

TO: Dr. Knoch

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There are many areas we can work on in order to bring down our accident rate. The order of priority should, of course, be based on frequency, potential exposure, etc., and I trust if there is a push for safety glasses with side shields, a significant cost item, that there is enough information available to substantiate this item being emphasized and stressed before other concerns.

My own primary concerns, for obvious reasons, are related to the amount of information we give our employees on the potential hazards of asbestos. Since I have found no corporate policy or procedure related to this concern, we have endeavored to assure ourselves, as well as our employees, of the very basics. With this, I mean that we are attempting to make sure that certain asbestos related information has been given to all our employees and that they understand the information they have received. A booklet has been printed in two copies: one for our current employees and one for new employees. Both copies will have a tear-out section, which is to be completed and returned to the Personnel Department. I think you will agree that this booklet is frank, straightforward, easy to understand, and simple to complete; and I am looking forward to your comments prior to its release.



B. Iwarsson

BI:bc
cc: Mr. D.K. Rennie
Enclosures (2)

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