

File OSHA - Tefco

MINUTES OF PRODUCTION SUPERVISORS MEETING 12-7-1972

We reviewed some of the OSHA requirements for plant, particularly in areas of housekeeping. Housekeeping in our plant is not good and we must strive for improvement. Areas needing most attention are ready-mix, paint tinting and shop. We have placed metal trash cans in plant for safer disposal of combustible trash. We must instruct our people as to what type trash to use these for.

We have been too lax in checking for compliance of employees wearing safety equipment. Ear muffs are to be worn by tape personnel a minimum of 4 hours per shift. Masks must be worn when flushing tanks with solvents. Mixers are required to wear approved dust mask when dumping asbestos and mica into mix hoppers.

We reviewed the man hour productivity of our plant during this year compared to other company plants. Hurst plant has had decrease during last part of the year. Some of this can be attributed to poor sales in October and part of November making it necessary to make smaller batches on paint and sending several people on vacation from all departments. We must utilize labor more efficiently and move some people to other departments as need arises. We have set an objective of 80 rolls tape, 50 gals. paint, and 1250 lbs. paco for each man hour in 1973.

During 1972, we have established safety program, but have not had the desired effect. We have had two accidents involving fork trucks and last one is very serious. We will develop a training program for fork truck drivers as they are assigned to the job. Leadmen must see that only authorized personnel drive fork trucks.

Our quality record in paco has been good so far this year with only a few complaints. We need to concentrate on quality of tape. It is easy for skivers to get out of proper adjustment without operator knowing it. Leadman will check all machines each hour for proper sanding and creasing. Footage will be checked on all skivers once each shift. Bag and box weights will be checked each hour and recorded.

John Richerson made a talk on definition of quality as applied on our products and individual responsibility toward accomplishing good quality.

We discussed the possibility of contamination of first few cans of paint batch unless system is completely cleaned out after each batch.

WH:sbw

cc: Bob Miller ✓
Al Holland
Wayne Harp
John Richerson
Ray Bleuler
Otis Carpenter
Bobby Joe
Steve Moore



KMX 00246