

COLUMBIA-SOUTHERN
CHEMICAL CORPORATION
SUBSIDIARY OF PITTSBURGH PLATE GLASS COMPANY
LAKE CHARLES, LOUISIANA

Interoffice

Correspondence

Date

Subject

To

June 26, 1952

Management-Union Safety Committee

From

Mr. A. T. Raetzsch

Reference

J. E. Morrison

Attached is the outline of organization and functions of this committee as discussed in Mr. C. K. Ballard's office on June 24, 1952.

Please review and make your corrections,

Listed below are items which may be of some help to you in discussing this matter with the Union. These are my opinions, however.

1. This committee can be an aid in developing cooperative attitudes and relationships which will assist immensely in the safety program.
2. Getting off to a good start is very important.
3. The first meeting should be planned to permit discussion of procedure to be followed with respect to future conduct of the meetings of the committee and also the conduct of committeemen outside the meetings.
4. Union officers should not serve on this committee.
5. The Union should understand that this is a safety committee only. Items which do not pertain to safety should be presented elsewhere.
6. All supervision and workers should be familiar with the functions of this committee.
7. The functions and purpose of this committee should be well understood by the Union.

JEM:c

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MANAGEMENT-UNION SAFETY COMMITTEE

The work of formulating and carrying out a well-balanced program for the prevention of accidents, involves a wide variety of activities and functions and can never be handled by one man or one group of men. This is true because accident prevention is every employee's job. All must pull together. A Management-Union Safety Committee is one of the varied functions and activities of a well-balanced safety program.

The Company believes that a Management-Union Safety Committee could play an important role in the plant safety program and aid materially in safety education of employees and contribute toward eliminating accidents.

On the pages which follow is an outline of purpose and functions of this committee.

Purpose

The general purpose of the committee is to cooperate in the continuing objective to eliminate accidents and health hazards in the plant and make it the safest place possible in which to work. Some Specific purposes are:

1. To arouse and maintain the interest of the Union members in safety since they are the heavy losers from industrial injuries.
2. Give many employees direct contact with the safety program.
3. To encourage employees to make safety an integral part of every job they do.
4. To develop a spirit of teamwork and cooperation in accident prevention.
5. To develop better understanding of the accident prevention program.

Personnel

The committee will consist of seven members. Three from the Union, three from the plant supervisory force and the Safety and Training Director who will serve as permanent chairman and secretary. The Union will appoint or select its representatives and the Management will do likewise. However, no member of the Executive Safety Committee with the exception of the Safety and Training Director, will serve on the committee.

Each Management and Union member will serve a nine month term, except that the first three from both groups will serve as follows:

- a. One member appointed to serve three months.
- b. One member appointed to serve six months.
- c. One member appointed to serve nine months.

Tentatively all those who succeed the above will serve a nine months term, until the best method of rotation is established.

Scope of Committee's Functions

The functions of this committee must be geared to the plant safety program in order to realize the greatest advantage from the action of the committee.

Scope of Committee's Functions (Cont'd.)

The duties of the committee when in session are:

1. Review minutes of preceeding meeting.
2. Review plant accident experience.
3. Report and discuss unsafe acts and conditions which have been observed by members.
4. Review problems referred to the committee from the Executive Safety Committee.
5. Reports of plant housekeeping tours by members.
6. To report near accidents.
7. Review of official action taken by Management on suggestions and recommendations of the committee.

The duties of the committee when not in session are:

1. To make regular monthly tours of plant to observe house-keeping conditions.
2. To instruct and warn fellow workers of dangerous practices.
3. To help fellow workers to gain a better understanding of plant safety program.

Disposition of Committee Action

All suggestions or recommendations made by this committee will be referred to Mr. A. T. Raetzsch, the Superintendent of Operations, for final action. His action will be reported to the Committee members in writing and will be posted on plant bulletin boards.

Housekeeping Inspection Tours

The members of the committee will inspect areas of the plant for housekeeping conditions. They will work in groups of two and tour plant areas assigned to them by the Safety and Training Director. They will be assigned different areas on subsequent tours and will not duplicate tours of another group on the same day.

A check list or inspection guid will be provided to members to aid them in observing during inspection tours. Forms will be provided for reporting at meeting of committee.

Housekeeping Inspection Tours (Cont'd.)

The inspection tour will begin one hour before the committee convenes and last for the duration of one hour. The committee will then go into session.

Meetings

The committee will meet at 2:30 p.m. during summer or daylight saving hours and at 3:00 p.m. during winter hours. The committee will be in session for one and one half hours and will follow the agenda which is outlined under "Scope of Committee Functions."

The proceeding of the meeting will be written by the secretary and a full report given to Mr. A. T. Rastzsch for final review and approval.

The committee will meet on the third Tuesday of each month in the conference room at the Administration Building.