FILE NAME: Mead (MEAD)

DATE: 1971 June 18

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101A

WOODWARD COMPANY

A DIVISION OF THE MEAD CORPORATION
WOODWARD, ALA.

FROM: Stanley H. Mooney

June 18, 1971

TO: All Divisions

SUBJECT: OSHA Records and Company Records

COPY TO:

Please let me clarify the requirements of furnishing Xerox copies of OSHA forms monthly to Woodward. This you do not have to do. Just keep the records up-to-date at your plant location.

The only reports you are to send to Woodward are:

1. The Monthly Safety Report.
   (a) First-aid cases.
   (b) Doctor treated cases.
   (c) Lost-time injuries.
   (d) Days Lost.
   (e) Man hours worked.
   (f) Frequency Rate.
   (g) Severity Rate.
2. A complete description of each lost-time injury.
3. A copy of Plant Safety Inspection Reports.
   (a) Unsafe Conditions and Unsafe Practices.
   (b) Action taken to correct.
4. A copy of Federal or State Inspection Report.

SHM