

April 1, 1975

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SAFETY SURVEY - GLOUCESTER CITY, N.J. PLANT.

A. PLANT MANAGER

Referring to the Corporate Safety Bulletin titled "Guidelines for Establishing an Effective Safety and Loss Prevention Program", the Plant Manager is performing the following items listed under -

Duties and Responsibilities:

- Item #1 (a), (b) and (c)
" 2
" 3 (a), (b) and (c)
" 4
" 5
" 6
" 7
" 8
" 9

In addition to the aforementioned items listed above, he periodically reviews various safety articles published in government and industrial publications. He also maintains a positive and aggressive attitude and approach toward accident prevention.

B. PLANT SUPERVISION

The plant supervision perform the following items listed under -

Duties and Responsibilities:

- Item #1
" 2 - A study is currently under way to establish a positive job hazard analysis program for supervision.
" 3
" 4
" 5 - The plant supervisors have made definite improvements on plant housekeeping but there is however, still more room for improvement.
" 6
" 7
" 8 (a) In process.
" 9
" 10 - Approximately 90% of the accidents are reported for First Aid.

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- B. Item #10 cont. - Signs are being posted throughout the plant advising the employees to report all accidents to their supervisors immediately.
- Item #11 - The supervisors are investigating all accidents and are being trained on the proper procedure for the completion of the Supervisor's Report of Accident/ Incident form and the investigation of near accidents.
- Item #12
- " 13
- " 14 - We are currently establishing a Plant Fire Brigade.

A copy of the duties and responsibilities of plant supervision pursuant to the Corporate Safety Guideline Manual will be distributed to all supervisors by March 31, 1975.

C. SAFETY COORDINATOR

The items that have been performed by the Plant Safety Coordinator are:

- Item #1 - Not performed as yet.
- " 2
- " 3
- " 4 - Partially performed.
- " 5 - "
- " 6 - No secretary.
- " 7 - To be established.
- " 8
- " 9 - To be established.
- " 10 - Performed by Safety Coordinator without supervisor, but the department supervisors are notified of adverse working habits of his employees and any adverse working conditions.
- " 11

D. SAFETY COMMITTEE - GROUP

We have a plant Safety and Housekeeping Committee.

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E. SAFETY COMMITTEE - PLANT
ORGANIZATION - GLOUCESTER CITY

Chairman - Personnel Manager

Secretary - Safety Coordinator

Several Supervisors - On rotating basis (one supervisor is selected each month as Chairman of the Housekeeping Committee). There is also one representative from the Bargaining Unit.

Safety Committee Functions - Currently being performed are:

Item #1
" 2
" 3
" 4
" 5
" 6
" 7
" 8
" 9

The Gloucester City Plant Safety Committee meets on the second Friday of each month. There is no distribution of the meeting minutes.

F. RELATIONSHIP WITH INSURANCE COMPANY REPRESENTATIVES.

1. Handling Recommendations

In 1974, there were 103 recommendations made by Associated Safety & Claims Services, Inc. and 103 recommendations completed at the Gloucester City plant.

2. Review and Approval of Plans and Specifications

Plans and proposals are approved by the insurance company involved.

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F. 3. Impairment of Protection

This procedure is followed.

G. SELECTION, PLACEMENT AND TRAINING OF EMPLOYEES

The following are being done -

1. Pre-employment physical exams and x-ray.
2. Placement - The safety indoctrination procedure for new employees is being revamped for greater effect to prevent accidents.
3. Instruction and Training - This program is also being revamped for greater emphasis on accident prevention.

H. JOB HAZARD ANALYSIS

We do not have a "Job Hazard Analysis Program" and propose to add this requirement to our "Safety by Objective" program for 1975 at Gloucester City.

I. SUPERVISORY TRAINING

1. Fundamentals of Safety and Loss Prevention

We do not have a basic course for supervision pertaining to the above and plan to establish this program when Harold Vickery returns from the National Safety Council School.

2. First Aid Training - The majority of our supervisors have received the Standard American Red Cross basic first aid course.

3. Emergency Procedures - This program must be implemented.

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- I. 4. cont.
Fire Fighting Equipment - The supervisors are familiar with the operation and handling of our plant fire fighting equipment. We will, however, institute a formal training program in conjunction with the local Fire Department to reinstruct the supervisors on the up-to-date methods/procedures of fire fighting.

5. Special Hazards - Our supervisors are familiar with the special hazards in the plant.

J. INVESTIGATION OF EMPLOYEE ACCIDENTS

We are investigating all accidents in the plant, and take the necessary corrective action and follow-up on the recommendations made to prevent reoccurrences.

We use the corporation guidelines to code and distribute the Accident Reports (form #10194 - revised 1-75).

K. REPORTING AND HANDLING OF WORK INCURRED INJURIES

We are in compliance with this section.

L. OCCUPATIONAL ILLNESSES

We are in compliance with this section.

M. SAFETY INSPECTIONS

We are in compliance with this section.

N. FIRST AID SERVICES

We are in compliance with this section.

O. PERSONAL PROTECTIVE EQUIPMENT

We are in compliance with this section.

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P. EQUIPMENT GUARDING

We are continually up-grading our equipment guarding procedures to make the plant safe from accidents.

Q. LOCKOUT AND TAGGING OF EQUIPMENT

We are in compliance with this section.

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FRED B. JANOSKY

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