

Monsanto

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

DATE: February 28, 1985
 SUBJECT: First Quarter Safety and Housekeeping Inspection
 REFERENCE:
 TO: List

cc: D. R. Wise
 S. A. Mears
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The First Quarter unannounced competitive Safety and Housekeeping Inspection for the office/service area was conducted on 1/22/85. The CED Warehouse will be given the award for the best rating this quarter. Ratings are listed below:

CED Warehouse	Outstanding
Fire Station	
Locker Building and Safety Supply	Excellent
Zone I & II and CED Offices	
Health Services	
Cafeteria	
Main Office	Good
Office Annex	
Personnel Training	
Stores	
Warehouses A,B,C,E,F,G	Fair

General Comments:

In general both safety communication and housekeeping were very good with only a few exceptions. Positive feedback was received concerning the performance of the Office Safety Committee as well as the response of Area Wardens to emergency situations. We were impressed with the comprehensive safety program conducted within the Accounting Dept. Poor audio quality of plectrons located in the Office Annex was a general complaint. Safety communications via the safety log book, as well as housekeeping, should be improved in the stores and warehouse areas.

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Cafeteria

Housekeeping was very good.
Safety meetings should be held more frequently.

CED Warehouse

Outstanding
Safety meetings held regularly, all equipment stored and clearly
labeled, all contractor tools cleaned/painted/stored neatly.

Fire Station

Area was excellent, safety program well executed.
Two "unracked" bicycles parked in fire house.

Health Services

Area was excellent.
Need to improve "safety orientation program" for new personnel.

Locker Building and Safety Supply

Personal knowledge of safety practices was excellent.
Safety Supply and Men's Locker Room was very clean and orderly.
Floor of Women's Locker Room needed cleaning.

Main Office

General housekeeping was good.
Several offices had boxes stored on the floor or on top of file
cabinets, proper storage should be provided.
Personal knowledge of safety procedures was very good.
Roof area was cluttered with debris.
Air handling room was cluttered.
More attention should be given to "safety orientation program"
for new/temporary personnel.

Office Annex

Very favorable comments received concerning the performance of
area wardens.

Personal knowledge of safety practices was good.

Accounting area was outstanding.

- safety log book implemented with excellent feedback to
questions
- new/temporary personnel well oriented to safety practices
- complaints received concerning quality of plectron per-
formance.
- complaints received concerning quality of plectron per-
formance in P.T. area.
- .. All floor areas were relatively dirty. This problem
should be addressed.

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- Office annex in general appears to be ready for a face lift.
- Complaints received from several secretaries concerning night shift porters eating in the office areas and leaving a mess-should be addressed.
- The necessity of storing massive amounts of computer paper in some P.T. offices should be reviewed.
- Work order for mounting fire extinguishers on second floor walls should be followed up on.
- Several file drawers were found open and unattended in the engineering section.

Personnel Training

Video Conference Room and Tape Room had loose electrical wires strewn about the floor.
No fire extinguisher suitable for electrical fires could be found in the immediate area. This equipment should be better protected.

Stores

Broken glass on outside ledge under second floor window.
File box obstructing third floor aisle.
Bolts and loose items strewn about loading dock are slip/fall hazard.
Two defective step ladders found inside gasket rack on mezzanine. Defective ladders must be labeled as such and either sent out for repair or disposed of.
Gasket mezzanine very dirty but neatly stocked.
Safety log book is poorly attended.
Safety meetings are not held on a regular basis.
Metal plate used to bridge between dock and cylinder truck needs to have bracket added to keep it in place.
Some confusion over when to report to the instruction point. This problem should be covered in next safety meeting.

Warehouses

Safety Log book poorly attended.

Warehouse A

- utility hose not pinned - out of date inspection tape
- needs general pick up

Warehouses B & C

- rusty NaOH drums N/W corner should be covered to prevent further deterioration
- general clean up

Warehouses E, F & G

- broken bags of raw material
- steel strapping bands on floor
- warehouse F has damaged fiber drums full of material stacked precariously - needs attention of supervision.

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Zone I Offices

Very clean and orderly.
Personal knowledge of safety practices was very good.
Telephone/communications junction box in utility room was missing
a protective cover over the wires.

Zone II Office

Light housekeeping needed around Coke machine.
Boxes of stationery stored there should be removed.
Recommend that Exit signs be placed in the NE, NW, SE and SW
corners of the building.
Otherwise - excellent.


R. D. Coleman

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