FILE NAME: Garlock (GAR)

DATE: 1977 July 26

DOC#: GAR087

DOCUMENT DESCRIPTION: Meeting Minutes with Attendee List - Product Liability Committee

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LAW DEPARTMENT
GARLOCK INC.



RE: PRODUCT LIABILITY COMMITTEE MINUTES

DATE: July 26, 1977 - 9:00 am

In Attendance:

G Barlis	E Kuhnen
M Burdulis	G LeRoy
J Guffey	J Lynn
R Guild	M Panarites
D Holmes	H Schaefer
B Keep	R Stay

1. Mini-committees. Some of the product centers have set up their mini-committees; others have not. There was some question as to just what these committees should be doing.

2. Discussion on the rating of our products as far as the importance in becoming involved in a product liability claim. Should the products be categorized as to (1) potential physical injury to a person and (2) damage to equipment. Can we categorize our products without the knowledge of what the end use is for our product?

3. Biggest area of exposure for us now is 'asbestos'. It was agreed that we would work on this particular product first and through our experiences, apply them to our other products.

   a. Bill Price and John Guffey were assigned the responsibility by Mr. Townsend to chair a labelling program in asbestos. They are to see that our labelling program satisfies all our objectives and it is to be implemented by January 1, 1978.

   b. Mr. Guffey brought up the point that most companies have lost product liability suits because of their 'failure to warn'.

      After some discussion, it was the unanimous opinion of the committee that we immediately begin to label all advertising of our products that contain asbestos with the following phrase:

      C A U T I O N

      Contains asbestos fibers. Avoid creating dust. Breathing asbestos dust may cause serious bodily harm.

      Mr. Stay was assigned the responsibility of seeing this label is on all advertising of asbestos products. It was also decided that all catalogs that have already been printed should be labelled with the warning before being sent out. (This warning to be only on products that contain asbestos.)

c. Other areas in which labelling should be done are:

(1) CA Sheet
(2) Spool heads of braided asbestos material.
(3) Labels inside boxes of our products that are sent to our distributors.

d. It was suggest that letters be sent to all of our distributors stating the following:

"Enclosed please find 'Caution' labels which we strongly recommend that you, as our distributor, pass on to all end users of our products containing asbestos."

There was a discussion as to which phrase should be used on these labels:

(1) C A U T I O N

Contains asbestos fibers. Avoid creating dust. Breathing asbestos dust may cause serious bodily harm.

(2) D A N G E R

Cancer hazard. Contains asbestos fibers. Avoid creating dust.

From a marketing point of view, it was suggested that the number (1) phrase be used for all labelling. However, Mr. Lynn is to contact our legal department at corporate headquarters to find out which one they feel we should use.

After an answer is received from Mr. Lynn, Mr. Stay will proceed in having these letters/labels sent out.

e. Mr. Schaefer was concerned as to how the asbestos sheets should be labeled. Also, whether those sheets which did not show a Garlock trademark, did they need to show a warning label.

It was decided that all sheets will be imprinted with the warning label as soon as Mr. Lynn finds out which one to use. Also, all sheets presently in inventory should be labeled in some way with the warning.

4. Items to be discussed at next meeting:

   a. Each Product Center manager to list all products and find out what their end use is. Not necessarily in order of liability.

   b. Review of our labelling program for asbestos.

   c. Warranty

   d. Sales training.

   e. Requests from customers (Material Information Sheets) as to what materials our products contain.

   f. Proposed regulations on acrylonitrile.

5. Next meeting to be held on Tuesday, August 30, 9:00 a.m., Personnel Conference Room, bldg. 6-1.

6. Any additions or changes in these minutes should be brought to the attention of Mr. Panarites.

/bld