



ETHYL CORPORATION

INTER-OFFICE

To Mr. H. O. Bourque ADDRESS
FROM D. M. McDonald ADDRESS
SUBJECT Safety Topics for 1983 DATE January 5, 1983

The monthly safety topics for 1983, as approved by the Plant Safety Committee, are listed below:

- JANUARY - Annual Plant Safety Performance Review for 1982
- FEBRUARY - Seven Basic Elements of the SRI Program
- MARCH - Accident Reporting & Investigation (On & Off Plant)
- APRIL - Emergency Procedures
- MAY - Personal Protective Equipment
- JUNE - Mobile Equipment & Motor Vehicle Safety (On & Off Plant)
- JULY - Lifting and Handling
- AUGUST - First Aid/Medical Emergencies -- Reporting to Medical
- SEPTEMBER - Tool (Hand & Power) -- Proper Use & Correct Tool
- OCTOBER - Fire Prevention & Fire Fighting Equipment
- NOVEMBER - Slips and Falls -- Including Ladder Safety
- DECEMBER - Eye Protection

JANUARY 1984- Annual Plant Safety Performance Review for 1983

A brief outline for each topic will be circulated later. A number of these topics were covered in 1982, but because of their importance and because of the need to reemphasize, they are being covered again in 1983.

Dan M. McDonald

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ETC 14791

SAFETY TOPIC FOR FEBRUARY

SEVEN BASIC ELEMENTS OF THE SRI PROGRAM

The SRI safety program is built around seven basic elements. All of these basic elements must be used with continuity to have an effective program. You are urged to commit these seven elements to memory to really know the program -- just as memorizing the multiplication tables is necessary for doing arithmetic well. The seven elements are:

1. Declaration of Management Policy and Leadership
2. Assignment of Responsibility, Authority & Accountability
3. Maintenance of Safe Working Conditions
4. Safety Training
5. Accident Reporting & Investigation
6. Medical and First Aid Programs
7. Acceptance of Personal Accountability

There is not a valid reason, given adequate time and effort, why our plant cannot achieve safety performance second to none in the chemical industry. Let's work together to reach that goal.

Refer to your Supervisor's Safety and Loss Prevention Manual for a discussion of the seven basic elements.

SAFETY TOPIC FOR MAY

PERSONAL PROTECTIVE EQUIPMENT

There are all kinds of personal protective equipment, but the key things to remember are:

1. Protective equipment does not prevent accidents. At best, protective equipment will prevent injury, and more likely it will only lessen the severity of the injury. There is no substitute for good job procedures and good execution of the procedures.
2. Proper selection of protective equipment which includes suitability for protection against the potential danger, the fit, durability, and ease to keep clean.
3. Maintenance in good working condition.
4. The use of the protective equipment at all times the potential danger is present.

There are two basic types of hazards which we try to protect the body with protective equipment:

1. Inhalation hazards -- the inhalation of toxic/corrosive gases, dust, mists, vapors, and fumes, and insufficient concentration of oxygen. All kinds of respiratory protective equipment is available.
2. Contact hazards -- to eye/skin/body by corrosive/toxic materials, hot/cold materials, electrically energized materials, noise, energy rays (ultra-violet rays, etc.), and sharp/blunt materials.

Each area should review their personal protective equipment to see that:

1. Everyone knows what equipment is needed and when and how it is to be worn.
2. That the equipment is being maintained in good working condition.
3. That the equipment fits properly.
4. If there is a need for more or different types of protective equipment.

SAFETY TOPIC FOR JANUARY 1984

ANNUAL PLANT SAFETY PERFORMANCE REVIEW FOR 1983

- I. Review statistics
- II. Set goals for 1984

ETC 14802

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