DC

AIW

PAWTUCKET
SAFETY COMMITTEE MEETING

SEPTEMBER 1995

NOTES: ____

SAFETY MEETING AGENDA **September1995**

1. Review Minutes

2. Maintenance Progress Report: A. Karalis / L. Rezendes

3. Training Report by Department

4. Safety Talk for September.

   a. *EMERGENCY PROCEDURES*..Do our employees know what to do in the event of an emergency?

   Supervisory Training Topic:

   a. Environmental Regulations & Compliance.....Hazardous Waste Compliance.
   b. Two Hands, Ten Fingers...preventing hand injuries
   c. Conducting Department Safety Inspections

5. Notable accidents August 1995..J. Scallin

6. Fire Prevention Inspection: (N. Levin)

7. Accident Rates for 1995

8. HAZWASTE - HAZSHED - SHED UPDATE
   Empty drums
   Oil tank in WD tank room
   Spill box

NEC: Sewer Project
Acetophenone
MA DEP Consent Agreement

AIW: AST.fill pipe modifications
HAZSHED "midnight runs"

SAFETY MEETING

A Safety Meeting was held August 30, 1995 at 9:35 a.m. with the following present:

Danny Amaral	Ed Baranski	John Bettencourt
Dave Cookson	Danny deCruz	Chuck Federico
Paula Kalafarski	Norm Levin	Al Martins
Manny Medeiros	Charlie Pontes	Larry Rezendes
Sandy Rinebolt	Joe Scallin	John Silva

Last month's minutes were reviewed. Norm Levin reported that the fire door situation has been taken care of.

Dave Cookson gave everyone a quick reminder of video tape etiquette: If a tape gets stuck in the VCR, please don't pull it out! We will make every effort to extricate it without breaking the tape, as the company from whom we rented it will charge us for damaged tapes.

The Monthly Training Report was reviewed. Departments 29, 4 and 18 still have not submitted the second half of their report.

The Worker's Compensation Reportable Injuries for July 1995 were reviewed. A few points were brought up: When an employee returns from an absence due to an injury, he must visit the Human Resources Department and present a doctor's note. This is important for a couple of reasons: It ensures that the employee will not receive compensation overpayment; it ensures accuracy of department production figures; it ensures the employee receives his payroll check with no delay; it keeps the records in Human Resources accurate. Manny Medeiros reminded the foremen that a yellow change notice must be completed the day a change (employee going out sick/ an employee returning from an absence) occurs. Manny also stressed the importance of each foreman reviewing his department listing each month, to make sure each employee is accounted for and receiving his proper rate.

The Maintenance Safety Work Request Progress Report was reviewed. Dave questioned why only two safety related work requests have been submitted this month; each department should have at least that many each month. He asked that each foreman take a moment on a regular basis to consider what needs work in his department.

Norm Levin presented his Fire Safety Report. There was on-going discussion concerning the Tinning Room door; maybe it could just be removed. We need to check with an insurance agency.

Kemper
John

Hazelton Shoes

Sign Sox

Waste Oil Storage

DZ

This month's safety topic is "Foreman's Choice".

The Manhours report was reviewed. The number of hours is down from last year, and the number of accidents is down proportionately. The numbers pretty much match up with last year's. It was noted that most of our accidents are of the "caught by" variety; in fact, those numbers are up from 1992 and 1993. Foremen should place extra emphasis on reel and pallet safety.

The Medical Only and Lost Time Work Comp Claims Chart was reviewed. The manhours numbers are down, and the number of claims is down proportionately.

Sandy Rinebolt announced the Hearing Tests for all factory personnel would be held on the first Monday and Tuesday of November, with a makeup date of the first Monday in December. She inquired re the Tinning Room blood tests: Does this include transfers? Layoffs? John Silva told her that probably a total of six people would be involved.

