

Monsanto

FROM (NAME & LOCATION)

J. T. Payne, (SS-18), Texas City, Texas

DATE

September 6, 1984

cc: G. L. Tromblee 0-10

SUBJECT

SHAC MINUTES - 9/5/84

REFERENCE

SHAC Members:

TO :

E. P. Bailey 2Z
S. W. Moncla 513D
J. D. Richards 1Z
J. A. Stal, Jr. 0A-11
R. T. Harmann 0-22

These are the minutes of the September 5, 1984, SHAC committee meeting.

Future SHAC Meetings

SHAC meetings have been scheduled for the VIP Conference Room at 1:00 p.m. for the following dates:

September 12, 26
October 3, 10, 17, 24

Annual Safety & Housekeeping Inspection

The booklets will be printed by Friday, 9/7/84.

The Annual Inspection Preparation Action Plan attached. Changes were made in the action plan.

The plant manager's drive around the plant will be on September 13th.

An expanded staff meeting to discuss the inspection will be held on September 10, 1984.

Quarterly Inspection

All Third Quarterly awards should be given out on 9/13/84 at 1:30 P.M.. The winners were the Electricians, Control Lab, Methanol, and Stores.

Pipeline Ownership Policy

It was agreed that the division of line ownership on all Distribution/Manufacturing lines be done by agreement between departments, and then paint the flange a color to be consistent with a plant code.

SC

000788

LAM001986

Technical Center Safety Committee (TCSC)

The TCSC was concerned by loose diffusers and rust in the eye baths. The TCSC will be pursuing a filter system in the lab areas. This should be handled on a case-by-case basis elsewhere in the plant.



J. T. Payne

JTP:sr
Attachments

SC 000789

LAM001987

ANNUAL INSPECTION PREPARATION ACTION PLAN

<u>DATE</u>		<u>RESP.</u>	<u>STATUS</u>
7/1	Inspection route and timing defined - dry run completed to parking places, cars needed, guide meeting place.	JTP/JDR	Complete.
	Assign Office Safety Committee responsibility for publicity.	RTH	Complete.
	Send copy of previous inspection, recommendations to Superintendents. By 8/31 all items complete - written response.	JAS	Complete.
7/23	Send out notice that all ladders are to be inspected and new tags attached by 9/1.	RTH	Complete.
8/1	Inspectors named.	RAF	To be completed 8/3.
8/1	Encourage Plant Manager, Plant Engineer, and Safety Superintendent to be in the plant the 2 weeks prior to the inspection.	EPB	Complete.
8/15	Obtain pictures and information on the inspectors, sizes, etc.	JAS	Complete.
8/6-17	3rd Quarter Safety & Housekeeping Insp.	SWM	Complete.
8/15	Guides named for each area of plant. SHAC member will host each inspector - rotate at noon each day. Plant Manager will freelance. General Superintendents will meet team at each area of responsibility.	JTP/JDR	Complete.
8/31	All recommendations from last annual inspection completed. Route and guide list published and issued. Information for inspectors (booklet, etc.) completed. Name tags (name and position) completed for inspectors, guides, etc. Lunch arrangements completed (catered by cafeteria including designated eaters). Four cars reserved - drivers & movers selected.	JTP/JDR JAS RTH JAS JTP	Complete Nearly Complete. On Order. Complete. Complete.

9/4	Mail information to inspectors.	JAS	
9/5	SHAC drive around inspection -- made slides. Use 3rd Quarter comments. Communicate inspection schedule.	JTP	Complete
9/5	Include pictures and history of inspectors in plant newsletter.	JAS	
9/10	Expanded Staff -- review slides, inspection details and check list.	JTP	
9/10	Obtain equipment for inspectors -- hard hats (with names), safety glasses, ear plugs, cover goggles, rain gear (suits and boots), name tags, and temporary badges.	RTH	
9/13-14	Drive around inspection -- each General Superintendent accompanied by one SHAC members. Short wrap-up staff meeting after inspection.	EPB	
9/18	Evening meal with inspectors and presentations. Tromblee, Forsthoffer, Hammann and Chairman of SAC, SHAC, TCSC, OSC, HSC.	EPB	
9/19-21	Inspection	ALL	
9/24	Feedback	JAS	
10/3	Critique	SHAC	

JAS:sr
6-12-84