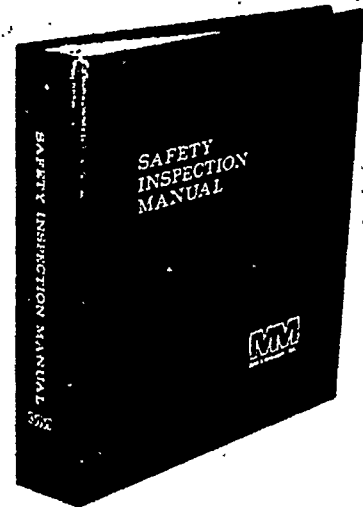


PLAINTIFF'S EXHIBIT

CAP-1827

# NEW do-it-yourself SAFETY INSPECTION MANUAL

contains over 200 checklists  
keyed directly to OSHA standards



Prepared by M&M's staff of attorney/editors to simplify compliance with the law. Will help you develop a low-cost, continuous safety & health program. Loose-leaf format permits easy reproduction of these checklists for internal distribution to department heads, etc.

- Ideal for supervisors—to keep their departments in safety shipshape and to check quickly on standards for the countless operations covered by OSHA.
- A time-saver for the safety specialist as an accurate, simplified reference to the regulations.
- Excellent as a training guide for supervisors and employees. This Manual is ready-made for courses in safety education.
- A reference work for employee-management safety committees. This Manual will help to avoid endless hassles over what is OSHA's answer to safety questions.
- A source of safety ideas for Top Management.

This "Do-It-Yourself SAFETY INSPECTION MANUAL" is complete (see Table of Contents reverse side), stripped of "legalese" and edited for the layman. Its more than 200 checklists—keyed to OSHA standards—requires simple "yes" or "no" answers. Reproduce all you need.

The cost is just \$34.95 and well worth it. Full refund if you do not agree. Make checks payable to MAN & MANAGER, Inc., 87 Terminal Drive, Plainview, N.Y. 11803. No billing please. (On New York State orders, add appropriate sales tax.)

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_



## I - WALKING-WORKING SURFACES

AREA: \_\_\_\_\_

| No. | OSHA<br>Sec. 1910. | ITEM                                                                                                                                                                  | Y<br>S | N<br>O | HAZARDS NOTED/ACTION REQUIRED | Date<br>Corrected |
|-----|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|-------------------------------|-------------------|
|     |                    | <b>GENERAL REQUIREMENTS</b>                                                                                                                                           |        |        |                               |                   |
| 1   | 22(a)(1)           | Are all places of employment, passageways, storerooms, and service rooms clean, orderly and in a sanitary condition?                                                  |        |        |                               |                   |
| 2   | 22(a)(2)           | Are workroom floors maintained in a clean and dry condition? Is drainage maintained where wet processes are used? Are dry standing places provided where practicable? |        |        |                               |                   |
| 3   | 22(a)(3)           | Are floors free from protruding nails, splinters, holes and loose boards?                                                                                             |        |        |                               |                   |

CAPCO JEN 0005167

# DO-IT-YOURSELF SAFETY INSPECTION MANUAL

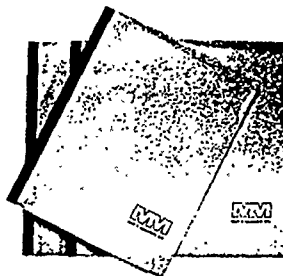
## 200 Checklists Keyed To OSHA Compliance

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*And More!*

# A "How-To" workbook on setting up an effective safety & health program.



**M&M's attorney/editors survey 1,200 top companies on what they're doing to modernize safety & health programs — have taken the best of these ideas and put them in one 60-page Report — see index on reverse side for complete details.**

Two recent developments have occurred which make it absolutely essential that you keep up with and re-appraise your company's occupational safety & health program.

## **Development #1**

John Dunlop, the former Impartial Chairman of the construction industry and our new Secretary of Labor has stated that, "OSHA will be my number-one priority." And for good reason.