Dave moved to the topic of Hazardous Waste. He commented that the drum left on the deck outside the Haz Shed had not been inspected. He then asked everyone to review with him the Hazardous Waste Regulations booklet he had distributed. He noted that Departments 3, 14 and 21 dealt with hazardous waste the most, but that every foreman should take the 5-question test provided to determine whether hazardous waste is present in his department. It was noted that Departments 1, 3, 14 and 25 need one or more drums for rag storage, and some Speedy Dry. Most of our waste is ignitable. He reviewed the whole booklet: Hazwaste characteristics, what can be safely thrown away, what should be treated as hazardous, proper drum safety techniques, spill procedures (on spills, everyone was reminded that with a spill of over a gallon of flammable liquid, a certified professional must be called in to clean it up). Dave noted that he needs to speak with Dave Clemente regarding who takes care of empty deposit drums.

The meeting adjourned at 10:20 a.m.

Respectfully Submitted,

Paula R. Kalafarski

Paula R. Kalafarski

1994 MAINTENANCE SAFETY WORK REQUEST
PROGRESS REPORT

PLANT: AIW 29

MONTH: Sept 1995

1. Number of safety related Maintenance Work Requests received year to date since 1/1/95 — 54

2. Number of safety related work requests received this month. — 1

3. Number of safety related work requests acted upon and completed this month. — 2

4. Number of safety related work requests yet to be completed.

1994	15
1995	5
total	20

5. List all other safety related work accomplished by the Maintenance Dept. this month.

Comments:

PROCEDURES TO FOLLOW IN CASE OF ANY EMERGENCY

EMPLOYEE ROLE

1. ***WARN*** other employees in the immediate are who might be in danger.

2. ***NOTIFY*** foreman, supervisor or superintendent(s).

3. If unable to locate superior, or in case of extreme emergency,... .....***SOUND AN ALARM*** (pull fire alarm).

4. ***DO NOT*** attempt to fight any fire when there is an immediate danger from explosion or fumes. Usually, any fire involving a liquid flammable, such as paint, thinner, lacquer, MEK, etc., may result in an explosion. Toxic vapors are given off when most chemicals and man-made articles burn, especially *PLASTICS*. Any smoke or vapor is potentially toxic and is always hazardous.

   DO NOT attempt to clean up any chemical spills without first speaking with a supervisor.

5. ***DO NOT*** attempt to fight any fire when there is a chance that the only means of escape may be cut off by smoke or flames.

6. All employees must know the location of all fire doors, fire escapes, stairways and any other means of escape.

7. Employees must **NEVER** use elevators as an exit or to escape from a fire. Elevator shafts act as chimneys channeling the heat and smoke from a fire. Also, the elevator may malfunction due to the intense heat and smoke or from a power failure. Anyone inside of the elevator may be trapped here.

   IF TOLD TO EVACUATE, EMPLOYEE MUST PROCEED DIRECTLY TO AN EXIT without stopping by locker room, wash room, cafeteria or other area(s).

8. Time permitting, liquid flammables and all other flammables should be returned to the flammable liquid lockers before evacuating a space.

9. CLOSE ALL FIRE DOORS.

10. ***DO NOT*** hesitate to call the fire department. It is better to be safe than sorry.

PROCEDURES TO FOLLOW IN CASE OF AN EMERGENCY

SUPERVISORY ROLE:

1. Assess the situation. If necessary, **EVACUATE IMMEDIATELY**.
2. Direct employees to exits and escapes.
3. Direct employees to assemble in a particular area, such as the parking lot.
4. If it is necessary to pull a fire alarm, do so ***and then call*** the fire department. Anytime you call the fire department for a fire truck or for a rescue vehicle, especially on the 2nd and 3rd shift.
   - direct rescue personnel to a particular door by #.
   - send an employee to the front gate to meet the rescue vehicle and direct them to the scene of the emergency.
5. If employees have been evacuated, take a head count, in the assembly area (parking lot) to insure that *everyone* has exited the building(s).

BE SURE THAT EVERY EMPLOYEE KNOWS WHAT TO DO, WHERE TO GO, AND HOW TO BEHAVE IN THE EVENT OF ANY EMERGENCY SITUATION.

