

SHELL CHEMICAL COMPANY

REFERENCE

551.4

DATE JANUARY 8, 1970

TO DEPARTMENT MANAGERS

FROM PLANT MANAGER

SUBJECT NEW EMPLOYEE INDOCTRINATION
PROGRAM

PLAINTIFF'S EXHIBIT

SH-3551

For some time it has been recognized that we have been deficient in properly indoctrinating new professional employees. We have delayed the preparation of a program awaiting receipt of information from Head Office. This information is now at hand, and we have integrated it into a program as outlined below.

It is our intention to present the program to groups of 10 - 15 new employees, preferably within one to three months after hiring. However, to initiate the program, we shall start with new employees, then work backward on the list until all professional employees hired subsequent to January 1, 1968, have attended.

E. W. Smith will coordinate the program, and will contact those of you who will be expected to contribute.

SESSION 1

History and organization of Shell worldwide and Shell Chemical in particular. (ICD Tech or Process Supt.)

1 1/2 hours

1. "Packaged" program prepared in Head Office
2. Movie, "The Shell Story" (20 minutes)

SESSION 2

Organization of Houston Plant (Plant Manager or Plant Supt.)

1 hour

1. Integration of 3 divisions under one administration.
2. General functions of each division and department.
3. Organization chart for each division.

Organization and functions of a typical operating department.
Tour of operating area. (Operating Department Manager)

1 1/2 hours

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DEPARTMENT MANAGERS

2

SESSION 3

Organization and functions of the Technical and Maintenance Departments. (Technical Supt. and Maint. Dept. Manager)

1 1/2 hours

SESSION 4

Organization and functions of following departments (by respective department managers):

- | | |
|-----------------------|----------|
| 1. Employee Relations | 1/2 hour |
| 2. Purchasing | 1/2 hour |
| 3. Treasury | 1/2 hour |

SESSION 5

Organization and functions of:

- | | |
|--|----------|
| 1. Economics - Scheduling (PCD - E&S Dept. Mgr.) | 1/2 hour |
| 2. Shipping (Manager - Shipping) | 1/2 hour |
| 3. Safety - Training (Manager Safety & Training) | 1/2 hour |

SESSION 6

General discussion of an interesting segment of Shell business outside of the Houston plant. To be given by a guest lecturer visiting in the area, or working in one of the offices in the Houston area.

2 hours

SESSION 7

Luncheon in Cafeteria with Plant Manager and/or one or two Superintendents.

Total Program

2 hours
12 1/2 hours

Original Signed By

W. A. Gabig

EWS:jb

cc: LSA, HJB, WED, JCD, RWH, JRS

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DPMC

NEW STAFF EMPLOYEE ORIENTATION

WELCOME AND INTRODUCTION.

GOOD MORNING.

I'D LIKE TO WELCOME YOU ALL TO THE DPMC.

SOME OF YOU ARE EXPERIENCED SHELL EMPLOYEES, BUT NEW TO DPMC.

OTHERS OF YOU ARE NEW BOTH TO SHELL AND DEER PARK. YOU MAY HAVE

A POSITION RANGING FROM SUPERINTENDENT TO JUNIOR CLERK. OR ANYWHERE
IN BETWEEN.

IN SPITE OF THESE DIFFERENT BACKGROUNDS, YOU ALL SHARE IN COMMON
THE FACT THAT YOU ARE NEW EMPLOYEES AT DPMC.

IT IS IMPORTANT TO YOU, AND TO YOUR CO-WORKERS, THAT YOU GAIN AN
UNDERSTANDING OF THE DPMC.

TODAY, WE WILL TRY TO PROVIDE SOME INSIGHT INTO THE DPMC, AND ANSWER
QUESTIONS.

MY COMMENTS WILL BE DIRECTED TOWARDS SAFETY AT DPMC. OTHER SPEAKERS
WILL FOLLOW TO DISCUSS ENVIRONMENTAL CONSERVATION, MEDICAL PROGRAMS,
COMMUNITY AFFAIRS, AND EMPLOYEE BENEFITS.

THAT'S THE OUTLOOK. I'D LIKE TO BEGIN BY POSING A VERY SIMPLE
QUESTION, WITH A COMPLEX ANSWER.

(s) (1) WHAT IS THE DPMC?

DIFFERENT THINGS TO DIFFERENT PEOPLE!

. A SIGNIFICANT CONTRIBUTOR TO THE ECONOMY OF THE HOUSTON
AREA, PROVIDING DIRECT EMPLOYMENT FOR 3300 SHELL EMPLOYEES
AND OVER 5000 CONTRACT EMPLOYEES (CURRENTLY), PLUS INDIRECT
EMPLOYMENT FOR MANY, MANY OTHERS.

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- . SHELL'S LARGEST MANUFACTURING FACILITY WITH A SIGNIFICANT IMPACT ON THE OVERALL ECONOMIC HEALTH OF SHELL.

- . A SOCIAL ENVIRONMENT, WHERE YOU WILL SPEND ^{25%} 1/3 OF YOUR 'WAKING HOURS.

- . YOUR LIVELIHOOD. THE KEY TO YOUR GAME PLAN FOR YOUR LIFE.

