A

TO: PLANT SAFETY DIRECTORS

FROM: L. J. Woodley
DATE: May 29, 1991

SUBJECT: MONTHLY SAFETY REPORTING

Interoffice Communication

VISTA

One of the reports that is done in the Manufacturing Department, at Vista Headquarters, is the monthly Plant Accident Summary. We compile safety statistics from information given to us on the first Thursday of the month, which comes at the same time as the progress for the week. On the first Thursday of each month, the plants fax in an additional sheet listing their injury summary for the month.

For the sake of uniformity and accuracy, I would appreciate it if you would submit by fax - (713) 588-3456, this reporting sheet the first Thursday of each month. In some cases, it has been the plant secretary who sends in this information. Therefore, you may be unaware of what format, or even that it comes to us at that time. We want to assure that our reporting is uniform and accurate across all the plants and this will be progress in that direction. The finished monthly Plant Accident Summary goes to quite a few people - among them Debs Gamblin, Public Relations(for Chem News), Dr. Drumwright, John Burns, and the CMA. So, as you can see, it is important that it be as accurate as possible. Receiving it promptly on the first Thursday of the month is also very important.

I greatly appreciate your attention to this information. Thanks a lot! If you have questions please call me at extension 3581 or 6581. Attached is a preferred format for this.

Lynne

Lynne Woodley
Secretary, Manufacturing Administration
attachment

SAFERPTG.HAM

A

INJURY SUMMARY - PLANT: _____

MONTH OF: _____

	MONTH	YTD
FIRST AID CASES (FA)	_____	_____
MEDICAL TREATMENT ONLY (MTO)	_____	_____
RESTRICTED WORK CASES (RWC)	_____	_____
LOST TIME ACCIDENT (LTA)	_____	_____
TOTAL OSHA RECORDABLES (all but first aids)	_____	_____

SAFERPTG

A

To: DCS, JEN, PJK, RITA, BLT

VISTA

Interoffice Communication

From: R. W. Seymour
Date: November 4, 1988

Subject: MONDAY WIRES & THURSDAY REPORTS

At the General Managers Natural Team Meeting yesterday we were requested to make changes to our weekly reports.

Monday Wire

Please add a safety section for the plant reporting any recordable injuries which occurred since the Thursday Wire. If there were no injuries we should report that. We need to target faxing this wire to Houston about 9:30 so that our General Manager has time to review it before 10:00 a.m.

Thursday Report

We have been asked to include the previous months production and the previous year-to-date production for each unit.

Lets make these changes and eliminate unused information with the same effort. Doug, please coordinate and implement. Thanks!

Bob

R. W. Seymour
Plant Manager

tls