

BULLETIN BOARD NOTICE

MANAGEMENT-UNION SAFETY COMMITTEE

In recently completed negotiations, the Union and the Company agreed to the formation of a joint safety committee which will meet with the Safety Director once each month to discuss safety matters and make recommendations to management for improving our accident prevention program. An important purpose of this committee is to give workmen and supervisors a chance to become more safety conscious by working together in a spirit of teamwork and cooperation on the very important problem of accident prevention.

Membership of the Committee will consist of three members of plant supervision and three members of the Union. Except for the first committee, each member will serve for nine (9) months, with terms staggered so that every three (3) months the two oldest members will be dropped and two new members appointed or elected. By following this system of rotation, in the course of time all plant supervisors and most of the workmen will have a chance to serve on the committee. Further details of the scope and functions of this committee are included in the current Agreement as Appendix "C".

William Hopkins, chairman of the Plant Union Committee, has advised us by letter that the following members were elected by the Union to serve on the first committee:

Earl Butler - 3 month term
J. L. Bond - 6 month term
Sam Hill - 9 month term.

Plant supervisors hereby appointed to serve on the committee are listed below:

William Crawford - 3 month term
A. B. Hampton - 6 month term
Frank DeWoody - 9 month term

The committee will have its first meeting on Tuesday, December 16, at 3:00 P. M. The full cooperation of all employees in getting this committee off to a good start will be appreciated.



A. T. Rastzsch
Superintendent of Operations

12/12/52

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APPENDIX "C"

MANAGEMENT-UNION SAFETY COMMITTEE

The work of formulating and carrying out a well-balanced program for the prevention of accidents, involves a wide variety of activities and functions and can never be handled by one man or one group of men. This is true because accident prevention is every employee's job. All must pull together. A Management-Union Safety Committee is one of the varied functions and activities which can be made a part of a well-balanced safety program.

The Company believes that a Management-Union Safety Committee could play an important role in the plant safety program and aid materially in safety education of employees and contribute toward eliminating accidents.

The following is an outline of purpose and functions of this Committee:

Purpose

The general purpose of the Committee is to cooperate in the continuing objective to eliminate accident hazards in the plant and make it the safest place possible in which to work. Some specific purposes are:

1. To arouse and maintain the interest of the employees in safety since they may be heavy losers from industrial injuries.
2. Give many employees and supervisors direct contact with the safety program.
3. To encourage employees to make safety an integral part of every job they do.
4. To develop a spirit of teamwork and cooperation in accident prevention.
5. To develop better understanding of the accident prevention program.

Personnel

The Committee will consist of six (6) members: three (3) from the Union, three (3) from the plant supervisory force. The Safety and Training Director will serve as permanent chairman and secretary. The Union will appoint or select its representatives and the Management will do likewise. However, no member of the Executive Safety Committee will serve on the Committee and neither will members of the Plant Union Committee nor more than one Departmental Union Representative at any one time.

Each Management and Union member will serve a nine (9) month term, except that the first three (3) from both groups will serve as follows:

- (a) One member appointed to serve three months.
- (b) One member appointed to serve six months.
- (c) One member appointed to serve nine months.

Personnel (cont'd)

Tentatively all those who succeed the above will serve a nine (9) months term, until the best method of rotation is established.

Scope of Committee's Functions

✓ The functions of this Committee must be geared to the plant safety program in order to realize the greatest advantage from the action of the Committee.

The duties of the Committee when in session are:

- ✓ 1. Review and sign minutes of preceding meeting.
- ✓ 2. Review plant accident experience.
3. Report and discuss unsafe acts and conditions which have been observed by members.
4. Review problems referred to the Committee from the Executive Safety Committee.
5. Reports of plant housekeeping tours by members.
6. To report near accidents.
7. Review of official action taken by supervisors of Safety Department personnel and make recommendations for adoption or rejection on merit.
8. Review action taken by Superintendent of Operations on recommendations of Committee.

The duties of the Committee when not in session are:

1. To make regular monthly tours of plant to observe housekeeping conditions.
2. To instruct and warn fellow workers of dangerous practices.
3. To help fellow workers to gain a better understanding of the plant safety program.

