

File - Aberdeen

Interoffice Communication

To: Al Sather, Safety Director, Aberdeen plant
From: Jim Rutledge, Timberway
Subject: Your requirements for audiovisual safety training programs
Date: 22 April 1983

Our company-wide review of current plant needs for audiovisual safety training programs has been completed. Thanks for your help. The shows for Aberdeen are listed below:

Subject	Due Date	Work Required	Remarks/Status
Contractor Lead Safety	mid-April		Completed
Contractor Plant Safety	mid-April	Transfer to VTR	Nearing completion
Contractor VCM Health	mid-April	Final details	Nearing completion
Contractor Safety Rules	June 1	Rework script	Need graphics
Employee Safety Orientation	2nd half 83	Major rewrite	Have basic data

The due dates and work required are as we discussed them.

I've got a pretty good idea, Al, of what you want for the remaining shows. We'll certainly be discussing them in more detail as the work progresses.

At this point I'm reviewing with the other safety directors just how much work each of their shows entails. This, in turn, will help me project what the *total* effort will be, company-wide, to complete everyone's shows on time.

Once I receive this information, I'll be better able to determine what, if any, additional help will be needed to get the shows completed on schedule. If it appears the total effort is approaching gargantuan proportions, I may have to go back to the plants, via the manufacturing division, for some assistance.

I'll keep you posted.

P.S. For general information only, the attachment shows the results of the company-wide review.

c: JF, MSR, JWV, RDG, JJH, TGG

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