

PURPOSE OF PROGRAM

I. BASIC GOAL: Elimination of employee injuries and illnesses by controlling unsafe work environments and unsafe acts

II. ADDITIONAL SAFETY RECORD

A. INJURIES

	August <u>1974</u>	1974 <u>To Date</u>	<u>1973</u>	<u>1972</u>	<u>1971</u>
Lost Time	0	0	0	6	19
Doctor Cases	<u>3</u>	<u>58</u>	<u>83</u>	<u>112</u>	<u>201</u>
	3	58	83	118	220
First Aid Cases	4	58	NA	NA	NA

B. NO LOST TIME RECORD: 2 Yrs NLT, Aug. 1st, 21.7M hrs.

1. needless to say, we've proved it this record.

a. 2 Yr NLT

b. Overall Improvement since 1971

~~_____~~

2. The improvement has leveled off.

AND:

GRAPH

3. In last two months getting worse

a. June - 6 Doctor Cases

b. July - 11 " "

4. Last BT injuries

a. num. growing, Aug. 1, 1972 - several Arms

b. - Since then:

172 - 44 Dr. Cases

73 - 83 " "

74 - 58 " "

TOT. 185

~ 6 last time car

c. We've been lucky!

d. We've had several serious "near-misses":

(1) Milton Thordgill, Yard Oper - 8/21/73
- A burn / fall

(2) Ray Ray, Yard Oper - 7/28/74
- A burn / fall

(3) Recent Back

C. 1974 DOCTOR CASES - BY DEPARTMENT

Vinyl Reactors	29	Vinyl Degrus	2
Maintenances	10	Engv.	2
Compound I & Gup	4	Admin.	1
Compound III & D.B.	4		
Yard	3		
Plasticizer	3		
			58

INJURY
GOAL

	<u>LAST 12</u> <u>MONTHS</u>	<u>TO DATE</u> <u>1974</u>	<u>1974</u>	<u>1975</u>
DR. CASES	96	58	84	34
AVG. /MO.	8	7.7	7	2.8

NURSE: 30% REDUCTION
TRG, ETC: 35 "
TOT: 65% "

D. 1974 DOCTOR CASES - BY TYPE

Abrasions, cuts, bruises	20
Sprains, strains	10
Inhalation	4
Acroosteolysis (AOL)	4
Burns	3
Eye Irritation	3
Skin Irritation	1
	<u>58</u>

III EXPECTATIONS LOOKING FORWARD

A. 116 DOCTOR CASES

- 96 Doctor Cases, 800,000 Man-Hours
Injury Rate = 116 Inj. / Million Man-Hrs
- At the present time, under current conditions
(25%) would not have been Dr. Cases
IF WE HAD HAD A PLANT NURSE.
- Really think closer to 35%
- Can expect 30% reduction of contribution

B. BELIEVE A FURTHER 35% POSSIBLE
THROUGH TRAINING, ETC.

C. GOAL :

Nurses:	30% Reduction
Trg, Etc:	35%
TOTAL	<u>65%</u> Reduction

- * → 1. Safety is our no. one Priority
2. Safety & Production go hand
in hand



WE RECOGNIZE AN EFFECTIVE SAFETY PROGRAM
MUST BE GIVEN PROPER

A

MANAGEMENT LEADERSHIP

The lowest level of safety performance demanded by the first line supervisor will be the highest level achieved by the worker. The same is true at all other levels in the organizational structure and is no different from production achievements. In establishing an effective safety program, this must be recognized and acted on by upper management at the onset of the program, since failure to do so will guarantee failure of the safety effort. Specifically, the following actions are necessary:

A. ~~DECLARE A PLANT SAFETY POLICY~~ HAVE DECLARED A PLANT SAFETY POLICY

1. Reasons for a Good Policy:

- A good policy makes it easier to enforce good practices and conditions.
- It facilitates supervisory and worker compliance with safety goals.
- It makes it easier to attain good preventive maintenance and/or selection of new equipment.