BE SURE THAT EMERGENCY PHONE NUMBERS ARE CLEARLY POSTED NEXT TO EACH PHONE IN YOUR WORK SPACE(S).

Pawtucket Fire & Rescue..........725-1420
Pawtucket Police.................722-0750
Attleboro Fire & Rescue..........222-2323
Attleboro Police.................223-2950
Emergency telephone system in MA & RI.......911

FOREMAN & SUPERVISOR SAFETY INSPECTION CHECKLIST

DEPT: ________ **Date:** ________

Name of person completing form: ______________________________

Name of steward assisting with inspection: ______________________________

HOUSEKEEPING	YES	NO
1. Is the work area clean & orderly?		
2. Is trash being emptied on a regular basis?		
3. Are all aisles and passageways clearly marked with yellow lines?		
4. Are all aisles and passageways free of obstructions.		
5. Are water cooler trays periodically cleaned?		
6. Are bath rooms and shower facilites clean and sanitary?		

EXITS	YES	NO
1. Are all exits clearly marked?		
2. Are all exits signs lit?		
3. Are all exits free from obstructions and accessible?		

ELECTRICAL	YES	NO
1. Are the doors on all electrical panels closed?		
2 Are all electrical panels free of obstruction and accessible?		
3. Check all portabe power supply cords for worn or broken insulation.		
4. Check all plug ends to insure that they have grounds.		
5. Check all plug ends for continuity where jacket meets plug cap.		
6. Are all emergency lights in working order?		

MATERIAL HANDLING & STORAGE	YES	NO
1. Does stored raw material, stock or finished product extend into any aisles?		
2. Are tiered or stacked materials tilting, listing, overstacked or otherwise improperly stacked?		
3. Are empty pallets properly stored (flat & not on end)?		
4. Are broken pallets and reels routinely discarded?		
5. Are forklift drivers operating at safe speeds?		
6. Are fork lift operators driving with loads which obstruct their view?		
7. Are fork lift operators sounding their horns when passing pedestrians, other vehicles and at intersections?		

MACHINE GUARDING	YES	NO
1. Are all guards in place?		
2. Are all guards secured in place?		
3. Are all belts, pulleys, pinch points and rotating devices, less than 7ft from the floor, properly guarded?		
4. Are maintenance personnel reinstalling guards after making repairs.		
5. Does any of your equipment have safety interlocks?		
6. Are all interlocks working properly?		
7. Have any interlocks been by-passed?		
8. Does any of your dept.'s equipment have kill switches, emergency stops or dead man/breaker bars?		
9. If yes to #8, are these switches tested at least monthly?		

HAZARDOUS WASTE/FIRE PROTECTION

	YES	NO
1. Are all of your department's satellite waste storage sites marked?		
2. Is all flammable liquid hazardous waste stored in fire safe lockers?		
3. Is all of the department's virgin flammable stock stored in fire safe lockers?		
4. Is waste oil stored in your department?		
5. Is the waste oil storage site clearly marked?		
6. Are all containers of hazardous waste clearly labeled with yellow hazwaste labels?		
7. Are all full containers of HAZWASTE removed from your department within 3 days?		
8. Are all small containers of hazardous/flammable liquids returned to the cabinets when no longer in use?		
9. Are emergency phone numbers clearly posted on or next to each phone?		
10.Do your employees know what to do in case of a fire severe injury?		

FIRE EXTINGUISHERS

	YES	NO
1. Are all fire extinguishers clearly marked/labeled?		
2. Are all fire extinguishers accessible and free of obstructiions?		
3. Are all of the extinguishers fully charged?		
4. Are all of the extinguishers' gauges in tact ?		
5. Are all of the extinguishers' safety pins in place?		
6. Are all of the extinguishers marked with an inspection date tag?		
7. Are any extinguisher's broken, damegeded or in need of repair?		

EYE WASH/EMERGENCY SHOWERS

	YES	NO
1. Do all eye wash bottle holders have full, unopened bottles of eye wash?		
2. Is the water in your portable eye wash station changed at least bi annually?		
3. Are there protective caps over the shower pieces on the emergency eye wash units?		
4. Have you flushed and tested any hard piped eye wash units in the past 30 days?		
5. Have you flushed and tested the emergency shower?		

