

To: DEPARTMENT HEADS, ALL SUPERVISORS

From: Keith L. Fogg
Date: September 4, 1987

Subject: Annual Health Training

Interoffice
Communication

VISTA

Well, it's that time of the year again. As you know, we are required to train annually on VCM, Lead, Noise, Asbestos and Respiratory Protection. The training will require two (2) hours to complete and will be done in the Safety Training Room.

The schedule for training is as follows:

09-08-87	B Shift (Vinyl, Compound, Lab)	7:00AM
09-11-87	D Shift (Vinyl, Compound, Lab)	7:00AM
09-15-87	A Shift (Vinyl, Compound, Lab)	7:00AM
09-18-87	C Shift (Vinyl, Compound, Lab)	7:00AM
09-18-87	Engineering	10:00AM
09-22-87	Maintenance	7:00AM
	Maintenance	9:15AM
09-23-87	Administrative Services	9:15AM
09-24-87	Administrative Services	9:15AM

As you can see, this is a fairly ambitious schedule. Please have your people there on time and schedule those who miss the training in a later session. If any problems with the schedule should come up, please contact Jerry Roberts or Jerald Uptain to resolve them.

Keith
Keith L. Fogg

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