PLAINTIFF'S EXHIBIT
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Monsanto

FROM (NAME & LOCATION) D. D. Kos - O-11

February 11, 1982 cc G. L. Tromblee

SUBJECT 1982 SHAC Kickoff Meeting

REFERENCE

TO :
J. A. Glass
R. T. Hammann
C. M. Hancock
C. Holmes
V. P. Osburn
R. V. Parker
L. Schwab
J. D. Stone

You are requested to attend a 1982 SHAC Committee kickoff meeting on Wednesday, February 17, at 1200. The meeting will be held at "Cuisine by Clark" in downtown Texas City, and will include lunch. Cuisine by Clark is located in the old Mainland Bank building, 511 6th Street North.

The agenda will include lunch with Gene Tromblee and Arnold Glass, an introductory talk by Gene Tromblee, SHAC responsibility presentation by Arnold Glass, and a 1982 SHAC goals development work session. You can expect to be finished by 5:00 p.m.

Attached you will find a copy of the plant-wide 1982 SHAC Committee announcement and a copy of the plant safety program procedure bulletin (P-0100) covering SHAC responsibilities. This information and the results of the 1981/1982 SHAC Committee transition meeting will prepare you for the goals development work session.

Dennis

D. D. Kos

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Attachments

Monsanto

ANNOUNCEMENT

1982 SAFETY & HOUSEKEEPING ACTION COMMITTE

I am pleased to appoint the following members of the 1982 Safety and Housekeeping Action Committee (SHAC):

Dennis Kos, Chairman
Leonard Schwab, Plant Engineering
Carol Holmes, MISD
Vic Osburn, Distribution
Mike Hancock, Environmental Affairs
Bob Parker, Process Technology
J. D. Stone, CED
Bob Hammann, Loss Prevention and Safety

The Safety and Housekeeping Action Committee is the action center for plantwide safety and housekeeping. It will be responsible for:

A. Management and execution of overall plant safety and housekeeping programs;

B. Decision and follow-through on appropriate actions;

C. Investigation and response to suggestions for Hourly Safety Committee;

D. Execution of assignments as designated by PMSB/SAC; and

E. Implementation of the Contractor Safety Rules as pertains to CED and other non-plant employees working on the site.

I am counting on all employees at the Texas City site to support this group as they carry out their assigned duties aimed at improving plantwide safety performance.

Gene Tromblee,
Plant Manager

es
2/4/82

PROCEDURE BULLETIN — TEXAS CITY PLANT P-0100

PLANT SAFETY PROGRAM

I. PURPOSE

Outline policy, organization and responsibility applicable to an effective plant safety program with the objective to reduce accidents to the lowest possible level.

II. POLICY

The safety policy of the Monsanto Company is that "every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection and health preservation."

III. SCOPE

This bulletin covers all employees at the Texas City plant. It describes the formal safety-oriented organizations, outlines training responsibilities, specifies inspection responsibilities and establishes the Emergency Procedure Plan and Organization.

IV. RESPONSIBILITY

Management is fully responsible for initiating and administering an effective safety program.

Each employee must fully accept responsibility for his safety and his co-workers by conscientiously observing safe work practices and cultivating safe working habits in himself and his fellow workers.

V. TRAINING

Safety training is an integral part of job training and as such, is the responsibility of the unit/craft supervisory staff. Plantwide safety training programs will be the responsibility of the Safety and Housekeeping Action Committee. However, joint accountability for effective plant training programs is shared by the Loss Prevention Section.

Non-exempt salaried employees will be provided safety training in a general meeting at least annually or more often when deemed necessary by the Plant Manager's Safety Board. The

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Loss Prevention Department may also recommend to the Plant Manager's Safety Board when such safety meetings and safety training should be provided.

Supervisory safety training will be provided using a formal safety training course as deemed necessary and approved by the Plant Manager's Safety Board. The Loss Prevention Department shall be responsible for recommending to the Plant Manager's Safety Board the type and timing of such safety training.

VI. ORGANIZATION

The Plant Manager, although responsible for the entire plant safety program, assigns responsibilities for the administration of the details of the program. The following describes the formal safety organizations.

A. Plant Manager's Safety Board

The Plant Manager's Safety Board (PMSB) will act to establish and approve safety policies at the Texas City location. They will establish goals and objectives to fulfill the Monsanto Safety Policy.

