

Monsanto

NAME & LOCATION: R. D. Coleman - Texas City, TX

DATE : March 5, 1985

cc: G. L. Tromblee
File

SUBJECT : SHAC Minutes 2/27/85

REFERENCE :

TO : D. A. Barfoot
J. V. Cavender
J. M. Gatewood
R. T. Hammann
B. J. Sanders
R. V. Sharp

The regular weekly meeting of the SHAC committee was called to order by Chairman Jim Gatewood, on Wednesday, February 27 in the Cafeteria Conference Room.

HOURLY SAFETY COMMITTEE

Jim Gatewood reviewed with the committee the highlights of the last HSC meeting. Several action items were fielded to SHAC.

- J. Gatewood will review with T. Glover the HSC's concern over the poor condition of some rented manlifts and determine the adequacy of the preventative maintenance program for man lifts.
- Concern was expressed over the poor condition of an ACY process line recently replaced in the unit. Should a "hazardous line inspection program" be implemented? B. J. Sanders will contact M. Sweeny for more information and report at the next meeting.
- It was reported that during a mock fire drill, the fire truck was observed traveling at speeds exceeding the posted limits without using proper warning signals. J. Gatewood will review with the Fire Chief.
- The responsibility for inspecting and maintaining fire monitors was questioned and R. Hammann plans to resolve by the next meeting.

1984 SAFETY AWARDS PROGRAM

R. Sharp reported that all computer card order forms were ready for distribution and that examples of all gift items would be placed in the cafeteria display case. B. J. Sanders volunteered to have identification signs printed. R. Hammann volunteered to work with the OSC in developing a distribution plan for award order forms.

OFF THE JOB SAFETY

D. Barfoot presented a calendar issued by Penzoil to their employees. The calendar addresses both off the job safety and employee involvement by incorporating posters designed by children of employees. The posters were solicited by "contest" technique and were selected on the basis of "safety message". ~~The committee approved Barfoot's motion to develop a similar program for a 1986 calendar.~~

Jim Gatewood emphasized the need for more ideas on off the job safety campaigns and asked members to be prepared to discuss this issue at the next meeting.

NATURAL WORK GROUP

D. Barfoot presented a copy of the Dept. 51 Safety Program Action Plan (copy attached). The committee was impressed and moved that a similar philosophy be developed for incorporation into the "post STOP" programs for '86 and '87. The concept of making safety committees more "goal and achievement oriented" was also discussed. This too, will be incorporated in future programs. ~~Doug volunteered to begin experimenting this year with the HSC by implementing goal setting and action plan meetings. MA could prove to be very valuable in helping all committees focus in on the real problems confronting the plant. R. Hammann endorsed the proposal.~~

EPP DRILL

A time frame has been established for our first EPP Drill which will be conducted during the day time in the latter half of the month of May. We may want to simulate a chlorine excursion.

TCSC CONCERN RAISED

J. Cavender reported that the TCSC was concerned about the availability of 5 minute escape masks located in the Research Buildings. R. Hammann will review the concern with SAC.

DRUG AND ALCOHOL ABUSE PROGRAM

R. Sharp reported that more attention may have to be given to the present D & AA program. Specifically, the legal ramifications should be more clearly identified and documented. R. Sharp to investigate further.

"SPACE SHUTTLE" GOAL BILLBOARD DESIGN

R. Coleman reported that Don Jordan and Bob Bohmler were beginning the project. No problems were anticipated.

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NEXT MEETING

The next meeting will be held in the Cafeteria Conference Room
on March 6 at 1300 hours.

Rich Coleman/ec
R. D. Coleman

/ec

Monsanto

FROM (NAME & LOCATION) Dept. 51 Unit Craft Safety Team

DATE February 20, 1985

SUBJECT 1985 Safety Program for Dept. 51

REFERENCE

TO : E. P. Bailey
D. A. Barfoot
W. V. O'Donnell

cc: M. Bowman
T. K. DeNicola
R. A. Forsthoffer
R. A. Hambrick
R. T. Hammann
C. W. Jones
S. Ketchum
D. R. Vanderford

The 1985 Unit/Craft Safety Team met 2/5/85 and 2/12/85 to develop the 1985 Safety Program for Dept. 51. Results and goals were developed and an action plan was put together to achieve these goals.

It was decided that the team will meet twice each month. The unit inspection will be done on the 1st Tuesday of each month and a combined inspection review meeting and work session will follow on the 1st Thursday of each month.

The Results and Goals for 1985 are shown on Attachment 1 and the Action Plan to achieve these goals is shown on Attachment 2. The inspection dates and followup meeting dates are shown on Attachment 3.

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Attachment 1

Results and Goals for 1985

Purpose of Unit Craft Safety Team

Overall coordinator of safety and housekeeping programs for Operations and Maintenance personnel working in AN-5.

Results To Be Worked Toward

Reduce total injuries to all personnel working in AN-5 on and off the job.

Goals To Be Achieved

- (1) Find and Correct :
 - Unsafe activities
 - Unsafe conditions
 - Unsafe procedures
 - Unsafe jobs
 - Unsafe ?
- (2) Improve overall level of housekeeping by all personnel.
- (3) Improve quality and relevance of safety meetings. (Find a way to make them more interesting!)
- (4) Define level of safety training required in Dept. 51 (examples: CPR, respiratory protection, fire training, HCN alarms and drills).

