

SAFETY REPORT

CONTINENTAL OIL COMPANY
Glenrock Refinery
November 6, 1936

General

Safety rules and regulations are published in Book form titled, "Safety is a question of thinking before you act". All employees are given a copy of this book and required to sign card in rear of same to the effect that it has been read. This card is made part of personnel record at Ponca City, Okl. This book covers tank cleaning in general starting on page 19. On page 112 is a reference to our rules and regulation on blending. There is no reference to our tank cleaning instructions.

Any suggestion sent in by an employee of the company, if adopted, is paid for.

Mr. Joe Boylan of their Ponca City office has full time supervision of safety matters.

Mr. Rawdon, Plant engineer at Glenrock checks on all fire and safety provisions and makes reports to office.

At Glenrock there is a safety committee composed of the following:

- 1 operator
- 1 mechanic
- 1 car foreman
- 1 Chemist, Chairman
- 1 chief clerk, Secretary

This committee meets on the 10th and 25th of each month to discuss safety matters. Suggestions are made to Mr. Tillman and are rejected or excepted. If Mr. Tillman does not have authority to pass on suggestions they are sent to Ponca City.

General safety meetings are held twice each month.

Copy of above mentioned book on safety is enclosed. Please make copy of their rules on tank cleaning and return the book to me.

We might make an effort to have a reference made in this book to our tank cleaning instruction when and if it is reprinted.

B. G. Crane

KE 0022960