



Interoffice Communication

To : John Friend, C. R. Miller, DEPT. HEADS
From : A. H. Sather
Date : July 29, 1983
Subject : SAFETY COMMITTEE MINUTES - 7/20/83

The following items were discussed during the regularly scheduled meeting held July 20, 1983.

- (1) ESARS of record were reviewed; answers due to V. A. Belk by 7/27/83.
- (2) The injuries and incidents since the last meeting were reviewed. They included: Charles Kinsey, James M. Grey, Willie Rowe, Tommy Staten and Roy Ray - first aid injuries and David Nolan/Billy McAllister incident where the train crew switched a car they were working from to replace a silo loading chute.
- (3) The current status of the Honeywell fixed point monitor was reviewed. The status is:
 - A. Tank Farm Tubing - installed. Software from CCD due here in three weeks; still waiting on sampling filters.
 - B. Stream Relocation - same progress - lower priority.
 - C. Computer/Printer - computer is functional; a new smaller, but quieter printer is on order (required to operate computer).
 - D. Warning Lights - can be placed in service when we are ready; ready for test; PEM to head-up.
- (4) Management/Supervisor Safety Improvement Project Status:
 - A. Vinyl
 1. Individual meetings with supervisors to be complete by end of July using DuPont literature (Guide for Supervision and Unsafe Acts Index). Measurable goals requested from each supervisor. The final measurement parameters will be common; supervisors keep safety notebook.
 2. Safety meetings and housekeeping are graded.
 3. Audits include operations, equipment, permits.

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(4) Management/Supervisor Safety Improvement Project Status - Continued

A. Vinyl - continued

4. Educational emphasis needed for supervisors.
5. JSA's to be developed.

B. Compound

1. Mass meeting in June with followup meeting this month included DuPont literature and measurable goals discussion.
2. Employees may be involved in audits.
3. JSA's are good tools.
4. Measurable standards, audits and other items were discussed (item 1).

C. Maintenance

1. Met with JLH, CED, JAD first to outline program and to request each of them to get goals from their subordinates and for themselves. for what they would be willing to be measured by.
2. After goal development, personalized goals were compiled by CRS and typed for signature by each supervisor.
3. One JSA/month/supervisor is goal.
4. Mechanical Department safety rule feedback project - each mechanical department employee is given a sheet with 4-5 safety rules and is asked: (1) Why do we have this rule? (2) How is my work affected by this rule? (3) Is the intent of this rule clear?
5. The Mechanical Department has a published audit procedure.

D. Administrative Services

1. DuPont materials distributed to key personnel with objectives requested by 7/29/83.
2. JSA and work practice audits continue.
3. Hazard perception is the current focus of the employee awareness program.
4. Office areas are yet to do.

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(4) Management/Supervisor Safety Improvement Project Status - Continued

E. Process Engineering

1. Not started yet due to budget efforts. Some things discussed with VLT; will do same with DLM.
2. VEM did some project auditing before leaving for Houston on temporary assignment.

F. C. R. Miller

1. Setting personal goals have been primary effort.
2. Personal awareness of safety on tours of plant.
3. Hourly attitude somewhat more positive.
4. Things are going too well (plant operations) to get a real handle on program.

G. A. H. Sather

1. Safety Department has had one meeting in June where the DuPont materials were partially discussed. Another meeting is planned in the near future to complete the review.
2. Safety has gotten better as have attitudes due to active visible involvement of Department Heads.

H. J. Friend

1. Safety is up in priority with pounds and quality.
2. Department Heads are making the progress happen.

(5) Subcommittees - The following subcommittees were formed:

- A. ESAR - Will meet at 2:00 p.m. on third Wednesday. Personnel involved will be JF, CRM, AHS, VAB, and any Department Head who has ESARS to report on. The regular Safety Committee Meeting will therefore start at 2:30 p.m. after the ESAR Subcommittee.

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(5) Subcommittees - Continued

B. Injury Reporting - CRS, Chairman; VAB, RGG, JLH, BPS

C. Auditing - CRM, Chairman; AHS, RAF, PJK

D. Vessel Blanking Checksheets - plant wide - DJM, Chairman

E. Other subcommittees that were discussed are:

- Plant Safety Interlocks - bring up again in late third quarter.
- Yard/Lab Hopper Car Team (in-place).
- Electrical Systems Integrity - conduit seals and breaker labels.
- Safety Rule Revisions - defer to late third quarter.
- 1984 Safety Program Committee - NEXT MEETING.
- Safety Work Order/Safety Project Backlog.

F. Other subcommittees were suggested and not discussed; they were:

- Establish training program for new office employees with requirement for re-training at specified frequencies.
- Evaluate and make uniform the requirements for personal safety equipment.
- Evaluate afterhours and weekend personnel on-site documentation for emergency action control.
- Chemical Hazard Handbook update.

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