

Rendell B. Newton

To: Department heads

Date: 6 November 1989

Subject: Plant Safety Program



attached is a rough draft of the plant safety program. We will review it in the next CSC meeting. Points to think about are:

- 1- Where should we be spending the most effort to eliminate accidents
- 2- Who is responsible for each item.

RBN

TOPICS FOR SAFETY MEETING

DECEMBER 15, 1989 10A

**PROCESS FLOW DIAGRAM
ABERDEEN PLANT SAFETY PROGRAM**

Page 1
10/30/89

SAFETY MEETINGS

***PURPOSE:** To increase safety awareness by regular discussions. To provide time for training.

1. One-hour meeting per month where safety training takes place. Typical topics are from both on and off the job.

TRAINING

***PURPOSE:** To prepare employees to handle safety emergencies. Also to teach good safety techniques.

1. Fire Fighting
2. Personal Breathing Protection
3. VCM Safety
4. Lead Safety
5. First Aid Training
6. Contractor Training
7. New Employee Training
8. On-the-job Safety Training
9. Fork Truck Training

AUDITS

***PURPOSE:** To verify the integrity of plant safety, procedures, equipment, and programs.

1. CSC assigns ~ 5 audits per month
 - A. Team Audits the following
 - Existing System Adequacy
 - Documentation
 - Employee Knowledge
 - Effectiveness
 - B. Team reports recommendations to CSC
2. Pre-start-up Safety Audits

INCENTIVES

***PURPOSE:** To encourage employees to care about safety.

1. Gift each year that no LTA occurs
2. Gift each 1mm manhours that no LTA occurs
3. Play Bingo for cash as long as no off the job LTA occurs
4. Dinner each year that no LTA occurs

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**PROCESS FLOW DIAGRAM
ABERDEEN PLANT SAFETY PROGRAM**

Page 2
10/30/89

INSPECTIONS

***PURPOSE:** To keep safety equipment in proper working order.

1. Annual Inspections
 - A. Deluge System Flow Testing
 - B. Fire Hose Hydrostatic Testing
 - C. Ladder Survey
 - D. Walking/Working Surface Inspection
 - E. Fire Extinguisher Inspection and PM
 - F. Health Screening
2. Monthly Inspections
 - A. Hose House Inspection
 - B. VCM Pump Survey
 - C. Fire Extinguisher Inspection
 - D. Safety Shower Inspection
 - E. Scott Air Pak Inspection
 - F. Plant Breathing Air System Inspection and PM
 - G. Plant Breathing Air Sampling
3. Weekly Inspections
 - A. Deluge System Testing
 - B. VCM Leak Survey
 - C. AMS Kill System Survey
 - D. Safety Disk Survey
 - E. Emergency Generator Inspection
4. Daily Inspections
 - A. Daily Safety Management by Walking Around
 - B. Nightly Plant Gate Security Check
 - C. Nightly Office Heater and Door Security Check
5. Semi-Annual Inspections
 - A. Sprinkler Inspection
 - B. Smoke Detector System Inspection
 - C. Inspection of Lab Halon System
 - D. Compressed Gas Cylinder Color Coding Survey
 - E. Health Screening
6. Quarterly Inspections
 - A. PIV Inspection and PM
 - B. Emergency Lights Test and Inspection
7. Bi-weekly Inspections
 - A. Plant Perimeter Security Check

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**PROCESS FLOW DIAGRAM
ABERDEEN PLANT SAFETY PROGRAM**

Page 3
10/30/89

ACCIDENT INVESTIGATIONS

***PURPOSE:** To prevent repeat occurrences.

1. Accident or near miss occurs
2. A team is formed
3. The team decides why the accident happened and what to change to prevent it from re-occurring
4. The recommendations are presented to management

CENTRAL SAFETY COMMITTEE

***PURPOSE:** To administer Plant Safety Program.

1. Meets monthly
2. Review safety statistics
3. Review ESAR status
4. Reviews Audit Reports
5. Evaluates success of safety program
6. Approves new safety procedures

DATA COLLECTION

***PURPOSE:** To know that employees aren't being exposed to hazardous chemicals.

1. VCM exposure monitoring
2. Blood lead testing
3. Lead air monitoring
4. Plant Injury Classification
5. Plant Injury Logs
6. Injury Status Records
7. Attending Physicians Reports

EMPLOYEE SAFETY ACTION REQUESTS

***PURPOSE:** A formal procedure to hear and respond to employee safety concerns.

1. Employee turns in ESAR
2. Management evaluates validity of concern
3. Employee get response
4. CSC tracks progress

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**PROCESS FLOW DIAGRAM
ABERDEEN PLANT SAFETY PROGRAM**

Page 4
10/30/89

SAFETY PROCEDURE

***PURPOSE:** To provide procedures for safety work.

1. Safety Manual issued to department heads
2. Safety Handbook
3. Emergency Plan

SAFE WORK PERMITS

***PURPOSE:** To review upcoming work by supervisors and insure that it can be done safely.

1. Safety Control Permit System

PERSONAL SAFETY EQUIPMENT

***PURPOSE:** To protect employees from injury.

1. Scott Air Paks
2. Respirator Cleaning and Repair
3. Respirator Parts Inventory
4. Respirator fit Testing
5. Plant Safety Procedures
6. Injury and Illness Treatment
7. Employee Medical File Maintenance
8. Employee Health Counseling and Consultation
9. Employee Health Problem Evaluation
10. Hearing Protector Dispensing
11. Pre-employment Physicals
12. First Aid Supplies Stocking and Dispensing
13. Blood Pressure Screening
14. Employee Immunizations
15. Safety Shoes
16. Employee Audiograms
17. Safety Glasses
18. Routine Personal Dosimetry

SAFETY PUBLICITY

***PURPOSE:** To keep safety on employee's minds.

1. Safety posters
2. Messages on the plant safety sign

**PROCESS FLOW DIAGRAM
ABERDEEN PLANT SAFETY PROGRAM**

Page 5
10/30/89

PLANT SECURITY

***PURPOSE:** Protect employees from unauthorized use of facilities.

1. Monitor threatening weather
2. Vehicular Traffic Control and Traffic Log
3. Pedestrian Traffic Control and Visitor Log
4. Smoke Detector Alarm Investigation
5. Ambulance Service Requests
6. Fire Department Assistance Requests
7. Law Enforcement Assistance Requests
8. Lock and keys

MISCELLANEOUS

1. Plant Emergency Response Equipment Maintenance
2. Design Review
3. Federal Safety Standards Interpretation
4. Federal Safety Standards Compliance Programs
5. Accident Investigation Records
6. Shutdown Field Safety Support
7. Plant Emergencies Assistance
8. NPRA and NSC Safety Awards
9. Weekend Duty Safety Staffing
10. Community Emergency Preparedness Program
11. OSHA Visits Oversight
12. Transportation Emergencies Response
13. New Safety Equipment Evaluation
14. Monthly Central Safety Committee Meetings
15. Monthly Report
16. Weekly Safety Report
17. Monthly Manhours Report to LLC
18. Annual Safety Data Reports to Houston Headquarters
19. Strike Preparation
20. Photographic Equipment and Supplies Stocking and Maintenance
21. Photographic Equipment and Film Issue
22. Audio Visual Equipment and Supplies Maintenance
23. Emergencies Procedures Manual
24. Citizen Complaints
25. Scrap Truck Monitoring
26. Security Incident Investigations
27. Special Monitoring
28. Hazard Communication Program