FILE NAME: Mead (MEAD)

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WOODWARD COMPANY

A DIVISION OF THE MEAD CORPORATION
WOODWARD, ALA.

FROM: Stanley H. Mooney

June 1, 1971

TO: All Divisions

SUBJECT: OCCUPATIONAL SAFETY AND HEALTH ACT.

COPY TO: W. R. Bond, H. C. Davis, L. C. McNeill, L. J. LeBlanc, C. W. Adair, J. W. Hagen, G. W. Lewis, J. E. Casey, V. P. Dean, A. Jacobs, W. E. Merriss, Fred McDuff, S. D. Weaver, Horace Beasley, Charles Cobb, Sam Preston, Bill Abercrombie, John Benton, George Hollstein, Pete Wright, Bill Reed, A. A. Hollingsworth, James Conaway, Gerald Abbott, G. T. Worthy, Ien Schmidt, Bill Rich, H. G. Moore, Jr., T. G. Crittenden, T. E. Stafford, Gurdon Buck, Ewald Schmidt, E. J. Tucker, Bill Stoddard, Al Schmidt, Norm Chamberlain, James Jones, Sam Foregard, L. L. Sample, Charles W. Tipton

On May 20, 1971, you was mailed some OSHA material, which included copies of the forms to be used for record-keeping of all occupational injuries and illnesses. All of these forms must be kept up-to-date as instructed. As soon as possible, following the end of each calendar month, you are requested to send Zerox copies of each completed form to Mr. Lloyd C. McNeill and myself at Woodward.

Also, when the personnel you have assigned to make frequent plant inspections for unsafe conditions and practices complete this inspection, have them to make a written report listing their findings and what action was taken to eliminate the hazards. Send Zerox copies of each inspection immediately to Mr. Lloyd C. McNeill and myself.

You are urged to put forth a special effort now to get your house in order and keep it in order. As you know, the new OSHA must be complied with to avoid embarrassing situations.

Stanley H. Mooney
Director of Safety

SHM:d

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