Attachment 2

GOAL 1: Find and Correct

- Unsafe activities
- Unsafe conditions
- Unsafe procedures
- Unsafe jobs
- Unsafe ?

	<u>Action</u>	<u>Resp.</u>	<u>Timing</u>
1)	Develop a general form that asks questions about safety aspects of job to be filled out by operator or Maint. personnel whenever job is completed. KEEP THESE IN A BINDER BY CHIEF'S DESK. (Example: S/D D5, blind El4.) These will be used in job safety analysis.	U/CST	3/31/85
2)	Take pictures of safe and unsafe situations, acts, etc. Provide location in Control Room and Maint. bldg. to display these.	U/CST	2/21/85
3)	Find a way to insure the U/CST hears about all questions and conflicts about the safety or housekeeping aspects of a job.	U/CST	All year long
4)	Review safety logs of Oper. & Maint. at monthly review meeting and see that things have been corrected.	U/CST	Next mtg.

Attachment 2

GOAL 2: Improve overall level of housekeeping by all personnel.

	<u>Action</u>	<u>Resp.</u>	<u>Timing</u>
1)	Find method to rate housekeeping non-competitatively. Develop standards to rate against. Find way to rate crafts housekeeping (Shops bldg., jobs in unit. scaffold areas, work benches, blind racks, breathing air masks and hoses).	U/CST	Complete by 3/31 for April inspection.
2)	Develop set of rules that govern housekeeping activities so that operators, chiefs and foremen all follow same rules.	U/CST	Complete by 3/31.

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Attachment 2

GOAL 3: Improve quality and relevance of safety meetings.

	<u>Action</u>	<u>Resp.</u>	<u>Timing</u>
1)	Institute weekly "5 min." safety reviews in Mfg. & Maint. <u>Subject?</u> Hazards associated with this week and last week's work schedule. Identify the "watch-outs." <u>Who Gives It?</u> Foremen <u>Location?</u> Control Room/Shops Bldg. <u>Time?</u> Every Monday morn. ~8 a.m.	DRV/RAH	Start 2/18/85
2)	Find videos about hazards at home. Make video player portable for use in Control Room. (Example: gasoline use.)	U/CST	Immediate
3)	Find literature and pamphlets about work and home hazards that can be left in Control Room - change out Monthly. Associate this with a "watch-out" of the month.	U/CST	Immediate
4)	Bring in special guest speakers to conduct safety meetings who are experts on the subject.	U/CST	
5)	Develop monthly safety meeting schedule and topics for AN-5. (Provide list of topics and have operators choose.)	DRV/MB	ASAP, after checking for new subject material.
6)	Schedule joint Maint./Oper. safety mtg. - Contact Paul Siems. - Plan specific subject material to be discussed. - Resolve problem with scheduling operators' shifts with Maintenance.	DRV	2nd Qtr.

Attachment 2

GOAL 4: Define level of safety training required in Dept. 51.

	<u>Action</u>	<u>Resp.</u>	<u>Timing</u>
1)	Put together survey for oper. & maint. about current level of safety training and preparation.	DRV RAH	Immediate
2)	Make recommendations based on result of survey.		

Attachment 3
Meeting Schedule for 1985

Monthly Unit
Inspections

(Tuesdays)

2/21

3/5

4/2

5/7

6/4

7/9

8/6

9/3

10/1

11/5

12/3

Review Meetings and
Work Sessions

(Thursdays)

2/25 (Monday)

3/7

4/4

5/9

6/6

7/11

8/8

9/5

10/3

11/7

12/5

Monsanto

FROM (NAME & LOCATION)

R. V. Sharp - Texas City, Purchasing, PER (Ext. 3211)

RE

February 21, 1985

cc. G. L. Tromblee
File

SUBJECT

SHAC Minutes - 2/20/85

REFERENCE

TO

: SHAC Members

D. A. Barfoot
J. V. Cavender
R. D. Coleman
J. M. Gatewood
R. T. Hammann
B. J. Sanders

The regular weekly SHAC meeting was called to order by R. V. Sharp, on 2/20/85 in the Cafeteria Conference Room.

Display Sign for 8,715,615 Hour Goal (Space Shuttle Motif)

Discussion continued about the proposal to "recruit" an astronaut to help publicize the goal. A decision was made to use the astronaut to celebrate attaining the goal (D. Barfoot will handle). B. J. Sanders or Jim Gatewood will review D. Jordan's sketch with Gene Tromblee before further action is taken.

1984 Safety Award Schedule

February 22 - Card format complete and to MISD

- Office Safety Committee brought up to date concerning their part in the project

March 1 - Distribute cards to department contacts
- Awards placed in display case
- Newspaper article

March 15 - Cards back in

March 18 - Awards ordered

April 16-18 - Award distribution

Safety Award Warranties/Complaints

After more discussion it was decided that employees who have warranty claims that occur within 30 days of receiving award should contact Purchasing.

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Operation Lifesaver Update

The Office Safety Committee will present the safety film, "Operation Lifesaver" on February 25 in the Research Conference Room. The film promotes the off-the-job safety by covering problems associated with automotive vehicles crossing railroad tracks.

Safety Slogan of the Week

The committee selected this week's safety slogan. Tom Hughes and Janice Alexander from Power II submit that "Quality and Safety Run Hand in Hand."

Next Meeting

The next meeting will be held in the V.I.P. conference room at 1300 hours on 2/27/85.



R. V. Sharp

RVS:wy