

Monsanto

FROM (NAME & LOCATION) R. V. Sharp - Texas City, Purchasing, PER (Ext. 3211)

DATE: January 28, 1985
SUBJECT: 1st Quarter Safety & Housekeeping
Inspection - Material Handling
REFERENCE:
TO: Jackie Gaul AB-1

cc SHAC
R. L. Hammond O-12
G. A. Orum 2PD
J. T. Payne SS-18
Don Lonsford SS-9
G. W. Bostick O-8

The 1st Quarter Safety & Housekeeping Inspection for Material Handling was conducted by the inspection team of R. L. Hammond, Don Lonsford, George Orum, Thurman Payne, and Rick Sharp on January 24. The department was given a "good" rating.

The following items were noted:

Safety

1. Fire extinguisher out of date in Super Shack.
2. Two eyebaths need screens on Dock #1.
3. Life vests not stored properly in Dock #1 shack.
4. Latch on yellow breathing air box on Dock #1 needs to be fixed - it is wired now.
5. There is a recurring problem concerning the breathing air manifold by the Dock #1 shack. The connections continue to freeze up after being exposed to the elements and must be replaced periodically. We recommend possibly changing the material of construction of these connections.
6. Hose inspections partially completed.
7. Fire extinguisher needs inspection on Dock #2.
8. Leaking Acetone hose on Dock #5 - inspection up-to-date.
9. Sleepers under piping next to walkway by road on Dock #5 are falling down.
10. Two eyebaths on Dock #5 need screens.
11. All fire extinguishers on Dock #4 need inspecting.
12. Styrene rack - good shape.
13. Sign missing at west end of AN rack - (NO ENTRY WITHOUT CHIEF OPERATOR'S PERMISSION).
14. Esters shack - needs to be kept clean and orderly or locked up.
15. Lactic Acid rack - good shape.
16. CO₂ rack - pumper gauger was not using ear protection.

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17. Recommend that chemical cartridge type masks should be more accessible at all docks (stored there).
18. Need a better system to follow up on the conditions of all the hoists on the docks.
19. Need to study the safety net situation on Dock #1. High potential of personnel falling between guard rail and net.
20. Breaker chief did not know about safety record of department or the 1985 Safety kick-off.

Housekeeping

1. Super shack generally needed cleaning.
2. Dock #1 shack cluttered - needs straightening.
3. Dock #2 shack cluttered - needs straightening.
4. Dock #4 area needs general pick-up.
5. Dock #5 shack and area needs general cleanup.
6. Styrene rack - trash in track bed needs pick-up.
7. AN rack - looks good.
8. AN rack building - cluttered.
9. TBA Drumming Dock - needs general pick-up.
10. P. A. rack - looks good.
11. CO₂ rack - looks good.
12. Esters rack - looks good.
13. Lactic Acid rack - looks good.
14. Truck scales - looks good.

Please respond to this inspection in writing to G. W. Bostick with a copy to Doug Barfoot by 3/4/85.


R. V. Sharp

RVS:wy

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EXHIBIT I

ANNUAL INSPECTION PREPARATION ACTION PLAN

<u>DATE</u>		<u>RESP.</u>	<u>STATUS</u>
7/1 9/16	Inspection route and timing defined - dry run completed to parking places, cars needed, guide meeting place.	JMG JTP/JDR	Complete.
9/6	Assign Office Safety Committee responsibility for publicity.	RTH	Complete.
9/1	Send copy of previous inspection, recommendations to Superintendents. By 8/31 all items complete - written response.	RTH JAS	Complete.
7/23 8/21	Send out notice that all ladders are to be inspected and new tags attached by 9/16	RTH	Complete.
8/1 9/1	Inspectors named.	JMG RAF	Complete
8/1	Encourage Plant Manager, Plant Engineer, and Safety Superintendent to be in the plant the 2 weeks prior to the inspection.	EPB	Complete.
8/15 9/16	Obtain pictures and information on the inspectors, sizes, etc.	BJ'S JAS	Complete.
8/16-17 9/7-20	3rd Quarter Safety & Housekeeping Insp.	OAB SHM	Complete.
8/15 9/16	Guides named for each area of plant. SHAC member will host each inspector - rotate at noon each day. Plant Manager will freelance. General Superintendents will meet team at each area of responsibility.	RC JTP/JDR	Complete.
8/31	All recommendations from last annual inspection completed. Route and guide list published and issued.	JTP/JDR	Complete
10/1	Information for inspectors (booklet, etc.) completed.	BJ'S JAS	Complete
10/1	Name tags (name and position) completed for inspectors, guides, etc.	RTH	On Order.
10/1	Lunch arrangements completed (catered by cafeteria including designated eaters).	JAS RS	Complete.
10/1	Two Four cars reserved - drivers & movers selected.	JTP RS	Complete.

