

Interoffice Memorandum

TO (Name and Location)	DATE
As Listed*	May 14, 1980
FROM (Name and Location)	REFERENCE NO.
Mr. J. P. Hawthorne	JPB-421-80

PLAINTIFF'S
EXHIBIT
CEL-625

*Mr. G. J. Fisher
Mr. R. A. Gangemi
Mr. W. E. Heinz
Mr. W. T. McNair
Mr. P. J. Volpe

MANAGEMENT SAFETY COMMITTEE---FUNCTIONAL OUTLINE

Attached for your review is a revised copy of the Management Safety Committee's functional outline. The changes includes:

- Identifies the monthly General Safety meeting as a communication aid.
- Provides a positive way to keep track of recommendations requiring Management Safety Committee action.
- Recognizes the Vice-President, Research, and Development.
- Insures that minutes of Standing Safety Committee's are addressed to the Management Safety Committee and affected managers.
- Provides for addressing safety related problems at the weekly Directors meetings.

I would like to include the functional outline as a topic for discussion at the June 1980 Management (General Safety) meeting. Your help is deeply appreciated.


Jim

/ejv

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MANAGEMENT SAFETY COMMITTEE

FUNCTION

The Management Safety Committee adopts safety standards, safety rules and regulations, and sets safety policy at the Technical Center.

MEMBERSHIP

Mr. P. J. Volpe
Mr. G. J. Fisher
Mr. W. E. Heinz
Mr. W. T. McNair
Mr. R. A. Gangemi
Mr. J. P. Hawthorne

As a communications aid to this Committee, the Safety Supervisor will coordinate a monthly General Safety meeting, attended by Tech Center supervisory personnel and Safety Committee members. The meeting will be conducted by the Management Safety Committee chairman. Objectives of the meeting are as follows:

1. To hear and discuss reports and recommendations from the six (6) Standing Safety Committees.
2. To review facility safety experience. Incidents involving a lost-time injury or OSHA loggable injury will be reviewed individually.
3. To review existing and proposed safety policies, procedures, standards, rules and regulations.
4. To preview and critique safety training programs.
5. To surface problems, identify need to address problems, and to assign problems to individuals for study and for action.
6. To document safety activities and retain safety records.

COMMUNICATIONS:

1. Standing Safety Committee recommendations requiring Management Safety Committee review and approval should be submitted in written form to the Safety Supervisor. The Management Safety Committee will review recommendations and report back to the Standing Safety Committees at the General Safety meeting.

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Management Safety Committee

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2. Minutes of Standing Safety Committee meetings will be addressed to the Management Safety Committee members with copies to affected line managers. Minutes should highlight problem areas and recommend solutions.
3. Minutes of General Safety Committee meetings will be authored by the Management Safety Committee and addressed to the Vice-President, Research and Development with copies to attendees of the monthly General Safety meeting.
4. Attendees at the monthly General Safety meeting are Management Safety Committee members, chairmen of the Standing Safety Committees and Department Managers.

Invitees include all other members of supervision and all other members of the Standing Safety Committees.

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