

Monsanto

FROM (NAME & LOCATION) R. D. Coleman - Texas City, TX

DATE April 3, 1985

cc G. L. Tromblee
File

SUBJECT SHAC Minutes 3/27/85

REFERENCE

TO : D. A. Barfoot
J. V. Cavender
J. M. Gatewood
R. T. Hammann
B. J. Sanders
R. V. Sharp

The regular weekly meeting of the SHAC committee was called to order by J. Gatewood on 3/27/85 in the V.I.P. conference room.

H.S.C.

J. Gatewood reviewed with the committee concerns raised during the last HSC meeting. The problem of contractors not contacting Ray Shupak before working in the plant will be addressed by R. Hammann.

Texas Southwest Safety Conference and Exposition

Members of SHAC will attend the TSSCE on Tuesday afternoon, April 2. Of particular interest is the "off the job safety" exposition.

First Quarter Safety and Housekeeping

D. Barfoot reported that no feedback had been received from any of the crafts. J. Gatewood to follow up. Only two responses were received from office services. R. Coleman to follow up.

Second Quarter Safety and Housekeeping Inspection

D. Barfoot assigned SHAC members to inspection teams and distributed copies of key emphasis areas. Inspections will be conducted during the weeks of April 10 and April 16. Dual winners per group will be allowed.

AVIP Extensions

Due to the increasing number of requests for AVIP inspections, a form has been prepared by W. G. Blum to help facilitate evaluation of the requests. J. Gatewood asked SHAC members to be prepared to comment on the form at the next meeting.

1984 Safety Awards

R. Sharp reported that all cards had been returned. The decision was made to require each person to pick up his own gift. This will help minimize confusion and offset potential inventory shrinkage. A location for storing the gifts must be found. The main gate guard house will be reviewed.

HHMA Action Plan

J. Gatewood asked SHAC members to review the HHMA Action Plan and be prepared to discuss it at the next meeting.

R. D. Coleman

R. D. Coleman

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1985 2nd Quarter
Housekeeping Inspection

- Emphasis Areas:
- o AVIP Status
 - o Interlock Bypass Procedure
 - o HHMA Communications
 - o Condition of Contractor Equipment and Tools
 - o Vent Hood Inspection & Velocity Settings
 - o Knowledge of Instruction Points
 - o Operability of Fire Monitor
 - o Operability of Plectron

Review findings with group before leaving. This will take longer, but will improve communications and speed up action items. Allow for some time in each area to sit down with supervisors and hourly personnel for an informal evaluation.

During the Inspection:

Ask questions about AVIP status (need documentation of approval if inspection was delayed).

Look for formalized Interlock Bypass Procedure.

Ask individuals their understanding of the High Hazard Materials Audits.

Dates:

Weeks of April 9 and 15 (inspection report out by April 26).

Schedule at inspector's convenience. New SHAC members to set inspection up.

Inspection Teams: Names attached.

Inspection Report Feedback: By May 24.

DAB/msd 3/20/85

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Your Name _____

Supervisory Safety Meeting Quiz

February 18, 1985

Job Safety Audit (JSA) - PRS #35

Please answer the following questions. Sign and leave the completed quiz on the table by the doors as you leave.

1. What is the three-fold scope of the Job Safety Audit?
2. How many people participate in a JSA? What departments are they from?
3. What time limit does PRS #35 place on the type of job to be audited?
4. How are jobs selected for a JSA?
5. According to PRS #35, when is a JSA posted on the JSA Bulletin Board?
6. When is a JSA considered completed?
7. How are JSA recommendations executed?
8. According to PRS #35, what is the frequency specified for JSA reviews by:
 - a) The area General Superintendent?
 - b) The Plant Manager?

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Safety Procedures / Rules / or Standards

			Date 2/5/80	
Subject	JOB SAFETY AUDIT	Supersedes	NEW	Page 1 Of 4

PURPOSE:

This procedure is provided to define the scope, responsibility, methods, and accountability for the Port Plastics Plant Job Safety Audit program.

SCOPE:

Job Safety Audit (JSA) at Port Plastics is a method of addressing on-the-job safety concerns, communicating safety and developing safety awareness at all levels in the plant. JSA involves members of supervision and operations personnel examining job steps as they are executed, assessing related safety/potential hazards of the job steps and providing solutions such as better procedures, techniques or facilities to eliminate safety concerns. The Job Safety Audit is limited in scope to examine clearly defined narrow job steps --not broad job descriptions. The JSA usually examines job steps which can be completed in less than 20 minutes. JSA is used for Operator involved job steps. Equipment is audited only as it relates to Operator involvement.

