

To: John Friend

From: D. W. Hollis
Date: February 25, 1986

VISTA

**Interoffice
Communication**

Subject: VINYL 1986 SAFETY PROGRAM

A meeting was held with the Vinyl Shift Supervisors on January 7 to discuss the safety effort in Vinyl and to work on a program in 1986 that would increase safety awareness.

There was a general opinion that, on a day-to-day basis, safety had not been emphasized enough. A need was recognized to put safety in the forefront of our work and the method to do this was discussed. One method is to make sure that the work permit issued to maintenance includes all safety/respirator equipment needed and that the equipment is used in the field. This would involve double checking on maintenance jobs in progress and carefully reviewing the work practices. Another work practice check needed is on the operators. An audit of how they do certain jobs and then a candid review with the operator would aid in correcting unsafe work practices and would heighten safety awareness.

The changes anticipated in the monthly safety meetings were discussed. The mandatory OSHA training sessions will be organized to reduce the time they take in our safety sessions. Also, the training under the EPA Consent Decree will be organized in the same manner. This should give us more time to discuss safety topics in the monthly meetings. Also, there will be cases when Vinyl will have the mandatory meetings and regular safety meetings in the same month.

The Vinyl safety program for 1986 will center around work practice audits by the Shift Supervisors. The last three medical cases in Vinyl occurred while operators were opening or closing valves. Special attention will be paid during the audits to actions of the operators during valve operation. Also the condition of the valve, absence of handle and location of valves will be reviewed during the audit to make jobs safer. Each Shift Supervisor will perform one audit a month. Chris and I will assist in these audits, if needed, and help implement training needed and will also perform a minimum of six independent audits each.

These audits are being done to accomplish the goal of heightening the safety awareness of everyone in Vinyl.

David Hollis

D. W. Hollis
Operations Superintendent - Vinyl

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