

- Monsanto

FROM (NAME & LOCATION)

Carol Holmes - MISD Texas City (0A-15) X2265

DATE

March 11, 1982

cc J. A. Glass
C. F. Navarette
G. L. Tromblee
File: SHAC

SUBJECT

SHAC Minutes from Meeting of
March 10, 1982

REFERENCE

TO

D. D. Kos, Chairman - 0-11 - 2294
R. T. Hammann - 0-22 - 2866
C. M. Hancock - 0-21 - 2153
V. P. Osburn - AB - 2161
R. V. Parker - 0A-9 - 2579
Leonard Schwab - SS-19 - 2621
J. D. Stone - CED - 2050

Attendance:

Kos
Schwab
Stone

Holmes
Hancock
Parker & Hammer (Vacation)

1. Kos reviewed agenda for today's meeting. Need to reschedule Riddle for next Wednesday, 3/17/82, to review Plant-wide Safety Program alternatives - next "count down" thrust.
2. Reviewed last week's minutes and activities.
 - Schwab will have new hose P-Bulletin ready 6/1/82.
 - Holmes reviewed QCL (active safety programs), Guards, Cafeteria and ASC contacts.
 - Kos reviewed HDPE (they review all incomplete suggestions).
 - Schwab found more verbal suggestions than log book use.
 - Hancock reviewed distribution list of those receiving Plant Procedures and Personnel Bulletins.
 - Osburn - P-Bulletins not up-to-date, using old copies. Not right people getting these. List will be prepared to update distribution of P-Bulletins during our audit/surveys.
 - Stone has list of contract people in plant. Generally discussed and reviewed surveys made. Should be complete by next Wednesday to categorize concerns.
3. Quarterly inspection by zone to be arranged by Osburn. Must be complete in March.
4. Our individual responsibility is to review all P-Bulletins. This will provide input for quarterly inspection.

LAM003225

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5. Plant-wide Safety Concerns:

- a) Use of illegal drugs in plant - or people under the influence of drugs.
- b) Tank trucks not being routed properly - not knowing safety rules.

6. Concern about vessel inspections being up-to-date. Memo issued requesting action plan to bring up to date. Have received answers from most areas.

7. Discussed incident report re disassembling in relief valve shop - applicable P-Bulletin or unit practice. Who is responsible for Safety P-Bulletins? Kos will discuss with Glass. This report has no number.

Carol Holmes

Carol Holmes

/mj

Monsanto

FROM (NAME & LOCATION) Carol Holmes, OA-15 - Texas City

March 4, 1982

cc: J. A. Glass
C. F. Navarette
G. L. Tromblee

SUBJECT SHAC Minutes from Meeting of
March 3, 1982

REFERENCE

TO : D. D. Kos, Chairman - O-11 - 2294
R. T. Hammann - O-22 - 2866
C. M. Hancock - O-21 - 2153
V. P. Osburn - AB - 2161
R. V. Parker - OA-9 - 2579
Leonard Schwab - SS-19 - 2621
J. D. Stone - CED - 2050

1. Kos reviewed initial group assignments as follows:

Osburn - Quarterly Inspections
Parker - Annual Inspection Brochure
Holmes - Weekly Minutes, SHAC Assignments
Hammann - Word Processor Monthly Updates
Schwab - Hose Bulletin Revision

2. Kos reviewed secondary group assignments as follows:

1981 MCI S/H Inspection Recommendations	Hammann
P-Bulletin Revisions	Hancock
Quarterly Inspection Items	Osburn/Schwab
Accident/Injury Reports	Holmes
S&PP Inspections	Hammann
Hazardous Material Audit	Osburn
M&M/IRI Fire Protection	Hammann
Loss Reporting	Hammann
OSC Monitoring	Hammann
HSC	Kos
SAC	Kos
PTSC	Parker
Contractor	Stone
ASC	Holmes

3. Additional handouts were:

SHAC 1982 JRA Document
Status Report for Safety Procedure Bulletins
Final memo from prior SHAC
SHAC suggestions from initial meeting.

4. Kos reviewed Hourly Safety Committee meeting.

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5. Miscellaneous actions.

All vacations were listed on a March calendar. SHAC members are to copy Kos on "out-of-plant" notes, especially if SHAC meeting will be missed.