Process and facility Safety Audits are beyond the scope of JSA and are covered by separate procedures.

RESPONSIBILITY:

Safety as the Port Plastics plant is recognized as an individual responsibility. The Job Safety Audit provides a vehicle for communicating and training safety at all levels in the plant and for achieving an increased level of safety awareness.

Member of the operating groups, as well as supervision, participate in Job Safety Audits. The responsibility of recording and communicating JSA recommendations and implementing required corrective action rests with the department supervisor.

PROCEDURE:

I. Conducting Job Safety Audits

A. Audit Committee

The audit committee is a three member team -- one representative from department supervision, one department operator familiar with the job (usually one he normally does), and a member from outside the department in no way connected with the operation (enhances objectivity).

B. Job Selection

The job to be audited is selected from a list of jobs already identified by department personnel for JSA, or from a specific job step highlighted in safety meetings, or through the area safety representative, or through

JOB SAFETY AUDIT (cont'd)

PROCEDUREI. Conducting Job Safety Audits (cont'd)B. Job Selection (cont'd)

supervision as one of immediate concern, or jobs solicited from department personnel as having potential for safety incidents, or new job requirements due to new, revised or additional job steps.

C. Job Safety Audit

1. The audit committee meets in the Control Room or other designated area and discusses the job to be audited. The operator familiar with the job points out areas of concern, potential hazards he has observed, etc.
2. The committee goes to the job site. The operator performs the job as normally done. The committee observes steps and discusses things as observed during execution of the job. Operating procedures, facilities, job requirements, protective equipment used/needed and other pertinent safety aspects are assessed during this period.
3. The committee returns to the Control Room or other designated area and discusses observations about the job just audited. Potential problems are openly and candidly reviewed and recommended solutions acceptable to all members are agreed upon. Timing for non-mechanical changes is committed to at this time.
4. Department supervisor meets with area Maintenance Foreman/Supervisor for mechanical or engineering revisions. Timing for these items is agreed upon and committed to.
5. A one-page report (see typical format attached) is written up for subsequent review step.

II. Communicating Job Safety AuditsA. Superintendent's Review

1. Each area General Superintendent holds a once/month Job Safety Audit review meeting. At this meeting:
 - a. The department Supervisor with his/her Operating Superintendent/ M.T. Superintendent/Maintenance Supervisor presents his current audit and recommendations. General agreement on committed to results is achieved. Each supervisor with a current audit makes his/her presentation during this part of the meeting and is then excused.

PROCEDURE: (cont'd)II. Communicating Job Safety Audits (cont'd)A. Superintendent's Review (cont'd)

- b. The Area Superintendent, M.T. Superintendent and area Maintenance Supervisor review status of all outstanding audits with the General Superintendent. Audit status is resolved and, if appropriate, changes to previously posted audits are authorized by the General Superintendent.

2. Each Department Supervisor issues his/her current audit after General Superintendent review meeting approval:

- a. one copy on JSA bulletin board,
- b. one copy in department JSA book, and
- c. copies to distribution list.

Once the audit is posted on the JSA bulletin board it remains there until completed. Appropriate authorized revisions will be made to the bulletin board and department JSA book copies as soon as available.

When the audit recommendations are completed the bulletin board copy is stamped "completed" and left on the board for ten days to communicate status. It is then removed and filed.

3. The Plant Manager holds quarterly review meetings. The status of all outstanding audits is reviewed. The scope and content of all completed audits are reviewed to ascertain general application to other plant operations.

III. Executing Recommendations

In addition to providing communication and training as increased awareness develops, it is expected that an effective Job Safety Audit program will generate procedural changes, minor mechanical revisions and some major mechanical changes.

- A. Procedure or process changes revisions to signs or personal protective equipment needs or any other recommendations within the control of the auditing department will be completed by department supervision.

B. Mechanical Revisions:

1. Mechanical work covered by MRO will be submitted as a safety MRO. The Safety MRO will be designated by writing "JSA Recommendation" on the MRO. The timing commitment arrived at with area maintenance input will be written on the MRO, to allow prioritizing as needed.

