

To _____

From _____

Calculation Sheet

VISTA

To: DFJ, LDH, KWB

From: DJK

Date: November 14, 1989

Subject: Safety Meeting Topics

I have been participating on a team that is looking at how we conduct our Safety Meetings. We are trying to come up with some way to improve them and insure that we are getting all we can from them. An action step from this team is to put together a list of topics that we (Operations & Yard) feel are important and meaningful.

Please compile a list and forward to me ASAP.

Example:

1. Emergency Plan Training / Procedures
2. Hot Work Permit Procedures
3. Clearing of equipment that contain VCM
How
Rules ie how much VCM can be left
etc
4. Winter Operations
5. Power Failure Operations
6. Respirator Training
7. Off the job safety
Automotive / Boating
8. Safety Manual Review
9. MSDS review for handling safety
of various chemicals in the
Plant - Right to Know

Emergency Procedures
A. Steam Supplies
C. Spill
D. Air
E. Air
F. Kill requirements

Paul

Made By _____

Date _____

Page _____ of _____

Job No. _____

Title _____