE

TO MR. O. L. ROYER
CHAIRMAN
EXECUTIVE SAFETY COMMITTEE

09Jan75

RE: SAFETY ACTIVITIES COMMITTEE FOR 1975

Listed below are proposed members of the Safety Activities Committee being submitted for approval to the Executive Safety Committee.

Chairman - N. V. Lubbers, Electrolyte, Refining
Vice-Chairman - To be nominated by Executive Safety Committee
Members - W. R. Tatum, Public Relations
Cliff Watson, Safety Department
I. G. Hajovsky, Ingot Plant, Smelting
J. H. Burleson, Potrooms, Smelting
R. A. Bruner, Technician, Refining
P. D. Baker, Maintenance Mechanic, Smelting
D. R. Kinsfather, Pipefitter, Refining
G. H. Franklin, Precipitation, Refining
Dale Smothers, Accounting
Gladys Arnold, Recording Secretary
GEORGIA YARIGER - TECHNICIAN

The vice-chairman of this committee still needs to be nominated by the Executive Safety Committee to complete the 1975 Safety Activities Committee roster. The recommendation is made that the vice-chairman be selected this year from engineering, maintenance, or power departments. Some recommendations for this office are Don Wilson, Howard Keller, David Gann, Tom Stellman, Walter Pou.

The first meeting of the 1975 Safety Activities Committee is tentatively scheduled for January 22, 1975 and the vice-chairman should be selected prior to this date so he can attend the initial meeting.

N. V. LUBBERS

NVL/jt

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