

COPY

January 5, 1955

Mr. T. W. Collins:

Thos. R. Donoghue

As per your request of January 4, the following are the objectives and anticipated program for the Safety Department for the year 1955.

At this writing we are unable to definitely give a comparison of the Frequency and Severity rates for 1954 in comparison of those for 1953. However, it does appear that we will equal or better our Frequency rate during 1954 and there will be an increase in the Severity rate due to two fatalities occurring in 1954 and only one in 1953.

Our overall objective from the safety standpoint will be a reduction in both Frequency and Severity during 1955. Many of our organizations have made reductions during 1954 but we are asking all organizations to strive to reduce their Frequency rate by 50% and although we feel that some of them will not accomplish this goal, we do feel that the results of striving for same should bring a substantial decrease for the entire company. The following are some of our outlined activities for 1955.

SAFETY

The evaluation of the results of our program for 1954.

All year end reports and annual reports for 1954 should be completed and sent out by February 20, 1955.

Continuing the issuing of monthly and quarterly reports to all plants.

Continuing poster service, new publications and advisory service on safety materials and practices. This includes distribution of pamphlets, booklets, reports and safety data sheets from the National Safety Council, Manufacturing Chemists' Association, National Fire Protection Association, Industrial Hygiene Foundation, Factory Mutual Fire Insurance Association and the Factory Insurance Association. Extension of this service to all new organizations and the setting up of safety programs and safety organizations in all new plants and servicing them with the above material.

Special releases on pertinent topics, accidents, fires and so forth.

Evaluation of all plant safety programs.

Periodical inspections of all plants regarding safety, fire protection, housekeeping and so forth. During these visits we evaluate the safety program in each organization as to its functioning and its effectiveness.

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Stimulate interest in foreman safety training, first aid training and in the adoption of the safety contact plan in all organizations where there is a safety engineer in charge of the activities. This latter contact plan has been requested by the plants of the Columbia-Southern Chemical Corporation and, no doubt, will be used during this year in those plants. We also have requests for the program from some of our other plants and intend to follow this up throughout the entire organization.

Meeting of the safety engineers of the Columbia-Southern Chemical plants at Lake Charles in March. This meeting is held every two years to re-evaluate our chemical plant programs and to check on the effectiveness of various safety stunts, posters and visual aid programs being used in these plants. Discussion of various ways to stimulate interest in new programs, devices, training and so forth for the chemical plants. Plant inspection for safety and fire protection. Discussion of the Emergency Control Program and if possible, to have a dry run as an exhibition of performance during an emergency. Fire brigade drill. Talks will be given by various persons attending this meeting on some pertinent topic of interest to chemical plant personnel.

Meeting of window glass safety engineers at Works #10, Henryetta, Oklahoma in April. This meeting will be held to evaluate the present program at the various window glass plants with the review of the safety equipment in use in these plants and the type of equipment giving the best protection. Discussion of the visual aid program, foreman training and methods of enhancing the interest of employees in our safety and fire protection activities. Plant inspection on safety, fire protection and housekeeping and demonstration of fire drill by Works #10 fire brigade.

Meeting of plate glass division safety engineers. Location to be selected. This will be held probably in April or May. Evaluation of the present program at the various plate glass plants and to review the safety equipment in use in these plants and the type of equipment giving the best protection. Discussion of the visual aid program, foreman training and methods of enhancing the interest of employees in our safety and fire protection activities. Plant inspection for safety, fire protection and housekeeping and the demonstration of a fire drill by the fire brigade.

FIRE PREVENTION AND PROTECTION

Periodical plant inspection of fire equipment, housekeeping, sprinkler equipment and so forth in each plant of the company. Evaluation of our housekeeping program, plant inspection service and fire brigade organization training and functioning. Follow up on Factory Mutual and Factory Insurance Assn. inspections and recommendations. Special broadcasts of fires, explosions and other emergencies of interest to plant safety and fire protection personnel.

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Making arrangements for attendance at fire schools of plant fire department personnel requested by local superintendents. Distribution of fire protection and fire prevention literature from the N.F.P.A., F.M. and F.I.A.

PHYSICAL EXAMINATIONS

Follow up on pre-employment and rechecking examination program and what progress has been made in the various organizations in carrying out this program. Checking on the effectiveness of this program in controlling absenteeism and industrial injury claims. Initiating physical examination program in new plants and organizations.

INDUSTRIAL HYGIENE

We are now carrying an active Industrial Hygiene program in all organizations through the cooperation and efforts of plant safety engineers. At present we are confronted with a special problem at the chemical plants due to the manufacture of organic chemicals, especially due to new products at the New Jersey plant. We are conducting a survey at this plant through the facilities of the Industrial Hygiene Foundation and we will have to follow this program very closely for improvement. Other chemicals now being manufactured or being processed in other plants of chemical division will require our attention and follow up in order to protect our employees from exposure to toxic materials and substances. We are following up on our dermatitis problems in the fiber glass plants and in the Pittsburgh Corning foam glass operations and hope to be able to control the dermatitis situation in these plants. The new products in the Pittsburgh Corning plants will require close follow up due to silicosis hazard.

In the Glass Division we follow up on silicosis exposure in the various operations and at present are confronted with the problem of exposure to fluorides due to the new polishing process. This will demand our immediate attention and close follow up during the entire year. This is in connection with the new plant at Cumberland, Maryland.

In the Paint Division we follow up on hygiene problems in the paint plants and at present, we are checking on exposure to cadmium, chromate, lead and other toxic materials which are used daily in the Paint Division.

SAFE DRIVERS PROGRAM

Evaluation of the program in plants, warehouses and stores, checking on results obtained during 1954. Continuance of present program and the initiation of more intensive program to reach all drivers of company owned or operated motor equipment. This program will include our regular monthly letters to all organizations to stimulate interest in safe driving.

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EMERGENCY CONTROL PROGRAM

Follow up on Emergency Control programs now in effect in the Columbia-Southern Chemical Corporation plants and checking on activities in the different plants. Developing this program for other organizations, considering types of industry, size, location and so forth. Fostering Mutual Aid programs in locations where feasible. These are in effect in some localities at present.

COOPERATING WITH ENGINEERING DEPARTMENT-VARIOUS DIVISIONS

At present we are checking with the Engineering Department of various divisions on new plant layout and construction, with special attention to the layout of fire lines, sprinkler systems and other matters of fire protection. Also checking layouts and plans from the safety standpoint, considering national and state codes. At present we are working with the glass engineers for Works #7 at Cumberland, Maryland and in the Chemical Division on extensions of facilities at New Martinsville and proposed new plants and facilities at the other locations.

PLANT SECURITY

As a member of the Plant Security Section of the Industrial Conference Board, I am collecting information on programs in all of the various organizations represented on this committee. This information is being made available to Mr. Ed Mori, who has been handling the security clearance for the company, under the direction of Mr. C. R. Fay. We are keeping them advised of new developments and I am also checking at different times on plant protection set ups, as regards guards, watchmen and gatemen, their duties and the program outlined for them in different organizations.

We will fully cooperate with all company plants and organizations in matters of safety, fire protection, industrial hygiene and so forth. We will also work with and cooperate with all engineering personnel and safety organizations, both local and national. This I feel is one of the activities of our department which is necessary from the company, personnel and public relations standpoint.

We hope that our activities during 1955 will bring us excellent results in all of our organizations.

Very truly yours,

Thos. R. Donoghue, Manager
Safety and Plant Protection

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