



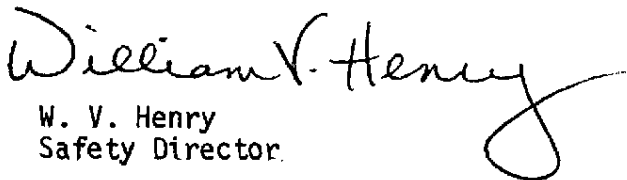
Interoffice Communication

To J. A. DeBernardi
From W. V. Henry
Date October 28, 1977
Subject Safety

As requested by R. E. Lehmkuhl's letter of October 13, 1977 listed below in order of priority are the 10 items considered most important in reducing accidents in our plant.

- 1) Management's commitment to safety at all levels of supervision.
- 2) Development of a safety attitude in all employees.
- 3) Effective communications related to safety both up and down.
- 4) Employee participation in overall safety programs.
- 5) Training and development.
- 6) Recognition of safety performance both on a plant and individual basis.
- 7) Continuous and effective monitoring, enforcement and evaluation of plant safety rules, regulations, procedures and policies.
- 8) Inspection of plant safety equipment, tools, walking and working surfaces, and plant areas on a regular basis.
- 9) Job planning with safety in mind.
- 10) Housekeeping.

I consider all these items essential and important in maintaining an effective safety program, however, I found it hard to rank them according to priority.


W. V. Henry
Safety Director

br
cc:
R. E. Lehmkuhl
R. D. Gamblin

CCR 000056161