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(10/7 9/4	Mail information to inspectors.	BJS JAS JC JTP	Complete
10/7 9/5	SHAC drive around inspection -- made slides. Use 3rd Quarter comments. Communicate inspection schedule.	BJS JAS	Complete
10/2 9/5	Include pictures and history of inspectors in plant newsletter.	JTP	Complete
10/4 9/10	Expanded Staff -- review slides, inspection details and check list.	RTH	Complete
9/10	Obtain equipment for inspectors -- hard hats (with names), safety glasses, ear plugs, cover goggles, rain gear (suits and boots), name tags, and temporary badges.		
9/13-14	Drive around inspection -- each General Superintendent accompanied by one SHAC members. Short wrap-up staff meeting after inspection.	EPB	Complete
9/18 10/8-10 10/15-17 9/19-21	Evening meal with inspectors and presentations.	EPB	
	Inspection	ALL	
10/8 9/24	Feedback	JAS	
10/11 10/3 2	Critique	SHAC	

JAS:sr
6-12-84

CRITIQUE OF 1984 ANNUAL SAFETY AND HOUSEKEEPING INSPECTION

A. DATE OF INSPECTION

1. Get the date of the inspection established as early as possible.
2. It will be of help if the plant manager, the plant engineer, and the safety superintendent are in the plant the two weeks prior to the inspection--as well as for the inspection.
3. The schedule should avoid major shutdowns or startups.
4. The 1984 committee recommends late September or October for pleasant weather conditions.
5. Try to avoid other major activities such as the United Fund.
6. Establish a preparation action plan with responsibilities and due dates (EXHIBIT I) several months ahead of the inspection.
7. A large effort will be required to get housekeeping up to standard without a last minute blitz.

B. PRE-INSPECTIONS

1. The quarterly safety and housekeeping inspections were scheduled 4-5 weeks prior to the annual inspection.
 - a) All of the inspections were completed in one week.
 - b) This effort should start at least two months prior the the Annual Inspection to allow time to correct deficiencies.
 - c) The request for ladder inspections should be issued at least two weeks before this inspection. The 1984 SHAC committee believe this inspection should be completed in one week. Ladders tend to travel from unit to unit, and unless the inspections are scheduled together some will be missed. It's a good idea for the units to check the ladders again the week before the annual inspection.
 - d) Prior to the annual inspection, polaroid pictures should be taken during the quarterly inspection and should be given to the appropriate general superintendent to hi-lite deficiencies. Prior to the annual inspection, each general superintendent should be inspecting his own areas in the quarterly inspection.
 - e) Extra emphasis should be given to warehouses, and the use of safety equipment during this inspection. All areas should anticipate being asked to demonstrate the safety equipment in their areas.

B. PRE-INSPECTIONS - cont'd.

2. A member of the SHAC committee and a safety inspector made a drive-around inspection of the plant approximately three weeks before the annual inspection and two days before an expanded staff meeting. Slides were made, developed in Houston on a one-day basis (Ecktachrome), and show at the expanded staff meeting. The staff was told most of the details of the inspection and presented with checklists to be used.
3. Next, the general superintendents and plant manager made a drive-around inspection with SHAC representatives. Providing them with the tape recorders for their comments will cut down the time required for these inspections.
4. A good idea is to encourage all groups in the plant to have daily safety meetings the two weeks prior to the inspection. Maintenance and some units did and the results were evident. See EXHIBIT II for topics which were covered.
5. Development of the inspection booklet should begin very early. PT/technical organization charts should be added to the booklet.

