

June 11, 1981

TO: I. M. SINGER - #36
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FROM: B. J. MADERA #81/L. D. WILSFORD - #42 *BJM*

ENGINEERING DEPARTMENT OCCUPATIONAL HEALTH TRAINING PROGRAM

The occupational health training is scheduled to begin during the week of June 29, 1981. Attached is a copy of the following information to be used in the class scheduling:

- The form letter to be sent to the supervisors of wage roll and non-exempt employees and to the exempt employees who are scheduled to attend classes each week.
- The schedule for the week of June 29, 1981
- The training group lists (37 total).

The groups attending the classes will be scheduled in order, starting with Division I and ending with the Technical Services Division. An attempt has been made to split up some crews to prevent an entire crew from being off the job at the same time. Some rearrangements can be made to avoid certain interferences such as shutdowns, however each delay lengthens the time for the total training program to reach completion. At present, classes will be scheduled for only Tuesday, Wednesday and Friday afternoons, and the training on carcinogen/embryotoxins should take almost eleven weeks.

Please address any comments or questions to the writer. The first schedule should be out on June 22, 1981.

BJM/LDW:jh
Attach.

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