Hammann will send out list of all safety committees and members.

SHAC members - bring brainstorming notes to next meeting.

Hammann will supply Holmes with three-month retroactive list of accident/injury reports and will include Holmes on future mailings of accident/injury reports.

SHAC "Unit/Craft Effectiveness" audits begin Monday per assignment on handout. All teams will be contacted.

6. Initial data gathering for SHAC is complete. Begin action plan as follows:

ACTION PLAN

1. Hourly Safety Committee

A. Improve attendance

Send notice to members one week in advance.	Kos	ASAP
Include contract supervisor on notice.		
Notice should be signed by HSC Chairman.		
Phone call Friday before. Include Agenda		
(Speaker) with notice		

B. Program

Use General Superintendents for speakers.	Kos	Continuing
Perhaps utilize S&PP people if in town.		
Review of P-Bulletins. Exchange speakers		
from other plants, regulatory agencies, fire		
department, review safety audits, educational		
programs		

C. SHAC

Arrange for other SHAC members to attend	Kos	Continuing
HSC periodically.		

D. Involvement

Keep involved; review new program; establish	Kos	Continuing
HSC objectives		

2. Unit/Craft Safety Promotion Teams

- | | | |
|--|---------|------|
| A. Assess effectiveness (audit) | Group | 3/17 |
| B. Prepare Action Plan based on results of audit | Group | 4/17 |
| C. Monitor at second, third, fourth quarters | Hammann | |
| D. Evaluate training needs of Unit/Craft Contact Supervisors | Hammann | 6/1 |
| E. Implement first line supervisor training | Hammann | 7/1 |

3. Office Safety Committee

- | | | |
|--------------------------------------|---------|------------|
| Attend meetings and monitor progress | Hammann | Continuing |
|--------------------------------------|---------|------------|

4. PT Safety Committee

- | | | |
|--|--------|------------|
| A. Attend meetings and monitor progress | Parker | Continuing |
| B. Assure involvement; give major assignment | Group | |

5. Housekeeping

- | | | |
|--|--------|------|
| A. Hold first quarter inspection | Osburn | 4/1 |
| B. Include peripheral areas in future inspections | | |
| C. Audit quarterly inspection results and procedures. Assess and change as necessary | Group | 5/15 |

6. 1982 Safety and Housekeeping Inspection

- | | | |
|---|--------|------|
| A. Define action list and review last inspection notes | Parker | 4/30 |
| B. Begin brochure updates and format, and obtain format approval | Parker | 4/30 |
| C. Establish time frame, general guidelines for 1982 inspection with G. L. Tromblee | Kos | 4/15 |

7. Special Assignments

- | | | |
|--|---------|------|
| A. Get all monitoring items on word processor | Hammann | 4/15 |
| B. Update status of all monitoring assignments by second Wednesday of each month | Group | 4/14 |

8. Safety Procedures and Bulletins

- | | | |
|--|-------|-----------|
| A. Audit existance of safety procedures and bulletins when inspecting. Assure understanding and consistency in use | Group | Quarterly |
| B. Include one assignment to HSC on basic concerns with regard to understanding of P-Bulletins | Kos | 7/1 |
| C. Do we need separate book for safety P-Bulletins? | | |
| D. Prepare second half action plan | Group | 7/1 |

9. Safety Awareness of Non-Monsanto Personnel

- | | | |
|---|-------|------|
| A. Define problem (list and number of contractors) | Stone | 4/15 |
| B. Who should be included, frequency | Stone | |
| C. Evaluate gate, audio-visual film | Stone | |
| D. Involve OSC for inclusion of non-Monsanto office workers | | |
| E. Review with SAC, IE, Southwestern Bell, railroad, waste disposal for policy after problem definition | Kos | |

10. Safety Promotional Efforts

- | | | |
|--|-------|-------|
| A. Brainstorm present suggestions with LP&S | Group | 3/10 |
| B. Prepare second quarter "COUNT" thrust | Group | 4/1 |
| C. Sell SAC and PMSB | Kos | 4/21 |
| D. Have ready for implementation by late April | | 4/30 |
| E. Develop third and fourth quarter "SHOT-IN-THE-ARM" programs | | |
| F. Be sure there is a January 1983 program in place | | 11/30 |