The Board shall meet monthly and be composed of the following members:

Plant Manager (Chairman)
General Manufacturing Superintendents
Plant Engineer
General Superintendent of Plant Services
Superintendent, Personnel
Superintendent, Accounting and Control
MISD Manager, Texas City
Process Technology Representative
Chairman of Safety and Housekeeping Action Committee
CED Construction Superintendent
Manager of Process Engineering, CED
Loss Prevention Superintendent (Secretary)

As a working arm of the PMSB, the Safety Advisory Committee (SAC) has the primary purpose of formulating and recommending plant safety policies to the Plant Manager and PMSB. The committee has the responsibility and authority to investigate individual safety matters, to consult with others for advice or assistance and to decide those changes in policy which will be presented to the Plant Manager and PMSB for approval.

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The membership of SAC will generally consist of three members of the PMSB selected annually by the Plant Manager.

B. Safety and Housekeeping Action Committee

The Safety and Housekeeping Action Committee (SHAC) is the action-center for plantwide safety and housekeeping. They are responsible for a) management and execution of overall plant safety and housekeeping programs, b) decision and follow through on the appropriate actions necessary to resolve specific problems, c) investigation and response to suggestions from the Hourly Safety Committee, d) execution of assignments as designated by PMSB/SAC, and e) implementation of the contractor safety rules as pertains to CED and other non-plant employees working on the site.

SHAC will be composed of five members plus a chairman selected annually by the Plant Manager. Generally, representatives from Manufacturing, Process Technology, Loss Prevention and other service departments will be included in each committee.

C. Safety & Loss Prevention Department

The Loss Prevention & Safety Department, in its staff role, is jointly accountable with the various levels of management and organizational committees on matters relating to the safety and health of plant personnel, and the protection of plant facilities. This includes, but is not limited to environmental testing for work execution and personnel health, safety programming, regulatory and plant procedure interpretation, workman's compensation administration, fire protection, and design review.

D. Process Technology Safety Committee

Due to the unique problems of the Process Technology Department as pertains to safety and housekeeping considerations, a special committee of members from this organization will be maintained to formulate internal policies and to provide input to the PMSB and SHAC. Members of this committee will be appointed by the Process Technology Director for a term to be designated by him.

E. Office Safety Committee

The purpose of this committee will be to provide safety programming of all types, including safety meetings for office personnel wherever their offices may be located. It is expected that field based clerks will be involved in the unit where they are based, but they may also participate in all plant-wide office safety activities.

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The committee will be composed of a chairman, five members, and a representative from Loss Prevention and Safety. The committee is appointed by SHAC with approval of the Plant Manager. The committee will link to the Plant Manager's Safety Board through the Loss Prevention and Safety Superintendent. The committee serves for one year beginning on June 1.

Safety meetings for office workers will normally be scheduled on a quarterly basis. Additional meetings can be held at the discretion of the committee whenever there is a subject of particular interest or when there is a special need. The Office Safety Committee will participate in, and fully support, all plant-wide safety programs.

F. Hourly Safety Committee

The Hourly Safety Committee (HSC) provides participation in the plant safety program by hourly employees wherein the exchange of ideas and suggestions can lead to an improvement in the plant overall safety performance.

This committee shall consist of a chairman and eight members elected from the Hourly Unit/Craft Safety Representatives. The committee shall meet on the last Tuesday of each month. The term of service by a member shall be for six months. The chairman of this committee will be elected by and from the membership of the previous committee. He shall notify the members of the time and place of the monthly meeting and preside at the meeting. Recommendations from the committee shall be placed on the agenda for the next scheduled meeting of SHAC. The Chairman of SHAC shall provide the clerical help necessary for the business of the committee upon request by the chairman of the Hourly Committee. A designated SHAC committee member shall attend the meetings of this committee as an advisor. A representative of the Loss Prevention and Safety Department will attend the meetings as a resource person.

For the purpose of election of members, the plant hourly personnel shall be divided into the following groups with representation on the committee as shown:

1. Operations (3 positions, one from Zones 1 & 4; one from Zone 2; and one from Zone 3.)
2. Maintenance (mechanical crafts) (3 positions)

3. Maintenance (non-mechanical crafts*) (1 position)

4. Plant Services, Guards, and Cafeteria (1 position)

The eight members of this committee will be elected each six months from the outgoing Hourly Unit/Craft Safety Representatives. Within the representation limits set forth above, those nominees receiving the majority of votes will be installed.

The ballots shall be prepared by the Loss Prevention Department and distributed through supervision of the various departments. The election will be held during the first week of June (or December). Ballots should be deposited in ballot boxes located at the main gate, west gate, and in the shops building. Tabulations of the ballots will be done by the Loss Prevention Department. The elected members will be notified by letter from the Plant Manager.

G. Hourly Unit/Craft Safety Representative and Contact Supervisors

The Hourly Unit/Craft Safety Representative has a key role in safety programs, plans and problems in each unit or craft. He will work with supervision in the implementation of safety policies and programs and in the resolution of unit safety problems. He is responsible for reporting to the Hourly Safety Committee those safety problems, ideas, etc., which are unresolved after consultation with unit supervision and those safety problems or ideas which have broader-than-unit applicability. He is expected to work directly with the unit foreman on unit safety matters.

