

FROM WILLIAM B. RENNER  
PITTSBURGH OFFICE - 30

TO MR. J. C. BATES  
MR. C. F. FETTEROLF  
MR. R. R. HOFFMAN  
MR. O. M. MADER  
MR. C. W. PARRY  
MR. R. B. SMITH

1978-01-26

PLAINTIFF'S EXHIBIT

AL-2355

RE: ALCOA'S RESPONSIBILITY FOR MAINTAINING A HEALTHY  
WORK ENVIRONMENT

I am encouraged by the improvement I have seen developing in our safety effort in recent months and am convinced that we can become one of the leaders in safety in all of industry.

While I am satisfied with our safety progress, I do want to point out that improving safety is only half the job in meeting our responsibility for the health and safety of employees. As Alcoa's Policy Guidelines for Business Conduct states, "Maintenance of a healthy workplace in order to protect each employee from potentially harmful agents in the working environment is a basic premise underlying all Alcoa operations." Accordingly, to meet both moral and legal obligations, I'm asking that all Alcoans focus their attention on seeing that the working environment is not only safe from physical hazards, but also free from the hazards that chemicals, fumes and dusts can create.

This means that we have to find, control and monitor health hazards and apply the resources necessary to assure that the working environment is consistently healthy. This will require the effective use of present resources, acquiring additional resources as necessary, and--most important-- assigning appropriate management responsibility.

The first task will be to assess the health impairment potential at each location. Toward this end, the Corporate Industrial Hygiene Division will audit all locations during the first six months of 1978. Following each audit, I expect that development of a well-organized plan will be initiated and responsibility assigned in cooperation with the location manager. Dr. Dinman will assist in the development of these plans. It is our hope that by the end of 1978 all locations will have active programs that will provide a continuing knowledge of potential hazards, as well as the capability for cost-effective control of them.



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Beyond our moral obligation to employees is our clear responsibility to meet requirements of all laws and regulations concerning the working environment. We must direct and sustain whatever attention is necessary to assure that no Alcoa becomes injured or ill as a result of his or her employment. While the cooperation of all Alcoas is necessary, management must take the lead in assigning responsibility, assessing the situation, improving the program and sustaining the effort toward this important goal.

WILLIAM B. RENNER

WBR/gd

cc: Executive Staff Meeting Attendees

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