2. Mechanical work requiring PAFE or Engineering input will be submitted

PROCEDURE: (cont'd)III. Executing Recommendations (cont'd)

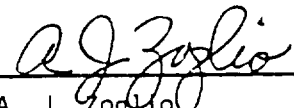
B. Mechanical Revisions: (cont'd)

on a Request for Estimate. The RFE will be clearly marked "JSA Recommendation" for proper assignment to designated JSA Co-op Engineering group. Committed timing should be clearly marked on the RFE for prioritizing.

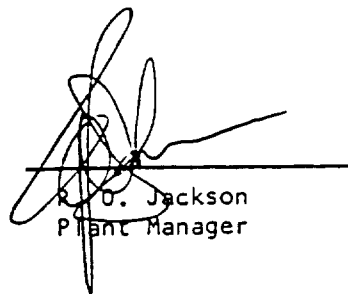
It is to be expected that mechanical improvements requiring design or engineering work cannot be realistically assessed for completion before an engineering estimate is made. The JSA must have some target, however, as an initial best guess for this kind of work. It is appropriate to designate "Engineering Work Required" on the JSA when it is posted, so delays do not significantly impact credibility.

Delays for MRO or departmental recommendations should not be tolerated, however.

PREPARED BY:


A. J. Zoglio
Gen. Mfg. Supt, Resins

APPROVED BY:


R. D. Jackson
Plant Manager

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PRS #35

MONSANTO COMPANY
PORT PLASTICS PLANT
JOB SAFETY AUDIT

xc: R.O. Jackson
G. Osterman
D.W. Roberts

DEPARTMENT _____

AUDIT NUMBER _____

1. Job audited _____

2. Committee _____

3. Day _____ Date _____ Time _____

4. Brief description of job _____

5. Hazards/problems uncovered by audit _____

6. Recommended action _____

7. Target date for completion _____

8. Date completed _____

Supervisor _____

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JOB SAFETY AUDITS

The following Job Safety Audits have been completed in the Lustrex Area:

<u>AUDIT NO.</u>	<u>DESCRIPTION</u>
1	Loading a Hopper Car
2	Clearing a Rubber Cutter Jam
3	Draining a Vessel - DC Stripper
4	Making a Zinc Stearate Batch
5	Filling a Seal Pot
6	Operating the Bag Machine
8	Draining a Reflux Receiver
9	Loading a Bulk Truck
10	DI Stripper Filter Change
11	Loading a Spent Monomer Tank
12	R-1 & R-2 Melt Sampling
13	Removing Char From Furnace
14	Clearing Jam on Palletizer
LX-80-1	Putting Up a Stranding Line
LX-80-2	Filling Peg 400 Tank
LX-80-3	Chunking a Stranding Line
LX-80-4	Changing Therminol Furnace Fuels
LX-80-5	Clearing a Strand Cutter Jam
LX-80-6	Making Up a Naugard Batch
LX-80-7	Changing Foresberg Filters
LX-80-8	Replenishing Therminol Expansion Tank
LX-80-9	Filling Catalyst Tank
LX-80-10	Loading Bulk Trucks
LX-80-11	Removing Rotex Screens
LX-80-12	Hopper Car Puller
LX-81-13	Filling the Molten Stearic Acid Tank
LX-81-14	Loading the Bag Magazine
LX-81-15	Pumping Waste 21
LX-81-16	Charging Caustic Wash System

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JOB SAFETY AUDITS

The following Job Safety Audits have been completed in the Lustrex area:

<u>AUDIT NO.</u>	<u>DESCRIPTION</u>
LX 82-01	Rate Check DC Reflux Purge System
LX 82-02	Palletizer and Associated Conveyors
LX 82-03	Screen Changing
LX 82-04	Hopper Car Puller
LX 82-05	Preparing T66 Line
LX 82-06	Charging of Stearic Acid to Melt Tank
LX 82-07	Charging TBC Solution to Underground SM Tank
LX 82-08	Transferring of Purge Monomer from Underground Tank to A-2 Tank
LX 82-09	Changing Package Line Forsberg Filters
LX 83-01	Staging Drums
LX 83-02	Changing Bulk Area Forsberg Filters
LX 83-03	Changing Rubber Filter Basket
LX 83-04	Pellet Sampling at the Rotex
LX 83-05	Rubber Solution Filter Changing
LX 83-06	Loading Rubber Conveyor
LX 83-07	Hopper Car Loading
LX 83-08	Sampling Spent Monomer from A2 & Underground Tank
LX 84-01	Operation of Carton Line
LX 84-02	Adding TBC Inhibitor to Styrene Storage Tanks