Disposition of Committee Action

All suggestions or recommendations made by this Committee will be referred to the Superintendent of Operations for disposition. His action will be reported to the Committee members in writing and will be posted on plant bulletin boards.

Housekeeping Inspection Tours

The members of the Committee will inspect areas of the plant for housekeeping conditions. They will work in groups of two and tour plant areas designated by the Safety and Training Director. They will be assigned different areas on subsequent tours and will not duplicate tours of another group on the same day.

A check list or inspection guide will be provided to members to aid them in observing during inspection tours. Forms will be provided for reporting at meetings of the Committee.

Housekeeping Inspection Tours (cont'd)

The inspection tour will begin one (1) hour before the Committee convenes and last for the duration of one (1) hour. The Committee will then go into session.

Meetings

The Committee will meet at 2:30 p.m. during summer or daylight saving hours and at 3:00 p.m. during winter hours. The Committee will be in session for one and one-half (1½) hours and will follow the agenda which is outlined under "Scope of Committee Functions".

The proceeding of the meeting will be written by the secretary and a full report given to the Superintendent of Operations for final review and approval.

The Committee will meet on the third Tuesday of each month.

Committee members will lose none of their regular pay for time spent serving on the Committee while it is in regular session or in making scheduled housekeeping inspections.

MANAGEMENT-UNION SAFETY COMMITTEE

Formulating and executing plans to achieve well-balanced accident prevention programs requires participation from all employees. One avenue for achieving participation and cooperation on a broader basis is a Management-Union Safety Committee. The purpose and function of the Committee are outlined as follows:

Purpose:

The overall purpose of the Committee is to work in a cooperative effort to eliminate safety hazards in the plant. Some specific goals are:

1. To recommend ways to stimulate and maintain employee interest and participation in the plant safety program,
2. To act as a means for insuring the best possible communication of safety between employees in all departments,
3. To help identify job safety hazards for corrective action,
4. To encourage the spirit of cooperation in observing safety rules and procedures by all employees.

Personnel:

The committee will consist of a total of six (6) members, comprised of three (3) members selected from the plant supervisory group, and three (3) members selected from the Union. The Safety Supervisor will serve as permanent Chairman and Secretary. The OSHA Coordinator will serve as a permanent member and recruit the other Union representatives.

Members of the Executive Safety Committee, or any office holder in the Union, will not be eligible to serve as members of the Committee. Members of the Committee should be selected from a cross-section of plant departments to insure good representation.

MANAGEMENT-UNION SAFETY COMMITTEE

Personnel - Cont'd:

Each rotating member of the Committee will serve a one-year term. Alternates shall be selected for each member to serve when a regular member is not available.

OSHA Coordinator:

The role of the OSHA Coordinator is to contribute to the effectiveness of the Committee by selecting interested persons to represent the Union, to work closely with the Committee Chairman in addressing significant activities, and to function as a source of up-to-date safety information for the Union on such subjects as revision of safety rules or procedures, finding of investigations of accidents or incidents, and future safety programming activities.

Scope and Functions of the Committee:

The functions of the Committee are intended to complement the plant safety program in order to obtain the most benefit to employee safety. A degree of flexibility is required to accomplish this task, but activities will include such items as:

1. Recommend items to the Executive Safety Committee,
2. Review and act on items referred by the Executive Safety Committee,
3. Inspect plant facilities for housekeeping standards and safety hazards, and recommend corrective action,
4. Review the effectiveness of safety procedures and programs, and recommend improvements,
5. Review plant accident experience,
6. Work continually to maintain good communication of safety information to all employees.

MANAGEMENT-UNION SAFETY COMMITTEE

Meetings:

The Committee will meet regularly each month on a mutually agreed day. The Committee will devote these sessions to activities outlined under "Scope and Functions of the Committee".

The minutes of the meetings will be written by the Secretary, and copy will be provided to each Committee member.

Committee members will lose none of their regular pay for time spent serving on the Committee while it is in session, or making scheduled inspections.

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