

11-16-87

memo from:
B. J. Sasser

TO: Dr. E. C. Irby

I dictated this Thursday night before leaving for McCook. I have not read it. Please review, answer the question that you have the information for and pass it to Bill Conley. He will review and put it in the language he thinks it should be in. Aretha can find me if you have any questions you need to ask me about it.

P.S. Mr. Conley wanted this document early in the week if possible.

REYNOLDS METALS COMPANY

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TX Tiner
RMC006651

11-16-87
T. C. Irby

OCCUPATIONAL SAFETY AND HEALTH QUESTIONNAIRE

1. Who has the safety & health responsibility at the corporate level? What is his or her position? To whom does he/she report and how frequently? How often does he/she travel to plants specifically for S & H matters?
 - A. Safety and health responsibility at the corporate level is assigned to Dr. E. C. Irby, Corporate Director of Health and Safety. He reports to the Vice President of Personnel. Reporting to the Corporate Director of Health and Safety is the Medical, Industrial Hygiene, Safety and Reynolds Employee Assistance Departments. These departments are made up of professional staffs and appropriate clerical personnel. The staffs' members travel to various company facilities to perform audits and do problem solving as necessary.
2. Is there a corporate safety and health committee? If so, who are its members? How often does it meet? What action does it take?
 - A. There is a Corporate Safety and Health Committee. The committee is made up of the various professional members of the departments reporting to the Corporate Director. The committee meets every two weeks, however, if necessary will meet on a weekly basis. The committee discusses policies, procedures and problems relative to its responsibilities.
3. Who has the safety responsibility at the plant level? To whom does he/she report? Who sets the safety objectives? Are expenditures for safety and health taken from the corporate, division or plant budget? Are they incorporated into the budget?
 - A. The plant manager has the ultimate safety responsibility at the plant level. Pending upon the size of the facility this responsibility may be assigned to one or more full-time safety professionals, to a plant personnel manager or to a warehouse superintendent. In the case of the personnel manager he would report directly to the plant manager; the other safety people may report to the plant manager or to the plant personnel manager. Safety objectives are usually recommended by the person in the plant responsible for the day-to-day safety program but are approved by the plant manager. Plant expenditures for safety and health are incorporated into the plant budget. The expenses for operating the corporate departments however, are of course incorporated into the corporate budget.

4. When evaluating the overall performance of a plant manager, to what degree is safety taken into account? Is it weighted in line review?
 - A. Division managers and vice presidents hold the plant managers responsible for the safety performance in their respective plants. Most division managers have a quarterly review with their plants and safety performance is part of that discussion. Annually each salaried employee in the company has a written performance review. Safety is part of that evaluation.
5. Do you have plant safety committees? Who makes up the committee? How frequently do they meet and what action do they take? How often does the corporate safety director meet with plant safety people?
 - A. There are safety committees at every plant. There are union management committees usually made up of equal numbers of management and members of the bargaining units. There are also executive safety committees made up of members of management only. These committees usually meet monthly and keep written minutes of their meetings. These committees will review any accidents that have occurred since the last meeting, they will review the results of industrial hygiene surveys taken in the plant, they will discuss unsafe conditions or safety hazards observed in the plant and make recommendations for correcting these conditions and generally discuss some safety issue of interest to the committee members. The corporate safety director will meet with plant safety people on each of his visits to the plant.
6. How often is an audit of safety hazards at the plant performed by plant personnel? By corporate personnel?
 - A. Due to the variation in sizes of our facilities in the company there are various types of safety audits. There is usually some form of monthly safety inspections going at each facility. Some of these inspections are performed by the joint safety committees and some are done by various members of management or the person responsible for safety. Representatives of the corporate safety and industrial hygiene departments visit various plants of the company each month.
7. How are on-the-job accidents investigated? Where are the records kept? How soon are plant accidents reported to corporate headquarters?

- A. On-the-job accidents are investigated by the supervisor of the employee that is injured. Accidents with serious injuries and accidents causing injuries to several employees are also investigated by the plant safety representative. The more serious accidents and all fatalities are investigated by a representative from the corporate safety office. Records of these accident investigations are kept at the plant safety department. Copies of the investigations of the more serious accidents are forwarded to the corporate safety office. Serious plant accidents are reported to the corporate safety office by telephone as soon as possible after they occur.
8. How frequently are accident rates (OSHA Incidence) reviewed? Who reviews them? Are annual goals set?
- A. Accident rates are reviewed monthly by the corporate safety department. A monthly report on all company locations is prepared by the corporate safety department and distributed to all levels of operating management. Annual goals and objectives are set but these are not usually based upon accident frequency rates.
9. How frequently are physical exams given to check exposures (i.e., hearing)? Where are the employee medical records retained? What is the employee/doctor, nurse ratio? What medical facilities are in plant and outside?

Dr. Irby you will have to answer this one.

10. What kind of safety and health education does the company give to employees? Do you have a safety orientation? Do you have safety meetings? If so, how often? Who is in charge of them?
- A. There are numerous safety and health education programs for company employees. We use safety posters. There are in-plant newspapers that usually include a safety message in each issue. There is a quarterly company publication that usually contain some safety story. We have training sessions on Material Safety Data Sheets, on how to avoid heat stress, on drug and alcohol related problems, and many other topics. Several of our divisions mail each employee a copy of the National Safety Council Family Safety Magazine. Foremen have monthly safety meetings with their employees and discuss various topics dealing with safety. We show video tapes and films on safety subjects and distribute pamphlets. There is a safety orientation program which is conducted by the plant personnel/safety representative.

11. Have you had any major OSHA violations?

A. Due to our numerous facilities it is not uncommon to have some form of OSHA inspection at our facilities once a week. Many of these inspections result in no citations being issued. Others result in a few "other" citations with no monetary penalties. There are some inspections also that result in "serious" citations with fines levied against the company. We usually receive full credit allowed by OSHA on the fines for the citations and they amount to \$100 to \$400. We have not been cited for any major OSHA violations in the last three-year period.

12. Please list your accident rates (OSHA Incidence Lost Work Day Cases Rate) for each of the last three years.

A. Our OSHA incident lost work day case rate for the year 1984 through 1986 are as follows:

1986	.8
1985	.9
1984	.9

13. Please list the number of fatalities, if any, for each of last three years. Were there judicial procedures? Did OSHA charge you?

A. There have been two industrial fatalities in the last three years, one in 1984 and one in 1986. There were no judicial procedures filed against the company for either of these fatalities. OSHA investigated both fatalities. For the fatality in 1984 the company was issued one serious citation having three parts and we were fined \$900. There were no citations issued as the result of the investigation of the 1986 fatality.

14. Please list the number of percentage of employees in your various businesses by S.I.C. Code. (Only those codes representing the top 75% of your work force need be included.)

3353	5,514
3354	2,754
3411	2,663
3300	1,500
3354	1,278
5051	816
2819	<u>799</u>
	15,324

75% of Employees = 14,961