

Monsanto

FROM (NAME & LOCATION) J. T. Payne, (SS-18), Texas City, Texas

DATE July 24, 1984 cc. G. L. Tromblee O-10

SUBJECT SHAC MINUTES - 7/18/84

REFERENCE

TO : SHAC Members:

E. P. Bailey 2Z
S. W. Moncla 513D
J. D. Richards 1Z
J. A. Stal, Jr. OA-11
R. T. Hammann O-22

These are the minutes of the July 18, 1984, SHAC committee meeting.

Future SHAC Meetings

July 25 --- 12:30 p.m. --- Cafeteria Conference Room

PMSB Notes

Texas City is leading MFI in safety. There were no recordables in June and none to date in July.

The new emergency control center operations plan was implemented.

Annual Inspection - CB

The Chocolate Bayou Inspection will be the week of October 1st. The following people are suggested members of the inspection team:

General Superintendent: R. Forsthoffer, chairman

Superintendent: } R. M. Fritz
M. A. Riddle

Engineer: } J. W. Bullock
B. J. Sanders

Foremen: Earl Moore
George Chestnut

Hourly: Casey Yauger (Dept. 51)

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Project Assignments

<u>Project</u>	<u>Rep.</u>	<u>Status</u>
Parking Area Designations	J. D. Richards	Areas are being designated.
Emergency Center Communication	R. T. Hamann	Phone numbers finalized.
Assembly Point Signs	J. D. Richards	Phone nos. 3816, 3817, 3818.
Methanol Incident	J. Stal	To Report to PMSB 8/84.
Emergency Drill (~Nov 1)	S. Moncla	
Contractor Safety Film (5 min.)	J. D. Richards	In progress

General Permit Procedure

The biggest problem with the general permit is maintenance reluctance to sign the permits. A review of the general permit situation will be made before August 1.

Annual Inspection - Texas City

All activities are on schedule. A copy of the inspection guidelines presented to PMSB is attached.

New Business

An article for plant news will be developed covering the STOP program and highlighting strains and sprains.



J. T. Payne

JTP:sr
Attachment

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ANNUAL INSPECTION PREPARATION ACTION PLAN

<u>DATE</u>		<u>RESP.</u>	<u>STATUS</u>
7/1	Inspection route and timing defined - dry run completed to parking places, cars needed, guide meeting place.	JTP/JDR	Complete.
	Assign Office Safety Committee responsibility for publicity.	RTH	Complete.
	Send copy of previous inspection, recommendations to Superintendents. By 8/31 all items complete - written response.	JAS	Complete.
7/23	Send out notice that all ladders are to be inspected and new tags attached by 8/3.	RTH	Complete.
8/1	Encourage Plant Manager, Plant Engineer, and Safety Superintendent to be in the plant the 2 weeks prior to the inspection.	EPB	
	By 8/15 obtain pictures and information on the inspectors, sizes, etc.	JAS	
8/6-10	3rd Quarter Safety & Housekeeping Insp.	SWM	
8/15	Guides named for each area of plant. SHAC member will host each Inspector - rotate at noon each day. Plant Manager & Safety Superintendent will freelance. General Superintendents will meet team at each area of responsibility.	JTP/JDR	
8/30	SHAC drive around inspection -- made slides. Use 3rd Quarter comments.	SWM	
8/31	All recommendations from last annual inspection completed. Route and guide list published and issued. Information for inspectors (booklet, etc.) completed. Name tags (name and position) completed for inspectors, guides, etc. Lunch arrangements completed (catered by cafeteria).	JTP/JDR JAS RTH EPB	
9/4	Mail information to inspectors.	JAS	

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9/5	Include pictures and history of inspectors in plant newsletter. Expanded Staff -- review slides, inspection details and check list.	JAS
9/10	SHAC/Plant Manager drive around inspection - take slides. Plant Manager mail letter to all employees home. Obtain equipment for inspectors -- hard hats (with names), safety glasses, ear plugs, cover goggles, rain gear (suits and boots), name tags, and temporary badges.	SWM EPB RTH
9/12	Expanded Staff meeting -- review slides.	SWM
9/14	Drive around inspection -- each General Superintendent accompanied by two SHAC members. Short wrap-up staff meeting after inspection.	SWM
9/18	Evening meal with inspectors and presentations. Tromblee, Forsthoffer, Harmann and Chairman of SAC, SHAC, TCSC, OSC, HSC.	EPB
9/19-21	Inspection	ALL
10/1	Feedback	ALL

JAS:sr
6-12-84

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7-18-84

SAFETY THROUGH EMPLOYEE INVOLVEMENT

1984 TEXAS CITY

ANNUAL SAFETY/HOUSEKEEPING INSPECTION

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MAJOR OBJECTIVES

THE INSPECTION IS DESIGNED TO:

- HELP THE PLANT.
- EMPHASIZE INVOLVEMENT AT ALL LEVELS WHILE SPECIFICALLY KEYING INTO WAGE AND FIRST LINE SUPERVISION.
- PROVIDE AMPLE OPPORTUNITY TO SHARE EXPERIENCES.
- AUDIT BOTTOM LINE EFFECTIVENESS OF PLANT PROGRAMS.
- BE COST EFFECTIVE.

