

Mr. W. R. Holt

GAP CORPORATION
INDUSTRIAL PRODUCTS DIVISION
ERIE, PA.

MINUTES OF THE ERIE-16TH STREET PLANT GENERAL SAFETY MEETING

DATE: December 10, 1970

TIME: 11:00 A.M.

The meeting was called to order by Mr. J. M. Wilwohl. A total of eight (8) members were in attendance. Those being:

J. Konieczko	M. Nunes
B. Keith	B. Sitek
E. Cavicchio	A. A. Wild
J. Huegel	J. M. Wilwohl

FIRST AID REPORT FOR THE MONTH OF NOVEMBER:

Mr. Wilwohl reported a total of six (6) First Aid cases as follows:

Blisters	1	Bruises	1
Burns	1	Strains	1
Cuts	2		
<u>TOTAL</u>		6	

There were no Doctor cases since the last General Safety meeting.

REPORTS OF DEPARTMENTAL SAFETY MEETINGS

ASBESTOS DEPARTMENT

Messrs. M. Nunes, J. Stezen and T. Edder conducted their meetings and at these meetings a movie entitled "The Hand Trap Test" was shown. This movie pointed out various hand traps that exist on the job. It showed how fingers and hands can be injured seriously when these hand traps are not noted.

Following the viewing of the film, a general discussion was held on hand injuries in the plant.

SHIPPING, RECEIVING AND MILLBOARD DEPARTMENTS

Mr. J. Huegel conducted his meeting and at his meeting, the movie entitled "The Hand Trap Test" was also shown. It followed the same outline as did the Asbestos Dept. meeting.

MAINTENANCE DEPARTMENT

Mr. K. Kwiatek conducted his meeting along the same lines as the other departments, wherein the movie entitled "The Hand Trap Test" was shown to all Maintenance employees.

Following the showing of this movie, a general discussion was held on hand traps, in the plant and also hand injuries.

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REPORT OF FIRE CHIEF

Mr. B. Keith reported that all equipment and extinguishers were in good shape. He stated that new sprinkler heads for the Millboard area are now in stock and would be installed in the near future.

PLANT HOUSEKEEPING INSPECTION

Messrs. M. Nunes and B. Keith conducted the December inspection. Mr. Nunes orally reviewed the report. Mr. Wilwohl will make the regular follow up to see that all recommendations are carried out.

Messrs. M. Nunes and B. Sitek were appointed to conduct the inspection for the month of January.

GENERAL DISCUSSION

Mr. J. M. Wilwohl reviewed the Safety News Bulletin sent by Mr. H. Johnston. He paid particular attention to the article contained therein, entitled "Machine Guarding".

Mr. Wilwohl also reported that several safety recommendations had recently been carried out by the Safety sub-committee.

He also reported that the items of recommendation made by Mr. Colandra, Safety Inspector from Buffalo, New York during his last inspection had been looked into. He pointed out five out of the seven recommendations had already been completed. We are currently working on the other two recommendations and they will be completed in the very near future.

Mr. A. A. Wild next spoke about winterizing the plant. He stated that we are now entering the cold weather season and that we should prepare such things as, having salt boxes filled, to make sure that docks are cleaned of ice and snow, to make sure that all doors to warehouses are closed when not in use, to make sure that the fire equipment is all in good shape and other safety tips on winterizing the plant.

The next meeting will be held on Thursday, January 14, 1971 at 11:00 A.M.

This meeting adjourned at 12:10 P.M.

J. M. Wilwohl
Secretary/Chairman

JMW/bw

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