2. Basic points to be covered:

- a. ~~Safety is our no. one priority~~
- a. ~~That safety of employees, the public, and company operations are paramount~~
- b. ~~That safety will take precedence over expediency.~~
- c. ~~That every attempt will be made to reduce the possibility of accident occurrence.~~
- ~~That the plant intends to comply with all safety laws and regulations.~~

3. Proposed Policy - See attached.

B. ~~ESTABLISH PLANT SAFETY RULES~~

C. ~~ASSIGN RESPONSIBILITIES~~

1. PLANT MANAGER

- Has full responsibility for safety.
- Holds department heads responsible for safety of all employees.

- c. Authorizes necessary expenditures for safety.
- d. Passes on safety policies as formulated by safety department and others.
- e. Participates in the safety program as recommended by safety department and various executives.

2. SAFETY DIRECTOR

- a. Coordinates all safety activities.
- b. Keeps and analyzes all injury records.
- c. Conducts educational activities for supervisors at all levels.
- d. Conducts activities for stimulating and maintaining employee interest in safety.
- e. Develops employee safety education program.
- f. Supervises and appraises injury investigations.
- g. Plans and directs a regular program of safety inspections.
- h. Checks for compliance with applicable safety laws and codes.
- i. Issues regular reports showing safety performance and accident trends.

3. FIRST LINE SUPERVISOR

- a. Inspects for compliance with safe work practices, policies, and rules.
- b. Trains employees to work safely.
- c. Responsible for safety of their workers.
- d. Responsible for safe work place, housekeeping, proper lighting, ventilation, storage, and correct use of protective equipment and clothing.
- e. Responsible for obtaining prompt first-aid treatment of injured workers.
- f. Responsible for prompt investigation of all injuries, reporting of findings and actions taken to prevent re-occurrence.
- g. Holds regular, meaningful, crew safety meetings.
- h. Discusses safety with individual workers.

4. MAINTENANCE DEPARTMENT

- a. Works with safety department and operating departments to establish correct work priorities.
- b. Executes all safety related work orders according to priority.
- c. Cooperates in revising safety equipment, guards and appliances.
- d. Maintains a regular maintenance schedule on all critical equipment from the standpoint of safety and keep records.

5. EACH EMPLOYEE

- a. Works in accordance with established policies, rules, and practices.
- b. Does not undertake tasks he does not understand.
- c. Reports unsafe conditions and practices.
- d. Makes safety suggestions.

ULTIMATELY, THE SUCCESS OF ANY SAFETY PROGRAM
DEPENDS ON THE INTEREST AND SUPPORT OF THE PROGRAM
BY THE EMPLOYEES

A

EMPLOYEE ACCEPTANCE / INTEREST

A. GENERAL

The degree to which each employee accepts and discharges his safety responsibilities is the achievement limitation for himself and his subordinates. The acceptance and commitment must be genuine to be effective. Failure to properly discharge safety responsibilities, within the limitations imposed, should be regarded as unacceptable job performance.

B. PROVIDE RECOGNITION AND INCENTIVES

1. Individual

- a. Continue ~~Conoco~~ Safety Anniversary Awards program. - Awarded at Monthly Staff Meetings
- b. Recognize employee suggestions and extra efforts.

2. Group

- a. Continue ~~plant~~ safety committee awards. - Once Ea. month (Zone Awards)
- Safety Award
- Good Housekeeping
- Sloppy Award
- b. Continue ~~non-disabling~~ injury awards.
#15-00 Gift to Mr. Roper - Fred Goetts Co.
- c. Continue use of outside awards:
(1) National Safety Council Awards
(2) MCA Awards
- d. Establish department dinners for good ^{safety} performance.
Sept. 23rd - Whse 5 Lab

C. MAINTAIN EMPLOYEE INTEREST

1. Continue safety poster program. - Distribution: once ea. 2 weeks
2. Continue safety banner program. - Once ea month
3. Continue use of employee publications:
 - a. PVC Hotline -
 - b. Industrial Supervisor Magazine (monthly)
 - c. Family Safety Magazine (quarterly)

SAFETY
EXAMPLE

and with continuing
use of my 1 yr. insect thread
for investigating various injuries

Some thread as used in
Chemical Div. on LT.

