

**CONOCO***Nov.*

## Interoffice Communication

To : All Supervisors  
From : A. H. Sather  
Date : November 9, 1982  
Subject : SAFETY MEETINGS

The topics for November, December and January are contained in this memo. This is being done to help Supervisors do a better job of planning and preparing for their safety meetings. No topic was specified for October. The topics are:

November - General Plant - Drum Handling.  
Lab - Departmental Safety Rules for Lead and Specific Tasks.  
Plasticizer Alcohol and Sulfuric Acid Handling.  
Engineering - Engineering Consideration for Material Handling.

December - Respirator Training.

January - 1982 Safety Performance and 1983 Safety Plans

Specific details for each topic are noted below:

November - Drum Handling: Two serious injuries have occurred to date in 1982 due to drum handling problems in the vinyl area. In the first injury, a vinyl utility lost control of a 608 pound glycerine drum. In an effort to stop its fall, he tried to catch the top chime (rim) of the drum. Due to incomplete removal of the aluminum bung seal, the employee suffered a severe laceration to his hand that required fourteen stitches to close the injury. An "A" operator in the old reactor module suffered a laceration to the tip of his left ring finger when the calcium stearate drum he was moving shifted due to the breakage of a pallet board. The tip of his finger was pinched between the drum chime and the bonnet of a cooling water valve. In each of these injuries, the injured employee was standing on the pallet.

In the first case above, the employee could have suffered serious leg and foot problems if his foot had been caught by the pallet boards. In the second injury, if the employee's reflexes had been slower, serious finger bone injuries could have resulted. He saw what was happening and was pulling his hand out of the way while the drum was moving toward the valve bonnet.

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Coverage for this meeting should include the following:

1. Safety rules regarding drum handling.
2. A review of the drum weights used in the department.
3. A review of the approved methods for handling drums (obtain from your Department Heads). This should include transport devices, drum cradles, and proper method for using the devices.
4. Review of the method in the plant areas.
5. Specific areas defined by each department (i.e. drum pump use, reporting of problems relating to drum pumps, special preparations for drummed materials, etc.).

December - Respirator Training: In the past, the Safety Department has conducted this training with the help of Supervisors. This year Supervisors will conduct the training. The Safety Department should be contacted early to provide respirator program review. Safety personnel will attend the training sessions to provide support help as need arises. This training should be completed by 12/17/82 to minimize attendance problems due to vacation and holidays. Also, this training is mandatory. All employees must be trained in respiratory protection annually. Vinyl personnel should plan to review some special training plans with Pete Markey by 11/19/82.

January - 1982 Safety Performance and 1983 Safety Plans: This topic will be jointly conducted by departmental supervision. The 1982 review should address departmental performance review along with related problems and injuries that occurred plant-wide. The 1983 plans' section should cover the departmental safety program plans and methods planned to achieve the objectives.

Department Heads should plan to provide a list of desirable topics and their timing preferences for 1983 safety meetings by November 18, 1982. Supervisors should plan to provide their input as early as possible so that the safety meeting topics can be as meaningful as possible.

NOTE: Several mandatory programs must be conducted. These programs include health training, fire training, first aid training, and respirator training.

*A. H. Sather*

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c: JF, CRM, Dept. Heads, DSC, JVH, VAB, JGR, MES