



Nov.

Interoffice Communication

To : All Supervisors
From : A. H. Sather
Date : November 9, 1982
Subject : SAFETY MEETINGS

The topics for November, December and January are contained in this memo. This is being done to help Supervisors do a better job of planning and preparing for their safety meetings. No topic was specified for October. The topics are:

November - General Plant - Drum Handling.
Lab - Departmental Safety Rules for Lead and Specific Tasks.
Plasticizer Alcohol and Sulfuric Acid Handling.
Engineering - Engineering Consideration for Material Handling.

December - Respirator Training.

January - 1982 Safety Performance and 1983 Safety Plans

Specific details for each topic are noted below:

November - Drum Handling: Two serious injuries have occurred to date in 1982 due to drum handling problems in the vinyl area. In the first injury, a vinyl utility lost control of a 608 pound glycerine drum. In an effort to stop its fall, he tried to catch the top chime (rim) of the drum. Due to incomplete removal of the aluminum bung seal, the employee suffered a severe laceration to his hand that required fourteen stitches to close the injury. An "A" operator in the old reactor module suffered a laceration to the tip of his left ring finger when the calcium stearate drum he was moving shifted due to the breakage of a pallet board. The tip of his finger was pinched between the drum chime and the bonnet of a cooling water valve. In each of these injuries, the injured employee was standing on the pallet.

In the first case above, the employee could have suffered serious leg and foot problems if his foot had been caught by the pallet boards. In the second injury, if the employee's reflexes had been slower, serious finger bone injuries could have resulted. He saw what was happening and was pulling his hand out of the way while the drum was moving toward the valve bonnet.

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All Supervisors
11/9/82
Safety Meetings
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Coverage for this meeting should include the following:

1. Safety rules regarding drum handling.
2. A review of the drum weights used in the department.
3. A review of the approved methods for handling drums (obtain from your Department Heads). This should include transport devices, drum cradles, and proper method for using the devices.
4. Review of the method in the plant areas.
5. Specific areas defined by each department (i.e. drum pump use, reporting of problems relating to drum pumps, special preparations for drummed materials, etc.).

December - Respirator Training: In the past, the Safety Department has conducted this training with the help of Supervisors. This year Supervisors will conduct the training. The Safety Department should be contacted early to provide respirator program review. Safety personnel will attend the training sessions to provide support help as need arises. This training should be completed by 12/17/82 to minimize attendance problems due to vacation and holidays. Also, this training is mandatory. All employees must be trained in respiratory protection annually. Vinyl personnel should plan to review some special training plans with Pete Markey by 11/19/82.

January - 1982 Safety Performance and 1983 Safety Plans: This topic will be jointly conducted by departmental supervision. The 1982 review should address departmental performance review along with related problems and injuries that occurred plant-wide. The 1983 plans' section should cover the departmental safety program plans and methods planned to achieve the objectives.

Department Heads should plan to provide a list of desirable topics and their timing preferences for 1983 safety meetings by November 18, 1982. Supervisors should plan to provide their input as early as possible so that the safety meeting topics can be as meaningful as possible.

NOTE: Several mandatory programs must be conducted. These programs include health training, fire training, first aid training, and respirator training.

A. H. Sather

A. H. Sather

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c: JF, CRM, Dept. Heads, DSC, JVH, VAB, JGR, MES

Nov. 24th 1964

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

Discussed Safety Rules for Lead / alcohol & sulfuric acid
Safety Equip. & testing of same / Safe Drunk Handling
procedure / Safety Hazards of alcohol & float samples
Bottles.

~~Instructor/Supervisor~~

TRAINEES

[illegible]

VAB.000107522

SAFETY/TRAINING MEETING ATTENDANCE RECORD
Emerg Handling, Safety Rules for Troop and ~~Nov~~ *November*
Safety meeting

TOPIC: Plasticizer Alcohol and Sulfuric Acid Handles DATE: 12/2/82

LOCATION: Training Room + Condensed Line I NUMBER OF HOURS: 1.0

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

1. Discussed the two ^{injuries} that occurred when handling drums. Discussed how the injuries could have been prevented.
2. Discussed Tool Handling in the Lab Area.
3. Discussed Postage, Material and Acid handling in Lab

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

Ray Flynn
Instructor/Supervisor

TRAINEES

[illegible]

G. Belk

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SAFETY/TRAINING MEETING ATTENDANCE RECORD

M.E. & P.E. GROUP NOVEMBER SAFETY MEETING

TOPIC: ENGINEERING CONSIDERATION FOR MATERIAL HANDLING DATE: 11/30/82

LOCATION: SAFETY TRAINING ROOM NUMBER OF HOURS: 30 Min.

