

INVESTIGATIVE

FROM (NAME & LOCATION)

Rose Mary Fritz - Texas City

J. A. Fritz

DATE

December 22, 1975

CC

REFERENCE

Report of Office and Clerical Safety
Task Forces

PLAINTIFF'S EXHIBIT

MON-1272

TO : Safety and Housekeeping Action Committee

At your directive, a task force was formed to (1) investigate the nature and extent of involvement of office and clerical personnel in plant safety programs, and (2) to determine how their participation might be increased. The make-up of the task force was as follows:

Elijah Squire	- Department 24
Ray Macik	- Accounting
Marjorie Grady	- Marketing
Juanita Hicks	- MISD
Tressa Bryant	- P. T.
Marilyn Butcher	- P. T.
Glenda Meisetschlaeger	- Personnel
Rose Mary Fritz	- P. T., Chairperson

Present Involvement of Office and Clerical Employees

Information concerning the present state of involvement in safety programs was solicited by a questionnaire which was sent to 142 office and clerical employees. Our conclusions are based on response from 55 employees or 39% return.

The present involvement in safety programs within the group is highly variable, ranging from bi-weekly, monthly or quarterly safety meetings within departments to no regular departmental program. Those regularly involved in departmental programs include Office Services, Personnel, Accounting, MISD (with exceptions of shift clerks), P. T. (with exceptions), and Manufacturing - Ryan and Fuller groups. Those not regularly involved include Credit Union, Patent, Plant Services, Library, Environmental, Administration, Engineering Services, Marketing, Plant Engineering, and Manufacturing - Marsh and Daues groups.

Films offered by Loss Prevention Department were cited by many respondents as very beneficial. Those most often mentioned were "Cafe Coronary," "You Bet Your Eyes," "Office Safety" and Mouth-to-Mouth Resuscitation demonstration. There has apparently been some difficulty in reaching Credit Union employees and MISD shift clerks with these programs.

Fire extinguishers were most frequently mentioned as safety equipment available in the office area, yet 27% of the respondents did not feel that they knew how to operate the extinguishers.

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Recommendation of the Task Force

In order to provide a formal means of participation by office and clerical employees in plant safety programs, we recommend that an Office and Clerical Safety Committee be formed. This would provide a forum for the exchange of ideas and suggestions to promote safety awareness and reinforce individual commitment to safe practices. It would be the function of this committee to plan and present (or arrange for presentation of) programs for this group. These programs should be presented at least quarterly and more frequently if at all possible. They should be arranged so that it is possible for all members of the group to participate.

We recommend that the committee be made up of five members, four selected from the office and clerical personnel of the plant and the fifth a representative of Loss Prevention Department appointed by the Safety Director. Two year terms replacing two members every year would afford continuity in the program.

To expedite this program, it is suggested that the initial members be appointed by the Office and Clerical Safety Task Force or by S. H. A. C. Of the original members, two would serve for a one-year period to establish staggered terms.

As an aid to the committee in devising future programs, we would like to pass along suggestions made by respondents to our questionnaire. They would like to see:

- Resuscitation demonstration
- Fire extinguisher training
- First aid course
- Electrical hazard program
- Slips and falls program
- Traffic safety program
- Vacation and leisure time
hazard program

Further suggestions were:

Publicize and have evening presentations of safety films.

Dry run on emergency procedure evacuation carried beyond the reporting point to the alternate exits.

Distribution and posting of rules pertaining to conduct during emergencies, i. e., smoking, using telephones, gawking.

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Rose Mary
Rose Mary Fritz

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