LIST ANY ITEMS YOU FOUND WHICH ARE IMMEDIATE DANGERS TO PERSONNEL & ACTIONS TAKEN

____

____

____

____

OTHER (list other safety concerns or comments here)

____

____

____

1995 MONTHLY TRAINING REPORT

AIW **as of 9 /25/95**

DEPT.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	RATE
1	2	2	2	2	2	2	2	2	0				89
3	2	2	2	2	2	2	2	2	2				100
4/18	2	2	2	2	2	2	2	2	2				100
14	2	2	2	2	2	2	2	2	2				100
21/9	2	2	2	2	2	2	2	2	2				100
25/28	2	2	2	2	2	2	2	2	0				89
29/52	2	2	2	2	1	2	2	1	2				89
51	2	2	0	2	2	2	0	2	0				67

PLANT RATE... 92

2 – indicates that safety training was conducted at Monthly Dept. Safety Meetings by the department's supervisory personnel.

1 – indicates that an attendance sheet for safety training was submitted but, a safety walk inspection was not conducted.

OR

1 – indicates that a safety walk inspection form was submitted but, safety training attendance forms were not.

0 – No Reports Submitted

DRAFT

3. CONDITION OF FIRE PUMPS	N/A
4. FIRE PUMP SUCTION SUPPLY FULL/EMPTY	N/A
5. FIRE PUMPS ADEQUATELY HEATED	N/A
6. FIRE PUMPS SUCTION SUPPLY VALVES OPEN/CLOSED	N/A

INSPECTORS COMMENTS:

FIRE DOORS & EXITS:

(1) THERE IS NO AUTOMATIC CLOSING DEVICE ON THE FIRE DOOR IN THE GARAGE. THE CABLE NEEDS A FUSEABLE LINK IN LIEU OF THE S LINK.

FIRE EXTINGUISHERS:

(1) EXTINGUISHER #17 & 18 ARE MISSING IN THE GARAGE.

Date: **September 25, 1995**

To: **Joe Scallin**
From: **Dave Cookson**

Subj: **Worker's Compensation Reportable Injuries for August 1995**

Listed below are those injuries which occurred at the PAWTUCKET facility during the previous month which necessitated the filing of an Employer's First Report of Injury. Cause of injury statements are usually taken verbatim from the supervisor's report.

Dept/Clock	Employee	DOI	Type of Injury	Lost Time
25/2196	**Manuel Correia**	8/1/95	Fractured right elbow	No
	Employee was pulling copper wire through a die when the wire broke. Employee struck his elbow against the side of the machine as a result.			
28/3908	**Delio Simao**	8/1/95	Contusion left hand	No
	Employee states that he was removing an empty reel from the pallet. As he was taking a reel down from the pallet, his left hand was caught between a reel already on the floor and the reel he was removing from the pallet.			
3/9155	**Manuel Pereira**	8/14/95	Laceration left index finger	No
	Employee reached across a 16" take up reel, trying to remove a piece of broken wire from the knife. As he was doing so, he cut his finger on the flange of the reel that was running.			
9050/1222	**Mario Amaral**	8/22/95	Low back contusion/ankle contusion	No
	No report on file!			
1/4011	**Antonio Silva**	8/23/95	low back strain	No
	Employee states he was turning a full reel of wire towards the reel loading area. He also states that the reel became stuck on the cement floor causing him to feel pain in his lower back as he moved the reel again.			
68/1108	**Jacinto Maciel**	8/28/95	laceration-forehead	No
	The employee states that when he was turning over a reel of wire, the pipe he was using slipped and hit his forehead.			
1/3216	**Jose Leitao**	8/23/95	abdominal strain	No
	Employee states he was using a pry bar to assist in removing a reel that was stuck on the arbor of machine #51. Employee states he was pulling on the pry bar at the time and felt pain in his abdomen.			

cc: H. Goulet
S. Rinebolt
File