

OSC

OFFICE SAFETY COMMITTEE

Members: Richard McBride Chairman 2Z
 Jim Sheehan OA-4
 Juanita Hicks OA-15
 Marjorie Grady 0-16
 Louis Decker 0-22

PLANT MANAGERS SAFETY BOARD

Members:	P. E. Brubaker	0-10	N. L. Marsh	0-6
	G. A. Danner	0-7	C. M. McCullough	0-12
	G. W. Daues	0-5	C. A. Peters	OA-19
	W. C. Fuller	0-11	Harold Lacy	OA-3
	J. A. Glass	0-22	G. T. Ryan	0-9
	H. S. Hamby	OA-15	J. G. Trafton	0-8
	E. A. Jones	OA-18	Ralph Martini	CED
	M. H. Lane	2R-5		

SAFETY AND HOUSEKEEPING ACTION COMMITTEE

Members:	J. V. Cavender	2R-21	H. M. Lacy	OA-3
	J. A. Glass	0-22	G. L. Stacy	0-11
	C. C. Hebert	2Z	J. M. Tissue	0-4

OTHER INTERESTED PERSONS:

J. F. Carlisle	OA-5	J. L. Masten	2R-2
F. E. Grissom	OA-4	M. L. Owens	OA-11
C. E. Yoas	OA-19	G. L. Tromblee	OA-10
W. R. Johnson	OA-7	M. G. Juhl	OA-10
R. L. Maute	1R-16	J. E. Clark	OA-18

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Minutes of
Office Safety Committee
Meeting June 3, 1976

Present: Richard McBride, Chairman
Jim Sheehan
Juanita Hicks
Marjorie Grady(part-time)

The following definitions were developed for consideration for inclusion in the P bulletin (P0100) describing the plant safety organization:

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 ^{Six}~~four~~ 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 House-keeping 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.

Those with suggestions or questions about safety matters outside their own department should contact an OSC member as follows:

Personnel in Main Office Bldg--Marjorie Grady
Personnel on 1st floor Office Annex--Jim Sheehan
Personnel on 2nd floor of Office Annex--Juanita Hicks
All Others--Dick McBride

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