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MINUTES OF OFFICE SAFETY COMMITTEE MEETING - July 7, 1977

Those attending were:

Present Committee

Dorothy Boyd
Ellen Harris
W. Nonnenmacher
Billy Garrett
Grace Warren
Bob Wheeler
Russ Furley

Outgoing Committee

Chuck Yoas
Juanita Hicks

OLD BUSINESS

Russ Furley reviewed the purpose of the Office Safety Committee for those members who were unable to attend the last meeting.

Outgoing Committee Report

Chuck Yoas, previous committee chairman, reviewed the programs that had been presented by the last committee and made recommendations for use by the new committee.

It was suggested that the committee continue with previous plans to present an Office Safety videotape. Russ Furley will contact Jim Sheehan to review those preparations that had been made and will present a plan at the next meeting.

Chuck discussed the programs that were presented last year by the Office Safety Committee. Several special projects were carried out in conjunction with the overall plant safety program. The committee encountered some problems arranging taping for videotape programs. He suggested better planning in arranging photographers, timing, etc. Questionnaires were handed out at each program last year. He felt these were very helpful in identifying possible programs and evaluating those presented. Another difficult problem was communicating the time and place of meetings. It was suggested that we might try sending an individual notice to each salaried person for the first meeting. Also, Chuck felt meetings should be limited to no more than a half hour.

NEW BUSINESS

Programs

Discussions were held on programs to be presented in the areas of: (1) Office Safety, (2) Plant Safety, (3) Home Safety, (4) Safety Dept. films. It was decided to follow through on the videotape presentation on office safety. A possible program on plant safety was suggested covering the use of the Emergency Control Center during a plant emergency, reviewing plant procedures during an emergency and action to be taken, if any, by plant personnel during these situations. This will be discussed in more detail at the next meeting. It was suggested that a videotape presentation on AN-5 safety is available if we wanted to use it as a future program. Fire extinguisher use in the home, hazardous chemicals in the home, etc., were some topics suggested for a Home Safety program.

Several good films were listed in the June "National Safety News." At the present time emphasis will be placed on completing the Office Safety videotape and then going on to other categories.

Projects

The Office Safety Committee was asked by the Safety Director to investigate smoke detectors, their use, etc., and make a recommendation as to whether it would be feasible or advisable for Monsanto to sponsor a program furnishing smoke detectors for purchase by employees through a special purchase plan. This will be done after further information has been furnished the committee. Weldon Nonnenmacher will check with the Fire Dept. to see how many smoke detectors were purchased during the previous smoke detector purchase plan.

The next meeting of the committee will be held on Wednesday, July 13th, at 10:00 a.m. in the small conference room, second floor, Main Office Bldg.

W. R. Furley

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