(s) (2) WHY IS SAFETY IMPORTANT?

- . TO THE COMMUNITY
- . TO SHELL
- . TO YOU

(s) (3) WHO IS RESPONSIBLE FOR SAFETY?

- . SAFETY IS EVERYONE'S RESPONSIBILITY
- . SAFETY IS A 3-WAY PARTNERSHIP - BETWEEN THE COMPANY, YOUR SUPERVISOR, AND YOU.

(s) (4) SLIDE

(s) (5) PRIORITIES AT DPMC

(1) SAFETY (2) ENVIRONMENT (3) PRODUCTION

(s) (6) HOW SAFE AM I AT SHELL?

(s) (7) WHO GETS HURT?

- . EVERYONE
- . THE GREATEST RISK IS IN THE FIELD ASSIGNMENTS - OPERATORS, CRAFTSMEN, FOREMEN.

(s) (8) WHY DO INJURIES OCCUR?

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s) (9) BASIC SAFETY RULES

s) (10) INDUSTRIAL HYGIENE PROGRAM

- . MONITOR EXPOSURES TO HAZARDOUS MATERIALS
- . IDENTIFY HEALTH HAZARDS FOR CORRECTION.

s) (11) WHAT DO I DO IN THE EVENT OF

- . A MINOR INJURY
- . A SERIOUS INJURY
- . A FIRE
- . A MAJOR GAS RELEASE

QUESTIONS AND DISCUSSIONS

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WHAT IS THE DEER PARK
MANUFACTURING COMPLEX?

- A SIGNIFICANT PART OF THE HOUSTON ECONOMY
- SHELL'S LARGEST MANUFACTURING FACILITY
- A SOCIAL ENVIRONMENT
- YOUR LIVELIHOOD

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WHY IS SAFETY IMPORTANT?

• TO THE COMMUNITY

• TO SHELL

• TO YOU

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WHO IS RESPONSIBLE FOR SAFETY?

SAFETY IS EVERYONE'S RESPONSIBILITY!

AT DPMC - SAFETY IS A THREE-WAY PARTNERSHIP

- THE COMPANY

- YOUR SUPERVISOR

- AND YOU

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S A F E T Y R E S P O N S I B I L I T I E S

THE COMPANY

YOU

YOUR SUPERVISOR

SAFE PLANT

KNOW SAFE WORK PROCEDURES

TRAINING

SAFETY TRAINING

USE SAFE WORK PROCEDURES

SAFE WORK PROCEDURES

SAFE WORK PROCEDURES

STOP UNSAFE ACTS

STOP UNSAFE ACTS

COMMITTEES

CORRECT OR REPORT UNSAFE
CONDITIONS

CORRECT UNSAFE CONDITIONS

INSPECTIONS

GO TO FIRST AID WITH YOUR
INJURIES

INVESTIGATE INJURIES

INVESTIGATE NEAR MISSES

PRIORITIES AT DPMC

(1) SAFETY

(2) ENVIRONMENT

(3) PRODUCTION

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HOW SAFE AM I AT SHELL?

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WHO GETS HURT?

- EVERYONE

- THE GREATEST RISK IS IN THE FIELD ASSIGNMENTS

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WHY DO INJURIES OCCUR?

• UNSAFE ACTS

• UNSAFE CONDITIONS

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INDUSTRIAL HYGIENE PROGRAM

- MONITOR EXPOSURES TO HAZARDOUS MATERIALS
- IDENTIFY HEALTH HAZARDS FOR CORRECTION

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BASIC SAFETY RULES

SMOKING

- DESIGNATED AREAS
- NO STRIKE-ANYWHERE MATCHES

TRAFFIC SAFETY

- SPEED LIMIT 20 MPH
- OBEY TRAFFIC SIGNS
- WATCH FOR PEDESTRIANS
- YIELD TO HEAVY EQUIPMENT

PERSONAL PROTECTION

- HARD HATS
- GOGGLES
- SAFETY GLASSES
- PROTECTIVE EQUIPMENT
- SAFETY SHOES
- RESPIRATORY AND BREATHING EQUIPMENT

INJURIES

- HAVE ALL INJURIES TREATED AT DISPENSARY
- WORK WITH YOUR SUPERVISOR TO IDENTIFY AND CORRECT CAUSE

WORK PERMITS

- HOT WORK - FIRE & SAFETY PERMIT
- ENTRY - FIRE & SAFETY PERMIT
- COLD WORK - (ALL WORK) - DEPARTMENTAL (SAFE WORK) PERMIT

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WHAT DO I DO IN THE EVENT OF

- A MINOR INJURY
- A SERIOUS INJURY
- A FIRE
- A MAJOR GAS RELEASE
- A HURRICANE

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HOUSTON PLANT

PROFESSIONAL EMPLOYEE INDOCTRINATION PROGRAM

It is proposed that the indoctrination program outlined below be presented to new professional employees, in groups of 10-15, scheduled for from one to six months after employment. To initiate the program, it is proposed to schedule sufficient groups to include all those hired subsequent to January 1, 1968.

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HOUSTON PLANT
PROFESSIONAL EMPLOYEE INDOCTRINATION PROGRAM

2

SESSION 5

Organization and functions of:

- | | |
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