

To: PJK, BLT, RBN

From: D. C. Skokna
Date: November 14, 1989

Interoffice
Communication

Subject: MINUTES FROM THE 11/9/89 SAFETY MEETING
IMPROVEMENT TEAM

VISTA

Besides safety meetings, the plant needs to improve in other key areas of the safety program, such as SAR System, use of the Safety Handbook and Manual, use of the Permit System, etc. We need to keep these in mind.

From our interviews with supervisors and hourly personnel, we learned that these key items need to be done:

- Develop lesson plans for safety meetings. These plans will be used by the safety meeting leader.
- Topics covered must be pertinent to the jobs done by the group.
- Training should involve the meeting participants and be "hands-on" to the extent possible.
- In operations, 7:00 a.m. is the preferred starting time. The shift coming in participates in the safety meeting.
- Small meetings are preferred (the mass shop meetings are not effective).
- S.O.S. is a problem; it makes meetings boring. We need better methods to do the "mandatory" training.
- Have necessary training materials organized and on-hand for the person who will lead the meeting.

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Action Steps for Next Meeting:

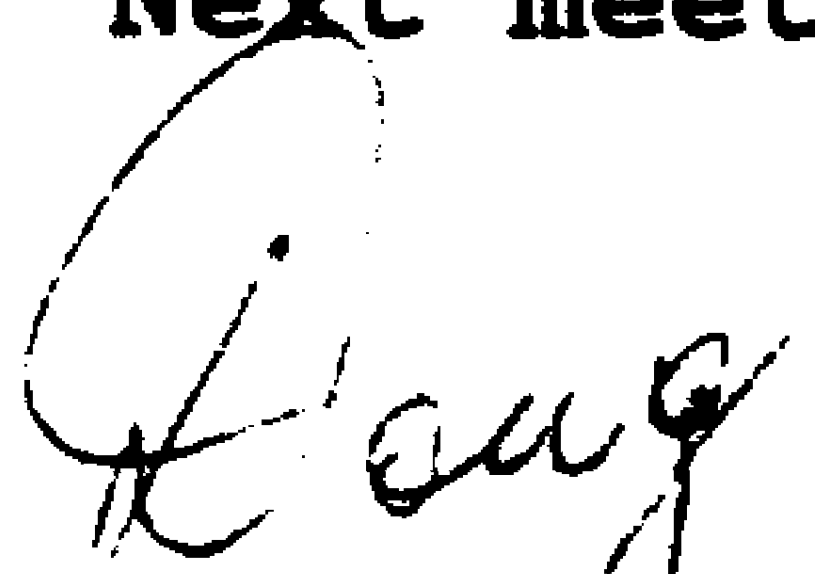
RBN - Refine the safety program processes.

BLT - Find sources for lesson plans.

BLT - Issue "HAZWOPPER" outline.

PJK/DCS - Develop a list of topics that we need
lesson plans for.

Next meeting: 10:00 a.m., 12/15/89.


D. C. Skokna
Plant Superintendent

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cc: RWS