Hold up

Copy
of Ray

INJURY INVESTIGATION & REPORTING

I. INVESTIGATION AND REPORTING

- A. ARE INVESTIGATING ALL DOCTOR CASES
- B. " " " " PART OF FIRST AID CASES
- C. MUST " " ALL INJURIES
- D. WANT TO UPGRADE

1. Procedures

2. Paper Work (New Form)

3. Train Supervisors - Sept. 15th

E.

II. MAKE EFFECTIVE USE OF RESULTS

- A. Pinpoint / correct CAUSES
- B. Provide INFORMATION TO ALL CONCERNED
- C. CONCENTRATE ON MAJOR INJURY TYPES, AREAS
- D. Provide RECOGNITION FOR GOOD PERFORMANCE

CONTINUE TO

Safety

EMERGENCY CONTROLS

I

~~PLANT EMERGENCY RESPONSE~~

BOB SEYMOUR, VINYL OPERATIONS SUPT.

A. PLAN BEING FINALIZED NOW

1. Written
2. Being Reviewed by Dept. Heads
3. Will be introduced to Supervisors during Sept. 15th mtg.

B. GENERAL FEATURES OF PLAN

1. Simplicity
2. Assignment of Definite Responsibility
3. Organization
4. New Features - Evacuation, Bomb Threats, etc.

C. TRAINING - Prior to October

1. Fire Area Alerts & Practice
2. Disaster Organization Alerts

D. REVIEW & UPDATING ON ROUTINE BASIS

II

EMERGENCY ALARM SYSTEM

A. OUR SYSTEM - Via Telephone / Loudspeaker

1. Fire - EXT. 61 - Siren
2. Vapor Release - " 62 - BEEP
3. All Clear - " 63 - Tone

B. TESTED ROUTINELY - Noon, 17 days

C. SOME PROBLEMS EXIST:

1. Auxiliary Power
2. How Sprinklers

III SAFETY CONTROL PERMIT SYSTEM

A. SYSTEM AGREED UPON

1. Form: Adaptation of new Lake Charles Form.
2. Coverage: All work outside Maint shops and assembly areas involving
 - a. Maintenance Personnel
 - b. Contractors

B. FORM BEING PRINTED

C. IMPLEMENTATION

1. AS SOON AS TOWNS ARRIVE (Sept. 15th)
2. Will require safety department involvement to get going and maintain

IV FIRE EXTINGUISHERS

A. WHAT WE HAVE

1. 2 100 portable extinguishers
2. 20, 30 16 BC Dry chemical - Various brands
3. Inspect on 1-2 week basis
4. Inspected, Filled, & Maintained by Bonar's Enterprises.

B. ~~Hydrostatic Testing~~

1. ~~Hydrostatic Testing~~ Effort in April
2. Improved Tags, seals
3. " Hangers, Hanger Heights
4. New Stations
5. Installing on lift trucks, crane, Truck

C. WANT TO DO BETTER

1. More frequent, thorough visual inspection
2. Reduce turnaround time on re-charging
3. Better Definition:
 - a. What we have
 - b. " " " " Need

V. WATER DELUGE SYSTEM

A. SYSTEM

1. Four Fire Pumps fed by pond
2. Deluge spray to vent areas - Triggered automatically by vent sensors within building

B. TESTING - Every Friday Morning

1. Sensors
2. Fire Pumps
3. Use Factory Mutual Care Notice System

VI. FIRE SPRINKLER SYSTEM (WET)

A. FED BY WELL WATER / CITY WATER SYSTEM

B. INSPECTION - weekly by Head Security Guard

1. Have improved our performance
but
2. More work is needed - Ex. Sealing small valves,
3. Use Factory Mutual Care notice system

VTI

FIRE HOSES

A. SYSTEMS

1. Outside

- a. 12 hose houses, 300' 2 1/2" hose
- b. Fed by wet water / city water system

2. Inside

- a. 6 hose racks, 1 1/2" hose
- b. Fed by wet system

B. EFFORTS TO DATE

1. Currently inspecting all hose and associated equip
2. Replacing all obvious needs
3. Visual inspection weekly by Security Command

