FILE NAME: Mead (MEAD)

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101A

WOODWARD COMPANY

A DIVISION OF THE MEAD CORPORATION
WOODWARD, ALA.

9-1-71

FROM: Stanley H. Mooney

August 30, 1970

TO: Plant Managers and Safety Personnel

SUBJECT: SAFETY PERFORMANCE REPORT

COPY TO:

The Mead Corporation Safety Department makes a periodic report to management. It is now time for the report covering the first eight cost periods of 1971. If you will give us two or three sentences commenting on each of the items below, it will help us prepare our report to Mead.

1. Programs and Safety Activities Currently in Effect.

   Give particular mention to new activities in safety training, safety meetings and inspections, noise abatement programs, hearing conservation programs, etc.

2. Major Safety Problems Encountered, Accident Trends.

   This can include a comment on the type of near misses, sub-majors, and disabling injuries which have been occurring; major causes; equipment involved; etc. An analysis of all accidents may identify problem areas and indicate corrective actions.

3. Programs and Safety Activities Planned in the Future.

   This should cover programs and activities to solve problems identified in #2 above, to meet government regulations, to meet insurance company requirements, etc.

Please send me a brief paragraph commenting on the three listed items by September 10.

Thanks kindly for your help.

CAPCO ALV 0031957