



ETHYL CORPORATION

Inter-Office

TO: All Sodium Supervision

FROM: S. L. Porter

SUBJECT: Declaration of Management's
Policies and Leadership

DATE: November 30, 1981

Safety theme for the month of December is "Declaration of Management's Policies and Leadership." Attached information is for your use if needed when conducting safety meetings during December.

S. L. Porter
S. L. Porter

SLP/isd

Attachment

*Distributed
to HC Supervisor
12-8-81
JPM*

*H-C Maint
12-8-81*

ETC 15101

E-01315

Declaration of Management's Policies and Leadership

Safety Policy - Baton Rouge Plant

It is the policy of Plant Management to provide a safe environment for all employees. This will include, but not be limited to, safe machines, safe equipment, adequate personnel protection devices, adequate safety knowledge and training and safety rules and regulations that **EVERYONE** must understand and follow. Expediency or shortcuts must not take precedence over safety. It is the basic responsibility of all members of management to make the safety of employees a part of their daily and hourly concern. It is the responsibility of each employee to work safely at all times and to ask supervision any question regarding safety.

Adherence to safety rules and utilization of prescribed safety equipment is a condition of employment and violators are subject to disciplinary action.

(Taken from Ethyl Safety Handbook "The Safe Worker at Ethyl.")

Why Safety Policy

What is distinctive about safety policy? We believe a written safety policy is important to any organization - that it is the starting point for all our various activities and elements in a safety program.

If the principle "Safety is A Line Responsibility" is true, then it is important not only that we as safety professionals believe it, but also that the line organization believes it. The line organization will believe that safety is their responsibility only when it is definitely assigned to them by management.

Another principle is that "Management Should Direct the Safety Effort By Setting Safety Goals, and By Planning, Organizing, and Controlling to Achieve Them." A safety policy is Management's first step in organizing to accomplish its desires. It is important that Management's safety policy be in writing in almost all cases, to insure that there should be no confusion concerning direction and assignment of responsibility.

Why do we urge written safety policy even when other company policies are not in writing? Why do we propose that safety policy be publicized for all employees when other policies are merely put in the Policy Manual? For this reason: Safety policy more than most other policies that come from Management, requires some action from each individual in the organization, from the president to the lowest rated worker. Safe performance of an organization requires that a decision be made by each worker in the organization. The single greatest factor that each person will consider in making their decision for or against safety is "What Does the Boss Want From Me?"

ETC 15102

(Petersen: Techniques of Safety Management, McGraw Hill, 1971.)

Declaration of Management's Policies and Leadership (Cont'd)

The plant wide safety program has the backing of top management. It is our responsibility to ourselves and Ethyl Corporation to develop a POSITIVE ATTITUDE towards safety in everything we do. Make safe practices a habit in our personal conduct on the job. Continuously develop safe habits and acquire knowledge and skills to protect ourselves and others.

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SLP/isd

11/30/81

ETC 15103

E-01317

SAFETY CONTACT

SAFETY IS AN ATTITUDE

Safety is not something you can turn on or turn off. It is not an activity that one participates in while he's being watched or supervised. It can not be forced upon someone. Safety is not posters, signs, slogans, rules, movies, procedures, investigations or inspections, although all these can play an important role in promoting safety.

Safety is an attitude, a frame of mind. It is the awareness of one's environment and actions every hour of every day. Safety is recognizing what can injure someone and acting to prevent that injury. Doing this does not require a genius mentality, a PhD, or even a title or position. All it requires is a reasonable level of ability to see, hear, smell and think, combined with a high level of awareness.

Ignoring safe practices does not indicate bravery, only foolishness. Doing things correctly, cautiously and safely is not the mark of a timid or cowardly person, but a wise one.

Developing this attitude does require a genuine desire to do so. If each of us develops this attitude, no one knows how far we would go in making the safest plant in the world an even better, even safer place to work.