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

MATERIAL HANDLING PROBLEMS IN THE PLANT — DESIGN CONSIDERATIONS
FOR REACTOR SEAL CHANGE PLATFORM. CURRENT PROBLEMS THAT ARE IN
DESIGN STAGE, HANDLING OF VCM TRANSFER LINES, VALVES & ACTUATORS UNDER REACTORS,
CLASS ASSIGNMENT — DEVELOP. DESIGN FILE FOR DRUM HANDLING EQUIPMENT.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

John Dixon
Instructor/Supervisor

TRAINEES

DEPT.	CLOCK NO.	NAME (Print)	DEPT.	CLOCK NO.	NAME (Print)
ENG		DAN MILLER	ENG.		Robert E. Rickert
"		C. CLARK			
"		F. G. Jeans on			
"		DAN CASH			
"		James Walker			
"		Mike Nathan			
"		Steve Hillman			
"		Dave Mahler			
"		GIL MORGAN			
"		STAN ALLEN			
"		J. W. L. T.			
"		Jorge Perez			
"		Cal Greene			

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TOPIC: November-Safe drum handling

DATE: 11/30/82

LOCATION: Training Room + Line I area

NUMBER OF HOURS:

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

Reviewed drum related inquiries 1982

Discussed Compound procedure drum handling equipment

discussed pinch points demonstrate correct use of drum equipment

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

Albert Bay/R. Gilson
Instructor/Supervisor

TRAINEES

[illegible]

VAR 0001075230

TOPIC: Drum Handling DATE: 12/1/82
LOCATION: East of New Unit, Control Room NUMBER OF HOURS: 60 min

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

We went over drum handling in V night, we went over the safety rules regarding drum handling, went over the kind of drums, size + weight of V night drums, we went over the methods of drum handling and air pumps. we had field training on drum handling + moving of drums.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:
B-shift + others safety meeting for Nov.

Ray Miller / Ray Miller
Instructor/Supervisor

TRAINEES

DEPT.	CLOCK NO.	NAME (Print)	DEPT.	CLOCK NO.	NAME (Print)
VIHAYI	1448	LEE CHILDERS	11	1042	CHARLIE S LITTLE
"	2219	Dr. [Signature]	11	2239	GARY D Dove
"	1210	J. D. [Signature]	"	2240	H. R. [Signature]
"	2230	V Blanchard			P. E. [Signature]
"	1553	B King			D. O. Miller
"	1729	R. [Signature]			Ray Miller
FI	2270	Greg Falaris			
"	2018	L. Kester			
"	1649	Charles L. [Signature]			
"	1843	Frank [Signature]			
"	1230	Dr. [Signature]			
"	2021	Bob Newman			
"	1765	Neilsen			

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OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

James E. Knight
Instructor/Supervisor

Paul Kahn

~~VAB.0001075232~~

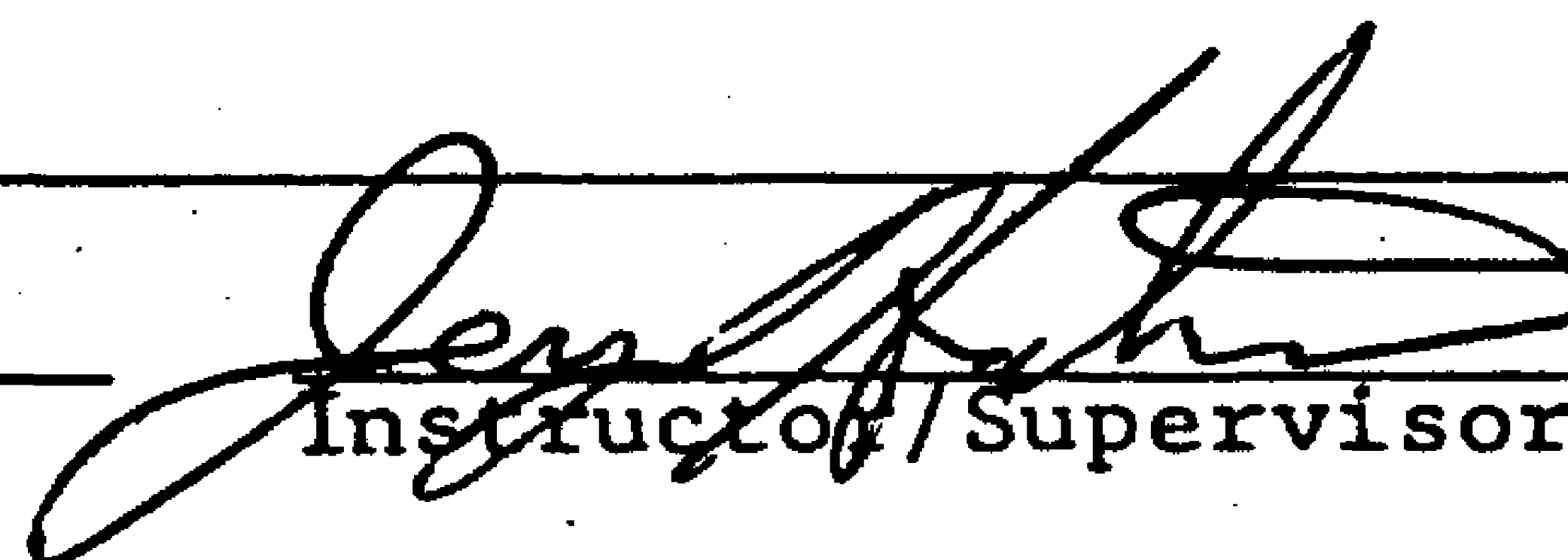
SAFETY/TRAINING MEETING ATTENDANCE RECORD

