

Firestone
INTEROFFICE

DATE FEBRUARY 10, 1976

TO ALL EMPLOYEES

FROM L. G. CLOUTHIER

REFERRING TO LETTER OF

SUBJECT

VCM EXPOSURE TIME STUDY

In an attempt to develop a more accurate means of monitoring employee exposure to VCM, a Time Study will be conducted on all employees working in regulated areas. The success of this study will depend upon the individuals involved and the accuracy in which they complete the supplied form.

Each employee working within a regulated area should fill out one of these forms. Do not include your name on the form, only your job function. (Example, B-Operator pumping out.) Each employee should study the form layout and then fill in the approximate time spent in each area during a normal eight-hour shift. All I ask is that you be honest when filling in the time spent in one area.

When you have completed the form, please put it into an envelope and turn it in to the guards' office on your way out the gate. Again, I would like to remind you that the accuracy of this time study will depend upon you and the effort you put into completing your form.


L. G. CLOUTHIER

LGC/sad

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