SAFETY PROGRAM ELEMENTS

- MANAGEMENT
- LOSS PREVENTION PRACTICES
- TRAINING
- COMMUNICATIONS
- EMPLOYEE INVOLVEMENT
- OFF-THE-JOB SAFETY
- CONTRACTOR SAFETY & HEALTH

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EMPHASIS AREAS

THE INSPECTION TEAM WILL AUDIT UNDERSTANDING AND IMPLEMENTATION OF THE FOLLOWING:

- SAFETY/LOSS PREVENTION PROGRAMS/PRACTICES
 - PERMITS/PROCEDURES
 - *GENERAL PERMIT EFFECTIVENESS
 - *ARE SAFETY PROCEDURES UP-TO-DATE AND ACCESSIBLE TO EVERYONE
 - JOB SAFETY ANALYSIS/STOP PROGRAM EFFECTIVENESS
 - PERSONAL PROTECTIVE EQUIPMENT
 - INDUSTRIAL HYGIENE PRACTICES
 - *HEARING CONSERVATION PROGRAM
 - INCIDENT INVESTIGATIONS
 - *TIMELINESS AND FOLLOW-UP
 - EMERGENCY/DISASTER PLANNING
 - *EMPLOYEE UNDERSTANDING
 - PARTICIPATIVE MANAGEMENT APPROACHES
 - *ACCEPTANCE AND EFFECTIVENESS OF UNIT/CRAFT SAFETY TEAM
 - *EFFECTIVENESS OF SAFETY LOG BOOK
 - CONDITION OF SAFETY EQUIPMENT
 - *LADDERS
- SAFETY TRAINING
- EMPLOYEE PERCEPTION OF SAFETY COMMITMENTS
- OFF-THE-JOB SAFETY
 - *WHAT CAN PLANT DO TO HELP
- CONTRACTOR SAFETY & HEALTH
- HOUSEKEEPING

REPORTS

- THE INSPECTION TEAM WILL GIVE A PRELIMINARY REPORT BEFORE LEAVING.
- WRITTEN REPORT WILL BE SUBMITTED TO THE PLANT MANAGER, INCLUDING A SUMMARY FOR ST. LOUIS MANAGEMENT.
- THE ~~FIVE~~^{SIX} PARTICIPANTS FROM EACH PLANT WILL COMPILE A REPORT FOR THEIR PLANT MANAGEMENT ON WHAT THEY OBSERVED.

AWARDS

- NO COMPETITION BETWEEN PLANTS
- HIGHLIGHT OUTSTANDING DEPARTMENTS FOR RECOGNITION

INSPECTION METHOD

- TEAM ORGANIZATION
 - EXCAHNGE INSPECTION TEAMS
 - INSPECTION TEAM
 - GEN. SUPT. - CHAIRMAN
 - SUPT.
 - SUPT./SUPV.
 - ENGINEER
 - FOREMAN
 - OPERATOR/CRAFTSMAN
 - ONE TEAM MEMBER FROM SAFETY DEPARTMENT
 - INSPECTION WILL LAST THREE DAYS PLUS FEEDBACK
 - FEEDBACK SESSION WILL BE AT PLANT MANAGEMENT DISCRETION
 - TRAINING WILL BE RESPONSIBILITY OF TEAM CHAIRMAN

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TIME

JULY 2: PRESENT PLAN TO PLANT MANAGEMENT

AUGUST 1: FINALIZE INSPECTION TEAMS

SEPTEMBER 15: COMPLETE INSPECTOR TRAINING

INSPECTIONS: TEXAS CITY SEPTEMBER 19-21
CHOCOLATE BAYOU OCTOBER 1st Wk.

NOVEMBER 1: REPORT ISSUED TO PLANT

ONE WEEK PRIOR TO INSPECTION, TEAMS WILL RECEIVE PLANT
INFORMATION PACK REQUESTED BY TEAM CHAIRMEN.

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