

ZONOLITE DIVISION



TO Sandy Mangino DATE March 22, 1972

FROM Bill Skiles SUBJECT Employee Monthly Meeting

CC: B. Ward L. Draper ✓
A. Dean D. Emerson
J. Ashworth D. Nyvoid

The March meeting was called to order at 3:30 p.m. by Bill Skiles. In attendance were Dave McGhee, Carl McGhee, Fred Mooney, Erwin Brandes, Richard Dunn, Jim Humphrey, Frank Lee, Richard Lee, Tom Lee and Steve Hale.

In view of the fact there were several new employees present Bill stressed the fact that should any one of them at any time be injured while on the job, no matter how slight the injury may seem to them they should report it to their lead man while they are still on the same shift at work.

Bill mentioned that hard hats have been ordered for all the plant employees. As soon as they arrive each man will be issued a hat, this hat must be worn at all times in all areas of the plant. The hats are the responsibility of each individual man, if one is lost or torn up through carelessness the man will be responsible for replacing it.

Safety glasses have been issued to all the men and they were also told that they must be worn when running the furnace and also in all dusty areas of the plant.

Also, Dust Mask have been issued to all plant employees and Bill stressed very strongly the importance of wearing this dust mask (particularly when running Mono Kote as the asbestos in making Mono Kote can be injurious to your health.) If Bill catches any of the men running Mono Kote without a mask he is going to warn them about it, he will warn the man twice and the third time the man is caught without a mask he will be sent home for a few days, perhaps this will help him to remember to wear the mask in the future.

When operating the furnace it is extremely important that men mark the exact number of bags run, if for any reason they are interrupted for one reason or another and if they have a doubt as to whether it was marked down, do not mark it down without first checking it out. It is very important that all pallets are marked down.

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Sandy Mangino

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Bill also pointed out the importance of keeping the aisles clear of all machinery, boxes and debris. There should be nothing in the aisle inside of the painted safety line.

Bill said our new tanks need catwalks and safety rails and this is a must. No one is to go on the tanks until the safety features have been added. He said it is extremely dangerous, he himself will not go up there and he does not expect any of his men to go into areas where he would not go himself.

Carl McGhee mentioned the fact that all the men should get in the habit of driving the forklift backwards. It is dangerous driving it forward, first you cannot see over the load and second by always going backwards whether loaded or not you make this a habit and you will always automatically drive the load this way.

Further always make certain the forks are flat and all the way down. At no time is there to be more than one person on the fork lift and this is the driver only.

Jim Humphrey mentioned that the sewing machine on MK needs a ground wire because the men have a tendency to get shocked. Dave McGhee mentioned that it could be the mixer and not the machine, he is going to check this out further and make the necessary repairs.

Bill said since they no longer have janitor service, he would like to enlist the aid of all the men in the plant to help keep the locker room clean, if each one would take a little time to throw paper in trash cans, put soda bottles out in cases, etc., it would be no effort to keep it clean.

Bill further stated that he is checking into getting more first aid supplies, he noted the need for more safety equipment and stretchers, he is checking into the purchase of these items.

In conclusion Bill asked the men if there were any further questions and left the floor open for discussion. There were no further questions and meeting was adjourned.

Respectfully submitted.

BS:
HP

Helen Politte,