

VICTOR GASKET DIVISION



DANA CORPORATION

ROBINSON SOFT GASKET PLANT

October 28, 1968

Dear Employee:

The work load continues to increase at a modest rate. As you know, we have recently added personnel to our work force. Prospects for continued steady employment are excellent. Early this month, we began packaging kits of gaskets for the Power Equipment Division of Dana Parts Company. This is an example of interdivision cooperation and is considered as important new business for Robinson. Also, you may have noticed that we have been reworking candy cartons for the Heath candy plant. We will soon be completing the last of approximately one million five hundred thousand candy cartons. We anticipate some overtime requirements in selected areas.

The assembly of the anti stick line is progressing well and will be in operation as planned. The equipment is being installed in the Materials Manufacturing area. Mr. Charles Pratl, our Facilities Engineer, is supervising the installation and will be happy to answer any questions pertaining to this equipment.

Over the period of the last eighteen months, you have seen the growth of our manufacturing facilities. As a result of this, we have had many opportunities for advancements. Employees have been promoted into such positions as equipment operators, die makers, warehouse stock keepers, maintenance men, and others. We are pleased to point out that our foreman group includes many Crawford County people.

During the last few months, we have had several groups of customer representatives visiting at our plant. They have all been deeply impressed with your concern for housekeeping, safety, and the quality attitude exhibited by you.

As additional groups of customer representatives visit our plant, we are confident that they will be equally impressed. The customer's image of our operation is extremely important to all of us. As our reputation in the gasket industry grows, we find our customers relying on us to supply their emergency requirements. This leads to the rush orders. Gasket shortages can delay the assembly of large pieces of equipment. Imagine a \$.10 gasket holding up delivery on a \$60,000 crawler tractor. Service is a must, if we are to meet the needs of our customer.

Attendance and safe work habits are vital if we are to best serve our customers. During the last several months, our absenteeism has

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been increasing. This could cause serious problems. Please do your utmost to reduce excessive absenteeism.

In recent weeks the local newspaper has carried information regarding accidents in the Robinson area. A local farmer lost a finger because a ring was caught on equipment. An employee at a local industry caught her hair in a machine. These are unfortunate occurrences that could have happened anywhere. Our safety rules and regulations are designed to help prevent these types of accidents from happening to you or me. Please help us to continue improving our safety record.

If we are successful in maintaining our no lost time accident record until October 29, we will have achieved 100 no lost time days. If we are successful in establishing this record, coffee and doughnuts will be served during break. Congratulations will be in order.

Sincerely,

Henry Dehr
Plant Manager

HD/po

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