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TOPIC: Working in Winter Conditions DATE: 11/17/82
 LOCATION: Safety Training NUMBER OF HOURS: 1/2
 OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

Discussion on what you can do to keep well
Special Consideration when working out in cold
Ice, Protection of Equipment, Leave Early
For Work.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:


 Instructor/Supervisor

TRAINEES

DEPT.	CLOCK NO.	NAME (Print)	DEPT.	CLOCK NO.	NAME (Print)
MAINT	490	George Reynolds	MAINT	107	J. J. GUNWIN
"	1123	William Moore	MAINT	1188	George CARNATHAN
"	286	Don Kennedy	"	532	ED MIZE
"	1630	Willis Starlow	"	1489	SAM BROWN
"	909	DAVID MOLEN	"	1211	WILLIAM BRUNING
"	951	John McWhiter	"	1043	John Hall
"	671	Jerry Crosby	"	700	Lionel STEALL
"	1155	J. W. Lowe	"	1184	MINE LANGSON
"	1651	James EDWARDS	"	1521	John HAMILTON
"	862	Tommy STATEN			
"	1213	William Phillips			
"	1805	Dale ANDREWS			
"	952	CHARLES WARLEY			
"	920	L. A. Howell			
"	1633	Billy McAllister			
"	523	Charles Holcomb			
"	674	Hubert JACKSON			
"	1072	DAVID ROBERTS			
"	359	Willie TRUPE			
"	920	LARRY FRYE			
"	353	TYRUS HARRISON			
"	513	J. D. REA			
"	132	James RISSAN			
"	1214	Billy THOMPSON			
"	1257	BUBBY WARD			

TOPIC: November - Drum Handling DATE: 11/23/82

LOCATION: Training Room / Line I Area NUMBER OF HOURS: 3/4

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

Reviewed drum related injuries - 1982. Discussed Compound Dept. drum handling procedure and equipment. Talked about pinch point, danger of being scalded and to wear gloves. Demonstrated and had employee use compound drum handling equipment.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

Robert Bristol / R. Liberty
Instructor/Supervisor

TRAINEES

[illegible]

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SAFETY/TRAINING MEETING ATTENDANCE RECORD

TOPIC: Portable Radio DATE: 11/11/82

LOCATION: control room NUMBER OF HOURS: 15 min

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

We went over the letter put out by C.R. with all eyes on copies to everyone.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

R. Miller
Instructor/Supervisor

TRAINEES

DEPT.	CLOCK NO.	NAME (Print)	DEPT.	CLOCK NO.	NAME (Print)
Ving	590	Robert E. Stone			
11	1042	CHARLIE S. LITTLE			
11	1803	Raymond Smith			
11	2238	Jeff Shields			
11	521	Peggy Jones			
11	879	O C Lee			
11	1640	Charles A. Young			
	764	Harold L. Under			
yard		Ray Ray			

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DATE: 11 / 19 / 82

NUMBER OF HOURS: 1.0

slide/tape, film, etc.). Attach separate sheet if necessary.

