

**Monsanto**

FROM (NAME & LOCATION)

J.A. Glass, LP&S 0-22 - Texas City

DATE

September 4, 1980

cc.

SUBJECT

1980 MCI PLANT SAFETY AND HOUSEKEEPING  
INSPECTION GUIDELINES

REFERENCE

TO

: Expanded Staff  
Unit Supervisors  
P.T. Safety Committee  
Office Safety Committee

Attached are the following items to assist you in preparation for  
this year's inspection:

1. 1980 MCI plant Safety and Housekeeping Inspection  
guidelines;
2. Key items of interest from the 1979 inspection;
3. New emphasis for the 1980 program.

This information is being sent to you so that you will know what  
the inspection team will be looking for when they visit our  
plant during the week of September 22.

*Arnold*  
J. Arnold Glass

Attachments

br

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## 1980 MCI PLANT SAFETY AND HOUSEKEEPING INSPECTION

### GUIDELINES

#### THEME

Reduce injuries through a comprehensive safety effort that emphasizes individual environment and personal acceptance of safety responsibilities and assure proper preservation of assets by improving housekeeping and maintenance standards of the facilities.

#### OBJECTIVES

- To improve MCI safety results.
- To assure proper preservation of assets and to improve maintenance and housekeeping in the plants.
- To improve morale through the involvement of people and by providing a competitive rallying point for the plant.
- To facilitate an interchange of worthwhile ideas and approaches.

#### INSPECTION DATE

The plant will be inspected September 23, 24, and 25, 1980. The chairman of this year's inspection team will be Mr. George F. Knollmeyer, Plant Manager of the Queeny Plant.

#### RATINGS

One overall rating will be given to the plant based on plant potential with 75% for safety and 25% for housekeeping. The possible ratings are:

Outstanding  
Excellent  
Good  
Satisfactory  
Unsatisfactory

In determining the rating, the inspection team will consider:

- Safety results and trends during the last year and progress toward the 1983 goal.
- Adherence to safe procedures and practices.
- Acceptance of personal responsibility for safety.
- Attitudes and awareness for safety at all levels.
- Evidence of management's (all levels) commitment to operate safely.
- Use of safety audits.
- Health and industrial hygiene programs.
- Follow-up on last year's inspection recommendations.
- The total safety program.
- Program for good housekeeping and preservation of assets (the evaluation should be based on the individual plant's potential).
- Involvement of people.
- Use of promotional activities.

A verbal rating and summary are to be given to each plant at the conclusion of the visit. The written report of the inspection is to be forwarded by the team chairman to the location manager as soon as practicable after the inspection.

#### INSPECTION RESULTS REVIEW MEETING

An Inspection Results Review meeting will be held in St. Louis in November with Vice-president Cunningham. At this time, the team chairmen will present a summary report of the inspections using a format that would be provided them.

1980 MCI PLANT SAFETY AND HOUSEKEEPING INSPECTION

KEY ITEMS OF INTEREST

1. Condition of ladders and adherence to the ladder inspection procedure, including ladder inspection tag.
2. Condition, use and control of hoses, including availability of hose clips. Please see that all of your hoses are properly equipped.
3. The emphasis on proper use of safety tape was a subject of last year's inspection. Proper use of safety tape in your area should be emphasized.
4. Check all telephones in your area for the identification tag showing the proper fire and spill code for that area.
5. All block valves under relief valves must be ~~car~~-sealed open. Be sure to check them in accordance with your regular schedule and, specifically, prior to the inspection.
6. Check your area for the need for operability of battery operated lights for emergency use on inside stairways.
7. Check the visibility of signs and markings identifying specific locations where extra hazardous chemicals are handled.
8. If you have added face shields as required personal protective equipment for certain jobs, be prepared to point it out to the inspection team.

1980 MCI PLANT SAFETY AND HOUSEKEEPING INSPECTION

NEW EMPHASIS FOR THE 1980 PROGRAM

1. At least the first session of the Texas City Safety Program S-T-A-R-T must be communicated throughout the plant, including all hourly, by September 19. If this has not been completed, it must be done prior to the inspection date.
  2. You can expect questions about the status of your program to use job safety analysis in your unit or craft. All Unit/Craft Safety Promotion Team Supervisors have been trained to use this procedure. Each Safety Promotion Team should conduct one (1) or more of his job safety analyses prior to the inspection. If you need any assistance in conducting a job safety analysis, please contact the Safety Inspector for your area.
  3. The emphasis on the guided tour through the operating unit should be on having our first-line Supervisors, Operators and Craftsmen come in contact with the inspection team members so they can gain a better understanding of how safety actually works in this plant.
  4. Lead the inspection team members over predetermined routes. Watch the time. Keep them moving. Avoid process or operating details.
  5. Have each of your guides actually walk through the tour. Time the tour in advance and make sure it will fall within the allotted time.
  6. If you plan to have an individual unit safety display or presentation
    - Keep it simple
    - Make it visible
    - Point out unique, new or improved features
    - 5 minutes maximum time
- Keep all of the above within overall time frame.