C. PERSONNEL INVOLVEMENT

1. It is important that as many plant personnel as feasible be used in preparing for the annual inspection.
 - a) Be sure contact supervisors and Hourly Safety Committee members are used on the guest inspection teams.
 - b) Units being inspected should use members of their unit/craft safety teams to host the guest inspectors.

D. INSPECTION PUBLICITY

1. Publicity should start early - at least two months prior to the inspection. In 1984, the Office Safety Committee was asked to organize the publicity, but they got off to such a late start that publicity was minimal.
2. A "countdown" board the the main gate and west gate should be considered.
3. Articles on the inspection should be included each week in the Plant Newsletter. Articles could hi-lite the emphasis areas of the inspection (EXHIBIT III). The issue prior to the inspection should include pictures and biographical data for each of the inspectors (EXHIBIT IV).
4. Messages about the inspection should be included on Touch 85 and on the hourly paychecks.

E. TEAM MAKEUP

In 1984, all of the inspectors were from the Chocolate Bayou Plant. They represented a cross section of positions from a general superintendent to an operator. This wide range of experience was an excellent idea and should be continued.

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F. ANNUAL INSPECTION

1. The night before the inspection, the plant manager, SHAC, and the chairman of SAC, HSC, OSC, and TCSC met the inspection team for dinner. The plant manager presented some plant history, and the chairman of each safety committee reviewed the purpose of their committee (EXHIBIT V). This dinner was a great success. It not only gave the inspectors a good background prior to the inspection, but it also helped establish a relationship between the inspectors and the SHAC members who hosted them during the inspection.
2. All units should have a 5-minute presentation to cover their safety performance, what they make, hazards involved, number of people, and to introduce the guides. These presentations should be made in as large a room as possible.
3. A couple of days prior to the inspection, those units where breaks will be taken, should be reminded to have drinks and snacks available.
4. Lunch was held in the cafeteria conference room. The inspectors went through the food lines, but Texas City Plant paid for the lunches. During the 1984 lunches, an attempt was made to give the inspectors a chance to meet the higher levels of supervision in the plant. This was less than successful. In the future, the lunch should just be the inspectors and their hosts and should be considered as a break.
5. The 1984 SHAC members critiqued the inspection schedule after the inspection. The modified scheduled (EXHIBIT V) is recommended for the 1985 inspection.
6. Car reservations should be made early, and keys should be obtained the day before the inspection. Cars should be inspected, cleaned, and filled with gas.
7. Office personnel should be encouraged to be in their office when the inspectors are scheduled to be in their area.
8. Tour Guides - Guides, who host the inspection teams at each unit, should be prepared and have a message. Involved discussions about the process should be discouraged. Use hourly personnel where possible. Guides should have a pre-planned route, but should be flexible to the inspector's desires. Every person in the units should have a name tag, listing occupation, the day the unit is inspected. It should be emphasized to the units to minimize the number of changes in guides after the names have been given to SHAC.
9. Hosts - Each inspector was hosted by a SHAC member. Hosts were rotated at noon each day. The plant manager "free-lanced", but was with the inspection teams throughout the inspection. General superintendents met the teams at each area of responsibility.

F. ANNUAL INSPECTION - cont'd.

10. Information packets - Each inspector was presented an information packet containing the following items:
 - a) Monsanto vinyl attache case with name embossed.
 - b) Brown vinyl Monsanto clipboard.
 - c) Monsanto pen and pencil set.
 - d) Monsanto Guide to Accident Prevention booklet.
 - e) Contractor Guide to Accident Prevention.
 - f) Emergency Procedure and Fire/Spill Alarm card.
 - g) Battery limits piping color code chart.
 - h) Miscellaneous literature of Texas City Plant.
 - i) Small pocket notebook.
11. Personal Needs - Each inspector was supplied with a hard hat, safety glasses, ear plugs, and cover goggles. Rain gear (suits and boots) were obtained in case of rain. Names were pre-printed on the hard hats. Name tags and temporary badges were also provided.
12. The 1984 inspection team made a summary report to 400 members of the plant in the cafeteria. The report took approximately one-half hour and was well received by all who attended.

E. P. Bailey, Chairman
R. T. Hammann
S. W. Moncla
J. T. Payne
J. D. Richards
J. A. Stal

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