

Mr. W.R. Holt

GAF CORPORATION
INDUSTRIAL PRODUCTS DIVISION
ERIE, PA.

MINUTES OF THE ERIE-16TH STREET PLANT GENERAL SAFETY MEETING

DATE: October 15, 1970

TIME: 11:00 A.M.

The meeting was called to order by Mr. J. M. Wilwohl. A total of six (6) members were in attendance. Those being:

K. Kwiatek	J. Stezen
B. Keith	A. A. Wild
J. Pannuti	J. M. Wilwohl, Chairman

FIRST AID REPORT FOR THE MONTH OF SEPTEMBER:

Mr. Wilwohl reported a total of ten (10) First Aid cases as follows:

Cuts	1	Slivers	2
Bruises	3	Sprains	1
Burns	3		
<u>TOTAL</u>		<u>10</u>	

There was one (1) Doctor case since the last General Safety meeting.

1. Employee walked into the handle of a hand truck and sustained a bruise to his knee.

Unsafe Act - Employee failed to watch where he was stepping.

Unsafe Condition - None.

Corrective Action - Employee was instructed to watch where he steps, especially when walking past these hand trucks. There was no lost time due to this accident.

REPORTS OF DEPARTMENTAL SAFETY MEETINGS

ASBESTOS DEPARTMENT

Mr. T. Edder conducted his meeting with a total of six employees in attendance. He discussed the topic "Closing the Barn Door After the Horse Has Run Away". He stated that there were lots of things in the plant and also at home that could be done in order to prevent accidents, but that sometimes people are too lazy or pre-occupied to do them. Then, when an accident does occur, someone is always bound to say - "We should have taken care of that in the first place".

The moral of this little story is - that whenever anybody sees a condition around the plant or an unsafe act that is being committed, that it should be corrected at that time and not put off until some later date, because you can never tell when an accident might happen in the meantime.

MICH08802

Continued....

ASBESTOS DEPARTMENT

Mr. J. Stezen conducted his meeting with a total of seven employees in attendance. His topic of discussion was "Accidents Are Warnings". He stated that near accidents are important warning gauges for any group of people to pay strict attention to.

He states that these accidents tell us that something is definitely wrong or that somebody did not do their job correctly in the first place. He stated that conditions might not be conducive to safe operations. In all of these cases, something must be done immediately to correct the situation so that accidents will not occur. It is only through our proper handling of near accidents that we will achieve a safe working plant.

Mr. N. Nunes conducted his meeting with a total of nine employees in attendance. His topic of discussion was - "Driving Safety" both in the plant and off the job. He stated that there was always a safe speed at which to travel. He stated that speeds on Expressways were set for maximum safety, but that when a person that drives 25 to 30 miles an hour on an Expressway that this could cause accidents. He stated that in this case persons should speed up to the proper speed limit.

Also on city and side streets excess speeds cannot be tolerated. He stated that they should be especially careful with children coming and going from school.

As far as driving in the plant, he told the drivers that they must constantly blow their horns when rounding corners and always to be on the alert for pedestrians.

SHIPPING, RECEIVING AND MILLBOARD DEPARTMENTS

Mr. J. Pannuti conducted this meeting with a total of ten employees in attendance. His topic of discussion was "Housekeeping In Each Department". He told the men how important it was for safety to have a department clean and orderly at all times. He impressed upon the men that it was each and everyone of their jobs to make sure that their own areas are clean.

He also discussed the dangers involved in horse-play. He told them that horse-play would not be tolerated in the plant.

MAINTENANCE DEPARTMENT

Mr. K. Kwiatek conducted his meeting with a total of seven employees in attendance. His topic of discussion was "Dress for Safety". He told the men that since they work on various jobs, both inside and outside of the plant, they must be properly dressed so that accidents do not occur or that people do not get sick, such as the case of wearing light clothing outside when the weather conditions warrant the wearing of heavier clothes. He told the men that many items of safety protection are provided to the employees by the Company and that these should be used at all times.

REPORT OF FIRE CHIEF

MICH08803

Mr. B. Keith reported that all fire extinguishers in the plant had recently been checked over by a member of the Fire Fighter Company in Erie. He also stated that Mr. McConnell, Factory Mutual Inspector was in the plant today making his annual inspection. Results of this inspection will be forwarded at a later date.

Continued....

REPORT OF FIRE CHIEF

Mr. Keith concluded in stating that all other areas of fire equipment were in good shape.

PLANT HOUSEKEEPING INSPECTION

Messrs. J. Stezen and E. Cavicchio conducted the October inspection. Mr. Stezen orally reviewed this report. Mr. Wilwohl will make the regular follow-up to see that all recommendations are carried out.

Messrs. J. Stezen and B. Keith were appointed to conduct the inspection for the month of November.

GENERAL DISCUSSION

Mr. J. M. Wilwohl reviewed the Safety News Bulletin sent by Mr. H. Johnston. He pointed out that during the month of August, that Industrial Products Division worked without a lost time accident. He stated that almost a quarter of a million man hours of work without a lost time accident resulted during this period.

He passed on Mr. Johnston's congratulations to the Erie-16th street plant committee.

Mr. Wilwohl next made a report on the Safety sub-committee in the plant. He stated that recently two additional safety recommendations were completed. He also spoke about a new recommendation that was suggested by one of the sub-committee members this week. This involved the patching of holes in the ramp leading to our receiving platform. It also involves some paving in the yard where the ramp enters the yard.

Discussion was also held on the wet condition that exists in the hallway leading from the Millboard department to the Boiler room. Steps will be taken to see that a platform is constructed to be installed throughout this hallway.

In concluding, Mr. Wilwohl presented committee members with a Certificate of Merit that he received at the latest meeting of the Greater Erie Safety Council. This Certificate of Merit was presented to the Manager and Employees of the Erie-16th Street plant in recognition for the highest Safety record in Group D for the first quarter of 1970.

The next meeting will be held on Thursday, November 12, 1970 at 11:00 A.M.

This meeting adjourned at 12 Noon.

J. M. Wilwohl
Secretary/Chairman

JMW/bw

MICH08804