

Monsanto

J. A. Stal - Texas City OA-11

FROM (NAME & LOCATION)

DATE

June 18, 1984

cc: SHAC

SUBJECT

1984 Annual Safety-Housekeeping
Inspection

REFERENCE

TO

: R. A. Forsthoffer-0-5

SHAC has discussed the annual inspection and has the following recommendations:

1. Theme - Safety Through Employee Involvement

2. Team Makeup:

General Superintendent

Superintendent

Engineer

Foreman

Hourly

(One of the above should be from Process Technology)

3. Emphasis Areas:

Involvement of People in Safety

Safety Results and Trends

STOP Program

Adherence to Safe Procedures and Practices

Acceptance of Personal Responsibility for Safety

Attitude and Awareness of Safety at all Levels

Evidence of Management's (all levels) Commitment to Operate
Safely

Health and Industrial Hygiene Programs

Programs for Good Housekeeping and Preservation of Assets

Use of Promotional Activities

Follow-up on Last Year's Inspection Recommendations

4. Feedback:

Following Monday with expanded staff, SHAC, Technical Center
Safety Committee, Office Safety Committee and Hourly Safety
Committee present. Group size has to be limited due to seating
available in the Research II Conference Room.

I have also attached a proposed schedule for completing the items which
need to be done prior to the inspection.



J. A. Stal

mhd
Attachment

SC

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ANNUAL INSPECTION PREPARATION

<u>EDC</u>		<u>Resp.</u>
7/1	Inspection route and timing defined - dry run completed to parking places, cars needed, guide meeting place.	JTP/JDR
	Assign Office Safety Committee responsibility for publicity.	RTH
	Send copy of previous inspection recommendations to Superintendents. By 8/31 all items complete - written response.	JAS
7/23	Send out notice that all ladders are to be inspected and new tags attached by 8/3.	RTH
8/1	Encourage Plant Manager, Plant Engineer, and Safety Superintendent to be in the plant the two weeks prior to the inspection.	EPB
	By 8/15 obtain pictures and information on the inspectors, sizes, etc.	JAS
8/6-10	Third Quarter Safety & Housekeeping Inspection.	SWM
8/15	Guides named for each area of plant. SHAC member will host each inspector - rotate at noon each day. Plant Manager and Safety Superintendent will freelance. General Superintendents will meet team at each area of responsibility.	JTP/JDR
8/30	SHAC drive around inspection - make slides. Use 3rd Quarter comments.	SWM/JDR
8/31	All recommendations from last annual inspection completed.	JAS
	Route and guide list published and issued.	JTP/JDR
	Information for inspectors (booklet, etc.) completed.	JAS
	Name tags (name and position) completed for inspectors, guides, etc.	RTH
	Lunch arrangements completed (catered by cafeteria, sitdown)	EPB
9/4	Mail information to inspectors.	JAS
9/5	Include pictures and history of inspectors in plant newsletter.	JAS/RTH
	Expanded staff - review slides, inspection details, and check list.	SWM
9/10	SHAC/Plant Manager drive around inspection - take slides.	SWM
	Plant Manager mail letter to all employees home.	EPB
	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

<u>EDC</u>		<u>Resp.</u>
9/12	Expanded staff meeting - review slides.	SWM
9/14	Drive around inspection - each General Superintendent accompanied by two SHAC members. Short wrap up staff meeting after inspection.	SWM
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
10/1	Feedback	All

JAS
6/12/84

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