Chevron LOSS PREVENTION WEEK 2010

Every Task, the right way, every time!

2010 Richmond Refinery Loss Prevention Week Supervisor Guide

To: Richmond Refinery Supervisors

Our Theme for 2010 is … EVERY task, the right way, EVERY time. Loss Prevention Week is our opportunity to have meaningful and candid discussions with direct reports about Loss Prevention, Risk, Hazards, Incident and Injury Free operation. Better communication, understanding and execution of our vision will help us improve the safety and efficiency of the Refinery – something we urgently need!

We need your commitment and your ability to reach all employees and contractors in order for everyone to be on the same page with Incident and Injury Free, EVERY task, the right way, EVERY time.

Here are the expectations for the week of January 18 – January 29 (if you are working on crew):

1. Each day, or during the shift, plan a meeting to discuss each daily topic. Approximately 20- 30 minutes in length.
2. Be prepared by reviewing the supervisor/ discussion leader topic before your meeting. Designate a scribe, if needed, on all days.
3. Have handout material printed - Individual Loss Prevention Plans for Thursday – or a flip chart or dry erase board ready to capture Group Loss Prevention Plans. This document is imbedded in the Thursday presentation.
4. There is a video to review on Tuesday, Process Safety Management Day and audio recordings on every day of the week. Please be prepared for your crews.

Click here to visit the IIFLT Website for daily guides and presentation material

- Monday – 2009 Completion and Goal Setting Day
- Tuesday - Process Safety Day
- Wednesday - Safety "Tool" Day (*Chevron supervisors will receive a bag via interoffice mail and Contractors will pick up their bags at the CNT MNT mail room)*
- Thursday – Personal/ Group Loss Prevention Day
- Loss Prevention Plan

If you, or your group, have any comments regarding Loss Prevention Week, please direct them to the IIF Leadership Team email - **RRIIFLT** (subject: Loss Prevention Week). We would like to hear from you.
Sincerely,
The Incident and Injury Free Leadership Team