The Hourly Unit/Craft Safety Representative will be elected-at-large by hourly members of the unit or craft by elections held on June 15 and December 15. His term will be six months (beginning on July 1 or January 1) and he is not eligible for successive terms. At the end of his term he automatically becomes a nominee for election to the Hourly Safety Committee. A listing of the units and crafts is an appendix to this Procedure Bulletin.

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* Non-mechanical crafts include truck department, laborers, stores and janitors.

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Contact Supervisors are appointed by the department superintendent as the person to be contacted concerning any safety matter in that unit or craft. The objective is to provide for good communications and timely resolution of safety problems where the work takes place.

H. Unit Safety Promotion Team

The Unit Safety Promotion Team is a group consisting of elected and appointed members who are responsible for providing inputs to the operating unit safety programs. This team is developed to provide an effective tool to deal with safety needs and problems unique to individual operating units. It also provides for increased people involvement in plant safety by adding the area maintenance foreman and an area craftsman to the team. The team by design consists of those individuals in the line who have the greater knowledge of safety problems, hazards and needs of the unit, and who also have the resources to deal effectively with the problems.

The function of the team should include, but not be limited to, the items listed below:

1. Provide inputs to the Unit Safety Program.

2. Provide for an effective training program with heavy emphasis on job execution.

3. Identify hazards connected with equipment, work practices or procedure and recommended corrective actions.

4. Review status of compliance with plant and governmental health and safety standards.

5. Promote safety awareness at all levels in the unit.

The Unit Safety Promotion Team membership may vary in size from time to time, depending on current needs or programs being executed by the group. This group meets no less than once a month. Listed below is a recommended basic membership:

1. Unit Operating Supervisor and/or Foreman

This member will serve as chairman for the group, responsible for staffing the other teams positions,

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keeping agenda updated, keeping and issuing meeting minutes, and issuing status reports and scheduling team meetings. At the discretion of the General Superintendent, this position can be combined with position 2 listed below (Unit Operating Foreman).

2. Unit Operating Foreman - (Contact Supervisor)

This position should be filled by a foreman serving as the Unit Supervisor contact for the Hourly Unit Safety Representative (described in Section G of this Procedure Bulletin).

3. Hourly Unit Safety Representative

The election, term in office and duties of the member are described in Section G of this Procedure Bulletin. Activity on this team does not replace the function of this member as described in Section G.

4. Unit Maintenance Foreman

The selected maintenance foreman will serve on this team and as the prime contact for the unit maintenance craft representative concerning safety matters on a day to day basis.

5. Unit Maintenance Craft Representative

This member is expected to work directly with the Unit Maintenance Foreman on a day to day basis concerning safety matters of any maintenance craftsman working in the unit. The nominee for this position can come from any craft, but he/she must be routinely assigned to the operating unit and have an interest in working with this team, other craftsmen and the maintenance foreman to promote safety in the unit. This member is appointed by the unit maintenance supervisor.

6. Hourly Craft Representative

If by chance any Hourly Craft Representative is routinely assigned to the unit, then he or she automatically becomes a member of this team.

I. Construction and Maintenance Contractors

On major projects the CED Construction Superintendent and his staff are responsible for the completion of construction in a safe and operable condition. For maintenance contracts, the Plant Engineer and his staff

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are responsible for the safe conditions of work. The "Contractor's Guide" provides rules and practices pertaining to contract job safety.

J. Safety Suggestions

The person who has a safety suggestion or hazardous condition to report should report it to his immediate supervisor and discuss with the supervisor any suggested methods of eliminating the condition. It is required that each unit have a designated place for writing and answering safety suggestions where all in the unit can see (a page of the daily log or a separate safety log book).

General safety suggestions or those pertaining to matters outside the jurisdiction of the employee's supervision may be submitted to the Loss Prevention Department or brought to the attention of the Hourly Safety Committee.

K. Safety and Housekeeping Inspections

The line superintendents or equivalents have the responsibility for meeting the requirements for their areas: equipment to be inspected, frequency of inspections, methods of testing, limits of delegation and amount of feedback. Inspections and programs to assure an acceptable level of plant safety and housekeeping are the responsibility of the Safety and Housekeeping Action Committee.

L. Emergency Procedure Plan

To reduce injuries, loss of life and destruction of plant property as a result of any major emergency affecting the plant or plant personnel, an emergency organization and procedure will be maintained.

Reviewed by: Plant Manager's Safety Board

Revised by: J. A. Glass

Approved by: P. E. Brubaker

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