



# shelletter

## HOUSTON REFINERY

No. 8

Monday, September 3, 1962

TO ALL STAFF EMPLOYEES

...AND A HAPPY LABOR DAY TO ALL... What with the "grim reaper" taking his toll by the hour on our nation's highways, AREN'T YOU GLAD YOU'RE HERE!

### OPERATIONS

Some of our 'trainees' graduated this weekend as more units were placed in operation. After the initial emphasis on training, these operators are now getting the practical application end of the business at the Butylenes Fractionation unit, the Alkylation Plant, and the Solutizer Treater, all of which went on stream yesterday. . . So that the "Hey, you's" will have a name, identification badges have been sent to the operating departments with many newly assigned people. Don't let "unknown-itis" get you - ask your supervisor for your name tag.

### SAFETY

The sign says "STOP" - and it went up today. Something new has been added at the Main Entrance to the Refinery between the guard trailer and the pickets... It's a STOP sign, and you will see it - and should observe it - on the way out today. So STOP at the sign, then proceed slowly with CARE, CAUTION, and COURTESY past the pickets as you leave the Refinery. There's no sign to guide you when entering the Refinery - just your good common sense.....so use it and drive slowly.

Housekeeping in the operating areas is the topic today, and this includes picking up and cleaning up - keeping the area free of anything that might lead to an accident to you or someone working with you. So if you see something laying around loose that might cause a fire or cause someone to stumble - be a good neighbor and remove the possibility of an accident.

### ODDS & ENDS

Note to the men in white suits: everyone who has more than one pair of coveralls checked out, please return the extra pairs to the Tool Room. With the number of white-clad warriors increasing daily, we need those extra suits so we'll have enough to go around....In the future no new issues will be made to those who have more than one pair checked out. AND a note to our craftsmen with re-discovered skills: those of you who are using tools out of tool boxes, remember and PLEASE return the proper tools to the proper box when you are through...THINK now and avoid CONFUSION later.

For the early riser with a yen for "before breakfast learnin'", a College of the Air Television Course entitled "The American Economy" begins Tuesday morning, September 4. To be shown at 6:30 am over Channel 11, KHOU-TV, the course will be offered in half-hour sessions each morning, Monday through Friday, for 32 weeks. The course is designed to give the viewer a better understanding of your economy, and is offered as college credit at many schools. For more information about the program, contact Homer Smith, P&IR, extension 541.

COMMUNICATIONS HAZARD: It had to happen...recently a Shell Oil Company Vice President telephoned the Refinery long distance and was "mistook" for a janitor. THE PROBLEMS OF SCHEDULING: E. J. Newton planned the work schedules for all jobs in Utilities over the Labor Day weekend - that is, he thought he had...Came Sunday afternoon and he discovered no one was scheduled to work in the generator room... Guess who worked it - Mr. Newton.