C. WHAT TO DO MORE

1. Routine inspection
2. Maintenance and general upkeep
3. Evaluate Long range needs

VTI

FIRE TRAINING

IX RESCUE & EMERGENCY EQUIPMENT

A. SCOTT AIR PANS

1. ~~Five in the lab~~
2. Two recently purchased for Plastizer via
3. Move may be needed
4. As with the rest of this equipment, being inspected on a routine basis, but:
 - a. Not being kept clean
 - b. Replacement parts needed
 - c. Have had some problems keeping filled
 - d. Must take care of all these problems on a routine basis

B. Stretchers & Blankets - Throughout plant

C. Portable O₂ Units - In each building of Lab.

D. SAFETY SHOWERS & EYE WASHES

1. Throughout plant
2. More are needed - Some being bought
3. Some need moving
4. Want to paint per Conoco Guidelines

SAFETY TRAINING

OWEN TUBB, TRAINING SUPERVISOR

I DEPARTMENT SAFETY MEETING PROGRAM

A. ONE OF OUR MOST IMPORTANT PROGRAMS

B. MOST DEPTS. HAVE A SCHEDULE:

Vingl - Each crew meets once / month

Lab - " " " " "

Maintenance - " " " " " once / week

Compound - " " " " " MONTH

C. "TRAINING MEETING ATTENDANCE RECORD"

1. Used to record each meeting.

2. Kept on file in Safety office

D. WE WANT TO PROVIDE MORE HELP

1. How to train

2. Training Materials

3. Guidance of Target Areas

II NEW EMPLOYEE SAFETY TRAINING

A. CURRENT PROGRAM

1. Slide and Tape Show

2. Safety Rules Booklet

3. Safety Discussion

a. Personal Protective Equipment

b. Emergency Alarms

c. Hazardous Chemicals

B. WANT TO IMPROVE

1. DEPTH OF PROGRAM - Including Dept. role

2. Testing

3. Establish "New Employee Training Checklist"

III FIRST AID TRAINING

- A. USE RED CROSS "MULTIMEDIA" PROGRAM (8 HR.)
- B. HAVE FIVE CERTIFIED INSTRUCTORS
- C. HAVE TRAINED $\approx$ 135 PEOPLE:
 - 1. Lead Operators
 - 2. Supervisors
 - 3. Intent: 1st-Aid Coverage in each area every shift.
- D. LAST CLASS - IN FEBRUARY
- E. HAVE BEEN UNABLE TO DO MORE
- F. MUST RESUME PROGRAM
 - 1. Lab Personnel
 - 2. Supervisors

IV LIFT TRUCK TRAINING

- A. CURRENT PROGRAM
 - 1. Administered by Warehouse Superintendent
 - 2. 4-Hour Program
 - 3. Contents:
 - a. Basic Information
 - b. Practice Driving
 - c. Testing - Written & Driving
 - d. Licensing
- B. WANT TO BE MORE INVOLVED
 - 1. Monitor Classes
 - 2. Convert to Slide and Tape Show

V EMERGENCY BRIGADE TRAINING

- A. LAST DONE IN FEBRUARY
- B. WILL RESUME WHEN NEW PLAN FINISHED
 - 1. Hose Crew Alerts & Practice
 - 2. Disaster Organization Alerts
- C. MUST DEVOTE HOWEVER MUCH TIME IS REQUIRED TO DO JOB RIGHT

VI FIRE EXTINGUISHER PRACTICE

- A. LAST DONE AT FIRST OF YEAR
 - 1. Approx $\frac{1}{2}$ - $\frac{2}{3}$ of plant people
 - 2. Used new fire training ground
- B. WANT TO RESUME PRACTICE
 - 1. Once per Year per employee

