

Monsanto

FROM (NAME & LOCATION)

Pennie Johnson (ext. 3452)

DATE

September 11, 1984

CC:

SUBJECT

Office Safety Committee
Meeting Minutes for 9/11/84

REFERENCE

TO

Leo Garza - Chairman
Pennie Johnson - Secretary
Tom Biegel
Laura Inskeep
Sue Mears
Mark Riddle
Elaine Salles
Greg Stadter
Martha Thompson
Mike Ward

At our last Office Safety Committee meeting several items were discussed. These items were organized by Leo to summarize our future individual or group responsibilities. The table is attached and should be self explanatory.

ALMS For our 4th Quarter Safety Meeting Leo has tentatively set up "Citizens Against Crime" seminar. The tentative date is Wednesday, October 24 in ~~Research 2~~ Conference Room for one session at 1:00. Mail out bulletins will be sent out a week earlier for the unit clerks and the committee will hand distribute bulletins to individual's desks that morning. The responsibilities for each area are listed below:

Research 2 & 3 - Sue
Research 1 and Applications Building - Pennie
Office Annex - Leo
Main Office Building - Mark & Elaine
Shops - Mike
Personnel & Purchasing - Laura
Mail outs to clerks - Martha

Another safety meeting that is tentatively set up for Thursday, December 13 is a seminar presentation from a MADD representative. Leo will follow up on this and report at the next meeting.

Monday, September 24 at 2:00 p.m. in the Cafeteria will be the follow up of the Annual Safety & Housekeeping Inspection. Everyone is invited to attend. So spread the word.

Our next meeting is scheduled for Thursday, October 18 at 10:00 a.m. in the Vault in the Office Annex Building so mark your calendars.

Pennie

Pennie Johnson

Attachment
OPR 3.84.0394

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1984-85 OFFICE SAFETY COMMITTEE

<u>Action Items</u>	<u>Committee Member(s) Responsible</u>	<u>Due Dates</u>	
Change Message at Main & West Gate Billboards	Sue Mears/Tom Biegel	9/18 (p.m.)	✓
Touch 85	Elaine Salles	9:00 daily	✓
Plant News	Laura Inskeep	Next issue of Plant News	✓
Bulletin Boards	Tom Biegel	2 more issues before 9/18	✓
Hourly Paycheck Messages	Greg Stadter	Pay period ending 9/16	✓
"Citizens Against Crime" Bulletin Handouts	Leo Garza	Oct. 18th mtg	✓
Publicity & cooperation through Expanded Staff Mtgs. + GLT's staff	Mark Riddle	Oct. 18th mtg	✓
Holiday Safety Program - MADD Publicity Plans	Whole Committee	by Nov. mtg.	
Family Safety Magazine (Evaluation and Decision)	Whole Committee	by Nov. mtg. <i>Letter to SWAC</i>	
Observation of National Fire Prevention Wk.	Mark Riddle	Oct. 7th	
Physical Fitness Program gather up info (i.e. contact Max Cruse) and report to committee	Sue Mears	Oct. 18th mtg	
Eye Safety Program - Month of April	Greg Stadter	[Oct. 18th mtg] 2nd Qtr.	
Evaluate Moving of Office Equip. appoint a sub-committee	Leo Garza/Mark Riddle	Oct. 18th mtg	
Off-the-Job safety program pick safety awareness topics for off-site emphasis	Whole Committee	1st Qtr. '85	
Water Safety Presentation	Whole Committee	2nd Qtr. '85	
Heat Exhaustion	Whole Committee	2nd Qtr. '85	
Hurricane Preparedness	Whole Committee	2nd Qtr. '85	

HALLOWEEN - Hot Pots