

Interoffice Communication

To : All Supervisors
 From : A. H. Sather
 Date : January 27, 1983
 Subject : SAFETY MEETINGS

Below please find the safety meeting topics for the next three months for general plant applications. The assigned Safety Department person should be contacted for assistance as needs arise.

February - First Aid

The training sessions will be conducted by V. A. Belk, Plant Nurse. Supervisors are encouraged to take personal interest in this program. Ginny will be happy to review the program prior to the presentation with supervisors. The individual supervisors can then participate in demonstration and coaching. Please contact Ginny to schedule times for the meetings which should be complete by the end of February.

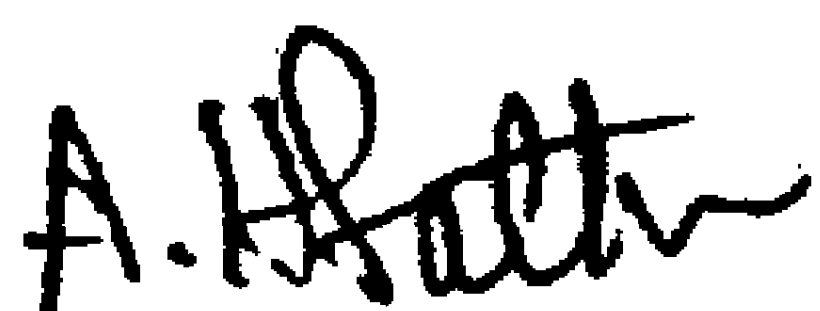
March - Health Training

This program will cover the health effects of VCM, lead, and noise and will be conducted by supervisors. This is mandatory training and all plant personnel must attend. Currently, we are working with Employee Communications in Houston to provide updated VCM and lead health slide and tape new employee programs that can be used as a guide for supervisor preparation in these areas. These health standards are quite specific about the basic content of the programs. Our emphasis, however, should not be on what is required by law but rather on those things which we do well and the areas where improvement is needed. Specific plans should be assembled by each supervisor that tell his employees consistently how we need to do our work to preserve our good health.

April - Fire Training

These sessions will be conducted by the Safety Department along with support help from supervisors. The Safety Department will develop and issue a schedule from the input of operating area supervisors. Our current plans call for two courses to be conducted; one which is relatively brief for general plant applications and one for emergency personnel and engineers. Supervisors should plan to discuss the training plans with safety contacts prior to their scheduled training sessions.

Please contact me if any questions arise.



A. H. Sather

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c: JF, CRM, DEPT. HEADS, JGR, VAB, DSC, JVH, MES