

SUGGESTED SAFETY PROGRAM

SAFETY COMMITTEE

After making a tour of operations and an analysis of your accident records, we wish to suggest to you the following organized safety program be adopted.

It is our feeling that to be successful with your safety endeavor you should have an organized program which has the backing of top management. This program is to be administered through your supervisory personnel and to reach all of the workers.

We recommend that this program be administered through a safety committee having as its Chairman Mr. Ray Kujawa, Secretary, Mr. Earl Lovick, and the members be comprised of your supervisors and key workers.

The safety committee shall have within its organization two sub-committees, one entitled "Plant Inspection Team", comprised of three key workers (rotating on a three-month basis) and an "Accident Investigation Committee", comprised of the Chairman, Mr. Kujawa, the foreman of the injured worker concerned, and one member of the Safety Committee, this latter member to rotate on a three-months basis.

It shall be the function of the Chairman to run the meetings, and see that plant inspections accident investigations, recommendations and committee projects are carried out.

It shall be the function of the Secretary to see that minutes are kept of each meeting, and to work in conjunction with the Chairman relative to posting of notices, completing record analysis, and other functions so designated to him by the Chairman.

The safety committee shall meet once a month on a fixed date at a fixed time. It is suggested that the meetings run in time approximately one-half hour to one hour. It is the function of the Chairman to see that the agenda for the meeting contains a review of Plant Inspection, Accident Investigation, Recommendations and review of Accident Records. In addition to the above items, it is the Chairman's responsibility to see that media such as films and material provided by National Safety Council is introduced into the agenda as education for the supervisors.

PLANT INSPECTION

The plant inspection shall be made monthly at least one week in advance of the meeting. The inspection team will contact the foreman of each department who will accompany them while they are inspecting his department. The inspection team will use Plant Inspection Form provided by the Royal Indemnity Insurance Company, or a form which the Chairman may draw up using the "Royal" form as a guide. They shall use a separate form for each department they inspect.

Recommendations on these reports will be scrutinized by the Chairman and appropriate handling of them done by him. It will be a function of the Chairman to have the Secretary notify each inspection committee member one day in advance of the date on which they are to make the inspection.

ACCIDENT INVESTIGATION

The Accident Investigation Team will investigate all injuries involving machinery and all injuries requiring treatment by a doctor. Any accident involving damage to property or equipment but not necessarily being responsible for bodily injury should be investigated. All accident investigations should have an "Accident Investigation Form" completed by the foreman of the injured worker. The foreman will complete the form as soon after the accident as practical, and submit same to Accident Investigation Team who will complete their part of the investigation. The Committee Chairman will discuss the Accident Investigation Form at the committee meeting.

RECOMMENDATIONS

It will be the function of the Committee Chairman to see that a notice is posted on all bulletin boards one day in advance of the date of tour of inspection, asking that any safety recommendations be submitted to the inspection team as they make their tour of inspection. These recommendations in addition to the recommendations submitted by the inspection team will be scrutinized in advance of the meeting by the committee chairman and proper disposition made of same.

In addition to the above recommendations, the committee chairman will ask committee members at the meeting for any additional recommendations which they may have. All recommendations discussed at the committee meeting should be included in the minutes and if carried forward from month to month as a pending item, they should be carried forward in numerical order and shall carry the original date of submission in order that determination of length of pending period can be determined.

EDUCATION

In order to aid your supervisors to become more conversant in the handling of men as pertains to safety, it is suggested that films or film strips be shown at each meeting (time permitting). It is suggested that this training be initiated with the showing of the "Supervisors Safety Series" which is a series of six films, the first one entitled "Follow the Leader".

To aid your foremen in educating the workers, it is suggested that films dealing with safe practices, specific items such as safe lifting, proper use of goggles, safety shoes, etc., be shown on a plant-wide basis, bi-monthly.

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Additional means of safety indoctrination should be through use of bulletin boards which can be utilized for posting of safety committee notices, posters and accident statistics. They should be changed frequently and should reflect current accident trends.

COMMITTEE PROJECTS

Once your committee has been established and is functioning, it should be the committee chairman's function to initiate the following projects as time permits: Draw up and have adopted Plant Safety Rules, Specific Safe Operation Sheets which should cover all hazardous operations specifically, and which can be used as indoctrination for new employees as well as refreshers for old-time employees. It is suggested that a Fire Brigade be formed and that the committee chairman make arrangements with the F.I. A. to hold a demonstration on the use of fire extinguishers.

In order to stimulate interest in the safety program, media of contests inter-department, or plant-wide, may be initiated to stimulate interest. It is suggested that a safety bulletin board be displayed at the entrance of the mine road, this board being kept on a lost-time accident record basis, and be used to carry safety slogans which will be timely and changed frequently. It is suggested that a safety slogan contest be established which will ask that the worker memorize a short safety slogan which will be posted on this board and if he knows the slogan and is also wearing the protective equipment required of him for his job, he will become a winner.

It is suggested that all maintenance shops be adjusted to operating on a preventative maintenance schedule rather than a break-down schedule.

