



INTEROFFICE CORRESPONDENCE

TO: Dave Crichton

DATE: 1/10/91

FROM: M.J. Lynch

P.C. S. Samuel
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SUBJECT: RCI - Riley Construction Safety Program

The following is a recap of our planning for RCI's upcoming safety program.

Objectives:

1. Establish and clearly communicate to all involved (staff and field), a Riley "Standard of Job Safety" for every job of every type.
2. Train jobsite supervision so as to maintain the necessary level of competence required at every RCI job. This competence will provide the capability for recognizing safety hazards and deficiencies (as determined by OSHA) and direct their correction; and done so on a routine and regular basis.
3. Structure and implement a meaningful jobsite safety training program for craft employees incorporating:
 - Safety Manual Orientation
 - Examples specific to RCI work
 - Jobsite information and placard kit

Program Content:

The following will be the steps taken for developing and implementing the RCI Safety Program:

1. Safety Manual typing, formatting and printing to be completed 2/13/91.
2. Placards and workplace postings - phototype, layout and printing. To be completed 3/22/91.
3. Onsite videotaping of specific "right" and "wrong" safety issues.
Onsite shooting 2/4 - 2/8/91
Editing and narration 2/11 - 2/15/91
Dubbing 2/15/91
4. Development of safety training program. 2/11/91 - 3/29/91.
5. Safety Program Implementation 4/19-20/91

RS-003839
1/17/02
NUECES

Responsibilities:

- Don Gaudette - Will assist you in program planning, development and implementation.
- Judy Hastings - Will format safety manual and arrange for its printing.
- Nancy Davis - Will design, layout and arrange for printing of placards, postings and manual covers.
- Liz Mahoney - Will stat all of the figures and tables for the manual appendices.

If there are any questions on the above, please advise.



M.J. Lynch

MJL/jh