

Monsanto

FROM (NAME & LOCATION)

R. T. Hammann - Texas City, LP&S, 0-22 (Ext. 3234)

DATE	: June 27, 1984	cc.	G. L. Tromblee	0-10
			PMSB	
SUBJECT	: <u>Office Safety Committee 1984-85</u>		SHAC	
			C. N. McClanahan	3R-16
REFERENCE	:		D. W. Metten	0A-19
			M. A. Riddle	0-22
TO	: Leo Garza - Chairman		W. R. Rollingson	2R-16
	Pennie Johnson - Secretary		S. J. Yeretsky	0A-7
	Tom Biegel		G. W. Bostick	0-18
	Laura Inskeep		D. D. Kos	0A-9
	Sue Mears		C. M. Hancock	0-21
	Elaine Salles		J. A. Stal	0A-11
	Greg Stadter			
	Martha Thompson			
	Mike Ward			

Acting on the recommendations of the outgoing Office Safety Committee and the Safety and Housekeeping Action Committee (SHAC), the Plant Manager has appointed you to serve on the Office Safety Committee for a one-year term beginning July 1, 1984. Leo Garza will function as chairman and Pennie Johnson will be the secretary.

The purpose of this committee will be to provide safety programming of all types, including safety meetings for office personnel wherever their offices may be located. It is expected that field-based clerks will be involved in the unit where they are based. However, they are also expected to participate in all plantwide office safety activities.

Safety meetings for office workers will normally be scheduled on a quarterly basis. Additional meetings can be held at the discretion of your committee whenever there is a subject of particular interest or when there is a special need. We will expect the Office Safety Committee to participate in and fully support all plantwide safety programs.

The Loss Prevention and Safety representative to your committee will be Mark Riddle. You will be contacted soon concerning your first committee meeting. One of the initial assignments for your committee will be to coordinate publicity for the annual Safety and Housekeeping Inspection scheduled for September 19-21. SHAC will work closely with you in handling this.

We think an outstanding group has been selected for this committee and we are looking forward to working closely with you during the coming year.



R. T. Hammann

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