VII AIR-LINE RESPIRATOR TRAINING

- A. ALL PERSONNEL USING RESPIRATORS HAVE RECEIVED

1. Vinyl	4. Yawd
2. Compound	5. Dry Blend
3. Maint.	
- B. TRAINING COMPLIED WITH OSHA REQUIREMENTS

1. Maintenance	3. Cleaning
2. Use and fitting	
- C. MUST CONTINUE TRAINING
 - 1. New Employees, New Users
 - 2. Refresher Training

VIII SCOTT AIR PAKS

A. SOME TIME SINCE SAFETY DEPT. WAS INVOLVED

B. VINYL HAS DONE TRAINING FOR LAST YEAR

C. NEEDS :

1. RETRAINING - All Vinyl Personnel

2. Training - Plasticizer, Maintenance, Supervisors

IX OXYGEN RESUSCITATOR

A. LAB HAS HANDLED FOR LAST YEAR

B. NEEDS

1. RETRAINING - Lab Personnel

2. Training - Supervisors

X INJURY INVESTIGATION

A. WANT TO TRAIN SUPERVISORS - SEPT. 15TH

1. Why Injuries are Investigated

2. How " " " "

HOUSE KEEPING

A. ESTABLISH AND IMPLEMENT DEPARTMENT HOUSEKEEPING PROGRAMS

1. ~~Fix~~ responsibilities of all employees.
2. ~~Inspect~~ all areas regularly.
3. ~~Correct~~ housekeeping problems as they occur.
4. ~~Acquire~~ additional cleaning equipment as needed.

B. PROVIDE PLANT-WIDE INSPECTION RESULTS TO ALL CONCERNED ON A REGULAR BASIS

MEDICAL & FIRST AID SYSTEMS

I PERIODIC HEALTH EXAMINATIONS

A. ~~PERIODIC HEALTH EXAMINATIONS~~

1. Have Done

- a. Blood Work
- b. Urinalysis
- c. Chest X-Rays
- d. Hand X-Rays

2. Probable Program

3. will Require A lot of Work

- a. Coordination / scheduling
- b. Record Keeping
- c. Nurse Could:

- (1) Take Medical Samples (Blood & Urine)
- (2) Run Pulmonary Function
- (3) Coordinate / schedule
- (4) Handle Paper work

1. ~~Have a Program~~

2. ~~Have to do more~~
~~because of very~~
~~health issues~~

B. HEARING TESTING - Every Two Years

- 1. All ~~Employees~~ Tested last Year
- 2. Have been re-testing This Year, but effort has slackened
- 3. Want to Continue - Nurse
- 4. Facilities: Audiometer, Booth
- 5. Operator: Only one: Training Supervisor

II

~~XXXXXXXXXXXXXXXXXXXX~~

A. PRESENT FIRST AID SUPPLIES

1. Supply Cabinet in Lab - Main Supply
2. " " " in Viny

Will Have

B. 1 FUTURE FIRST AID ROOM

1. Hope to Build - Comparable to Lake Charles Clinic
2. Central Location

C. FIRST AID TRAINING

D. FIRST AID KITS

1. Have on Hand
2. Available to employees for Travel, Trips

E. ESTABLISH STANDARD INSTRUCTIONS FOR
TREATMENT OF MAJOR INJURY TYPES

[REDACTED]

Now program works.

~~SAFETY COMMISSION~~

~~SAFETY COMMISSION~~ - ~~STARTED, COULDN'T SUPPORT~~

1. ~~Inspection~~

2. ~~Inspection/Followup~~

C. ~~MAKE MAXIMUM USE OF RESULTS OF OUTSIDE INSPECTIONS~~

1. ~~Biomedical Medical Department~~ - ~~Last: June 14th~~

2. ~~Safety Division Inspection~~ - ~~Last: June~~

3. ~~Insurance Carrier Inspections~~ - ~~Two weeks ago~~

4. ~~Special Survey Team Inspections~~ - ~~June 17-19: Al Zulk, Ed Rowno, Walt Hukma~~

5. ~~OSHA Compliance Officer Inspections~~ - ~~June 26th~~

~~Paul Arley Jr.~~ - Jackson, MS

a. Load limit Sign

b. Inspection of overhead crane in Market Shop

c. Guard for Radial Arm Saw