Reviewed drum related injuries to date in 1982. Discussed compound
dept. drum handling procedure and equipment. Talked about pinch
points, danger of guns seals, and instructed employees to wear gloves.
Demonstrated and had employees use compound drum handling equipment.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

Chandler Wenzlow / RL
Instructor/Supervisor

TRAINEES

CLOCK NO.	NAME (Print)
PLAST 823	TERRY NOLAND
Dry Blend 2217	Dale Boon
" 1335	Vernie Brown
" 1809	Pollyann
Camp 1784	Calvin Adams
" 1386	Rogene McMillan
" 1404	Robert Morgan
" 0772	Rehling Hamilton
" 2235	William Davis
" 578	JOHN Keaton
" 2248	WILLIAM MALONE Paul Kelso Bernice Milneath

SAFETY/TRAINING MEETING ATTENDANCE RECORD G. BELK

TOPIC: RAIL SWITCHING

DATE: 11/10/82

LOCATION: UPSTAIRS TRAINING ROOM

3.0 HRS

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

- A) 4 - ICG Films on Switching
- B) Discussed the proposed ~~CGO~~ Switching Revision
- C) Reviewed alcohol Unloading (check paperwork)
- D) Reviewed yard safety performance

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

attached on separate sheet

Dean Honeycutt
Instructor/Supervisor

TRAINEES

[illegible]

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DATE: / /

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

1. Review OF MONTHLY injury Report.
2. Film, COLOR OF DANGER.
3. Review DISC / RELIEF VALVE, "PRACTICES MANUAL"
4. Review OF, OPERATION OF PLANT EQUIPMENT, VALVES, SYSTEMS, ETC.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

Ref. [Signature]
Instructor/Supervisor

[illegible]

TOPIC: Nov.-1983, Drum Handling,

DATE : / /

LOCATION: Stores / Raw Mat. Warehouse

NUMBER OF HOURS:

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

1. Review, DRUM Handling.
2. Review, "EMPLOYEE SUGGESTIONS, AND PLANNED CORRECTIVE ACTION OF HAZARDS.
3. Review, DRUM WEIGHTS USED IN THE DEPARTMENT.
4. Review, SAFETY RULES, REGARDING DRUM HANDLING.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

Rafael Ruffalo
Instructor/Supervisor

TRAINEES

[illegible]

G. Belk

TOPIC: August Injury Summary & Rail Car Sampling Safety DATE: 11/1/82
LOCATION: QC LAB NUMBER OF HOURS: .5

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

Went over accident in Summay & discussed ways they could have been prevented. Do's & Don't's of Rail Car Sampling in order to be safe.

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:

Safety to start @ top & come down. Salary Employees
& visitors from other Co. locations to obey our
Safety rules & when Broken not ignored by our
Salaried people.

TRAINEES

[illegible]

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VAB.0001075246

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TOPIC: Safety Drum Handling DATE: 1 1
LOCATION: Training Room 1 NUMBER OF HOURS: 1/2

OUTLINE OF PRESENTATION (Major points, demonstrations, what was practiced, slide/tape, film, etc.). Attach separate sheet if necessary.

Reviewed the two injuries while handling drums
went over department approved drum handling
equipment - went over the proper way to handling
of setting up drums and the amount of people to do the job

EMPLOYEE SUGGESTIONS AND PLANNED CORRECTIVE ACTION:
Each one set up the drum and caution them about pinch
points

Each one of the men said this was a very
good drum handling truck Charles J. Smith
Instructor/Supervisor

TRAINEES

PT.	CLOCK NO.	NAME (Print)	DEPT.	CLOCK NO.	NAME (Print)
<u>mp</u>	<u>955</u>	<u>Paul Cook</u>			
	<u>1843</u>	<u>Wilke (Wilson)</u>			
	<u>2241</u>	<u>Lester Fields</u>			
	<u>1749</u>	<u>William Funn</u>			

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LOCATION: 174119-1000 NUMBER OF HOURS: .13

Discussed and demonstrated the safety was of handling
Drums, Plasticizer, Lead, and Inhibited Acid samples.

TRAINEES

VAB.0001075250

TOPIC: DRUM HANDLING DATE: 12/31/82
LOCATION: Control Room/Field NUMBER OF HOURS: 1.5

Covered safe drum handling, use of gloves,
Complete removal of drum. Every seal, proper
use of drum dollies, covered two accidents
in port Quarters. Thank Sgt. 1


Instructor/Supervisor

[illegible]

VAB 0001075251