MCC 950920

Monsanto

FROM (NAME & LOCATION) J. A. Glass - Texas City, TX

PAT file

Done 8-23 J.R.

Pls cy for me - Return to Peggy

8/23

DATE August 22, 1978

CC: SHAC
N. J. Broussard

SUBJECT Office Safety Committee

REFERENCE

PLAINTIFF'S EXHIBIT

MON-987

TO : Bill Bell
Bill Delaney
Gordon Dillon
Helen Guinn
Don Hanson
Evelyn Harrison
Glendora Hill
Dorothy Pinkerton
Harry Robinson
Peggy Wansbrough

By direction of the Safety and Housekeeping Action Committee (SHAC) and by prior agreement from your supervisor you are hereby appointed to the Texas City Plant Office Safety Committee (OSC) to serve until July 1, 1979. Bill Delaney will be chairman.

The OSC is chartered by the Plant Manager's Safety Board to provide opportunities for office and clerical people to participate in the overall safety program and provide input and suggestions for improving safety performance. They will provide programs to promote safety awareness and reinforce individual commitment to identifying and eliminating unsafe acts and conditions.

The OSC has had a fine record of contributing in a substantial way to the plantwide safety programs in the past and we expect each of you to continue that fine record. Attached is an outline of the OSC charter.

To get your committee off to a good start we want you to attend a joint meeting with the outgoing OSC and SHAC at a brief orientation meeting and luncheon on Friday, September 1, 1978, at the Heritage House on 9th Street North in Texas City. You can board the Monsanto bus at 10:30 at the West Entrance to the Main Office building and you will be taken to the meeting place. After lunch you board the bus for return to the plant at approximately 1:00 pm.

The members of SHAC are looking forward to meeting and having lunch with you.

Arnold
J. A. Glass
for SHAC

/mbr

Attachment

SC 14349

LAM014941

OFFICE SAFETY COMMITTEE

PURPOSE: To involve the office and clerical people in the overall safety program by providing an opportunity for the exchange of ideas and suggestions for improving safety performance. The committee will also provide programs to promote safety awareness and reinforce individual commitment to identifying and eliminating unsafe acts and conditions.

PERSONNEL INVOLVED: Persons who normally work in offices located in the Main Office building, Office Annex building, Research buildings or other office areas located in service and production offices through the plant.

RESPONSIBILITY: Each employee is responsible for his own safety and for the safety of others working around them. The OSC will be responsible for making employees aware of hazardous practices or conditions that office persons might encounter and the appropriate or protective actions to avoid accident or injury. The committee will present at least one safety meeting per quarter and to fully participate in the plant wide safety program.

ORGANIZATION: The OSC will consist of a chairman and ~~four~~ six committee members, one of whom will be a representative from the Loss Prevention and Safety Department. Additional resource persons may be added as needed. The members will serve for a one year term and will be appointed by the Safety and Housekeeping Action Committee.

COMMUNICATIONS: Any office persons who notice office hazards should report them to their immediate supervisor, and suggest methods of eliminating the unsafe acts or conditions. Suggestions for improvement of conditions outside a persons own organization area of responsibility should be reported to the OSC, and the committee will try to develop an appropriate program to resolve the problem.

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