A driver training and education program should be set up for all drivers operating any type of vehicle for the company.

FIRST AID

Studies have shown that for every doctor case, there is a national average of six first aid cases. In order to maintain records which will give you a complete analysis of your types and frequencies of these accidents, it is recommended that all first aid cabinets be kept under lock and key, with the foreman having the responsibility of the key and the records. These records should show the name and type of injury of all persons requiring use of the cabinet.

These records will be submitted monthly in advance of the committee meeting and it will be the function of the chairman to make an analysis of these records and discuss pertinent trends at the meeting.

RECORDS

It shall be the function of the committee secretary to keep minutes of all meetings. First Aid Records will be kept and summarized monthly with a tabulation by type of accidents, reviewed at meeting. Accident Investigation Records will be kept as specified under that heading and will be reviewed at meeting. Plant Inspection Forms will be kept as specified under Plant Inspection heading, and will be reviewed by the Chairman prior to meetings so that only pertinent items will be discussed on the meeting agenda.

All of the above forms other than those for the minutes of the meeting are available from the Royal Indemnity Insurance Company, unless you desire to modify these forms and draw up your own.

As an additional means for accident analysis, if you send us copies of these records, we will be happy to scrutinize them and send you our written analysis of same.

DEPARTMENTAL MEETINGS

As soon as practical after monthly safety meetings, each foreman shall hold a department safety meeting, discussing topics which are pertinent to his department which have been reviewed at the monthly meeting. It is not necessary that these meetings run over 10 minutes duration, and it is suggested that as an aid for the foreman, his department problems be summarized by the Chairman on a separate sheet and this sheet be given to him as an aid and guide for running his meeting.

SUMMARY

It is our suggestion that Mr. R. A. Bleich attend the first meeting in the program where he will make comments to the supervisors indicating that the program has full company support. While it is not necessary that he attend every meeting, it is suggested that he keep himself informed of the program's progress by having committee minutes sent to his attention.

We feel confident that if the above program is adopted aggressively, and initiative and enthusiasm given the project by the committee Chairman, an attitude will soon be built among the employees to work safely. It must be made clear to the foremen that supervision of safety is as much a part of their operations as your daily production schedule. Once this is put in effect, and the workers are reached through the medias suggested above, it is our feeling that your frequency and severity will be substantially reduced.

RECOMMENDATIONS

1. Install a guard on nip point of all head and tail pulleys on all conveyor belts.
2. Guard slatted tail pulley located on the mine-mill belt with a side shield.
3. The DeWalt cut-off saw located in the Carpenter's Shop should either have the travel limited to the width of the table, or the table should be extended to the full travel of the saw. The DeWalt Company has a sliding type guard for the lower half of the blade and it is recommended that this guard be obtained and installed.
4. The table saw located in the Carpenter's Shop should be provided with a guard which includes a spreader and kick-back fingers.
5. All arbor type grinding wheels should be equipped with fixed safety glass shields and proper adjustment made of tool rests.
6. A guard should be fitted on the nip point of V-belt drive on small lathe located in machine shop.
7. It is strongly suggested that the recommendations submitted by the Industrial Hygiene Division of the State of Montana be complied with. While past records do not substantiate O.D. claims, it is felt that due to the unknown dust count for asbestos, plus the nuisance dust of mica that such claims are always a potential. Another point for consideration is the fact that while the State's report on silica dust showed the count to be well within the maximum allowable concentration, it is possible that in drilling in various rock strata you will come to a strata where the free silica content may well be beyond the maximum allowable concentration.

PROTECTIVE EQUIPMENT**Hard Hats:**

Hard hats shall be worn by the following personnel at all times: Transfer Point Operator, Mine Foremen, Construction Crew (except when welding), and Drillers and Powder Monkeys (except when welding).

Welding Goggles:

These shall be worn by all personnel when involved in welding or cutting operations.

Welding Hoods:

These should be worn by all personnel involved in use of the electric arc. Personnel using welding hoods will wear a spectacle type safety glass at all times under the hood.

Safety Glasses (Spectacle Type) :

In order to facilitate supervision of the safety glass program, it is suggested that the following personnel wear these glasses at all times during their shift when they are not wearing welding goggles: All personnel in the Sheet Metal Shop, Machine Shop, all Millwrights, Powder Monkeys, Drillers, Garage Mechanics, Helpers, and Construction Crew.

Safety Shoes:

It is suggested that all personnel listed above under the heading of safety glasses (spectacle type) wear safety shoes. At the discretion of management, certain individuals who might object to wearing safety shoes, but who have a job classification as listed above, may be fitted with safety shoe toe-clips. These toe-clips are available through various safety supply dealers.

Acid Type Goggles

Acid type goggles should be supplied to the following personnel and worn by them when handling acid: Wet Mill Operator and Garage Battery Charger.

Dust Respirators:

MSA Dust Foe No. 66 respirator should be worn by all Mill Operators, Drillers and Powder Monkeys. Millwrights, Construction Crew and Loading Dock Crew should wear respirator when in dusty area or operation.