OSC Items

PLAINTIFF'S EXHIBIT
MON-1022

Monsanto

FROM (NAME & LOCATION) J. A. Glass - LP&S

DATE May 23, 1977

cc: Tony Ozarchuk

SUBJECT Office Safety Committee

REFERENCE

TO : Weldon Nonnenmacher

It is with pleasure that I am notifying you of your re-appointment to the Office Safety Committee for year June 1977 through May 1978. As the committee member from Loss Prevention and Safety, you will be our key link between the Office Safety Committee and our department and, through me, to the Plant Manager's Safety Board. I will work with you in every way possible to assure a close relationship between the two committees.

The purpose of the Office Safety Committee is to provide safety programming of all types, including safety meetings for office personnel wherever their offices are located. It is expected that field based clerks will be involved in the unit where they are based, but they may also participate in plant-wide office safety activities. A significant contribution of the OSC is participation in, and support of, all plant-wide safety programs.

I know this year will give us the opportunity to work together closely and I will be depending on your cooperation in helping the Office Safety Committee in making Monsanto a safe place for all office personnel.

Arnold

J. A. Glass

vf

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wc OSC binder
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Safety Topics Suggested by Office Safety Committee for
'Take that Extra Step for Safety' program

WALKING

- to and from parking lots (RR tracks; high heels; high water, lightening, umbrellas)
- on slippery floors
- up and down stairs
- around blind corners (stay to right, don't cut corners)
- foreign objects on floor

GENERAL OFFICE

- use of electrical equipment (staplers, shredders, fans, heaters, etc.)
- use of file cabinets
- use of chairs
- use of fire extinguishers
- use of paper cutters
- lifting and carrying loads
- electric cords
- unsafe clothing, including shoes
- use of sharp or pointed objects (pencils, letter openers etc.)
- filling of cigarette lighters

RESPONDING TO AN ALARM

- fire or spill not in your building
- fire or spill in your building
- plant emergency alarm
- proper way to report alarm

SAFETY PROCEDURES IN AREAS OTHER THAN OFFICES

- use of automobiles and bicycles
- use of protective equipment (shoes, glasses, helmets, etc.)
- entering operating units
- entering restricted areas
- responding to an alarm while in unit.

5/3/77

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