

IT IS CORPORATE POLICY THAT PERIODIC SAFETY AND HEALTH SEMINARS ARE HELD BY THE MEDICAL DEPARTMENT TO UPDATE ALL OPERATING PERSONNEL IN THE LATEST DEVELOPMENTS IN THIS FIELD. IT IS ALSO PLANT POLICY TO TAKE ADVANTAGE OF LOCAL SAFETY SEMINARS, AND TO HOLD PERIODIC IN-HOUSE SAFETY FORUMS.

DAMAGE CONTROL FORMS ARE USED FOR ALL PLANT ACCIDENTS WHICH INVOLVE PERSONAL INJURY, FIRE OR DAMAGE TO EQUIPMENT OR MACHINERY. THESE FORMS ARE INITIATED BY THE DEPARTMENT FOREMAN AND ROUTED THROUGH PLANT ENGINEER, PLANT MANAGER, PLANT SUPERINTENDENTS, PLANT NURSE AND SAFETY DIRECTOR WITH COPIES TO THE VICE-PRESIDENT OF MANUFACTURING AND CORPORATE MEDICAL DEPARTMENT.

AT THE END OF EACH MONTH THE PLANT NURSE SUBMITS A REPORT TO THE SAFETY DIRECTOR WHICH DESIGNATES THE DEPARTMENTS AND SHIFTS BY NUMBER OF THE ACCIDENTS.

MONTHLY A REPORT IS SENT TO ALL FOREMAN BRINGING TO THEIR ATTENTION THE PAST MONTHS SAFETY EXPERIENCES. A SAFETY SUBJECT IS USED AND A DETAILED REPORT OF WHERE THE ACCIDENTS HAPPENED BY DEPARTMENT DURING THAT MONTH.

MONTHLY A REPORT (CO-211) IS SENT OF OUR CORPORATE MEDICAL DEPARTMENT ON OUR ACCIDENTS FOR BOTH LOST TIME AND NON-DISABLING. THIS REPORT IS VERY DETAILED AND IS USED FOR FIGURING THE RATE OF SEVERITY AND FREQUENCY FOR THE CORPORATE RESUME.