In this day and age, three out of every ten industrial workers have an occupational-related disease — hundreds of thousands are still injured on the job every year — and the annual death rate is appalling. Besides the moral issues, the area is political dynamite and will continue to be very much in the news.

To businessmen, this means heavier fines for violations (quadrupled in

the last 4-years), greater exposure to lawsuits brought by injured workers, astronomical awards by juries and therefore rapidly escalating insurance premiums, and unfavorable publicity.

## **Development #2**

Because of the current fiscal crunch, many of the States are now saving money by de-activating their own Safety Departments and are urging the Federal Government to take a more active role. OSHA has doubled the number of its field offices, has hired many more inspectors and will increase the number of inspections by about 30% over the next 12-months.

## **Please See Index on the Reverse Side of This Letter**

We believe it best illustrates the many uses for this new, 1975-1976 "OSHA KIT." It represents many months of

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# Portfolio of NEW JOB SAFETY FORMS, POLICIES & PROCEDURES

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### **PART II — NEW INTERNAL JOB SAFETY FORMS, POLICIES & PROCEDURES**

#### **Guideline I — CORPORATE POLICY ON SAFETY**

The verbatim text of a company-wide safety policy — incorporating management responsibilities under OSHA. Include in policy manuals, management memos and supervisory guides.

#### **Guideline II — SAFETY & HEALTH CLAUSES IN UNION CONTRACTS**

38 of the most common safety and health clauses that appear in over 88% of union pacts. Broken down by subjects:

- (1) general policies, (2) disciplinary actions,
- (3) safety committees, (4) walkaround pay,
- (5) safety rules, (6) safety equipment,
- (7) hazardous work, (8) accident, illness, first aid,
- (9) health and safety consultants.

#### **Guideline III — SAFETY RULES**

37 safety rules common to every industry. Written in plain English — and ready to insert in handbooks, on bulletin boards, management memos, house-organs, and other communications media. A handy tool for inducting new employees.

#### **Guideline IV — SAFETY OPERATION PROCEDURE CHART**

A step-by-step example of how safety factors should be written into every job description — including protective equipment needed. Excellent for training workers on newly created jobs. A practical aid for supervisors. Emphasizes:

- (1) job steps, (2) potential accident hazards,
- (3) recommended safe job procedures.

#### **Guideline V — EMPLOYEE SAFETY AUDIT**

A simple-to-use "rating form" which helps supervisors to evaluate workers' safety habits. Includes a section

on what corrective action should be taken to improve the employees' safety consciousness.

#### **Guideline VI — EMPLOYEE ACTIVITY RESTRICTION CARD**

Some employees — because of physical limitations — should not be assigned to certain jobs. Serious harm might result. An "Employee Activity Restriction Card" for each worker can be updated as required.

#### **Guideline VII — DRIVER'S VEHICLE CONDITION REPORT**

A do-it-yourself industrial vehicle inspection form. Meets all OSHA standards and more. Covers every area which might cause an accident.

#### **Guideline VIII — CRANE INSPECTION REPORT**

Fulfills OSHA requirements for all periodic inspections of cranes. Form can be tacked up in crane cab; also used as master report for company files.

#### **Guideline IX — GRAPHIC ACCIDENT REPORT**

Unique accident reporting form. A human silhouette helps foremen to identify precise areas of injury by using simple code. Easily reproduced, it does not require complex written reports.

#### **Guideline X — INDUSTRIAL ACCIDENT REPORT**

An easy-to-use accident reporting form for supervisors. Pinpoints every possible cause of an accident — and includes a section for corrective action to prevent recurrences.

#### **Guideline XI — SUPERVISOR'S SAFETY SELF-EVALUATION**

What are the qualifications for a good supervisor? Emphasis on safety knowledge and training.

#### **Guideline XII — SUPERVISOR'S SAFETY APPRAISAL**

How well are your supervisors carrying out their safety functions? Here is a form which helps management appraise the supervisor — and record what actions should be taken to help him improve.

#### **Guideline XIII — HOW TO INSTRUCT AN EMPLOYEE**

A well-trained employee is a safe employee. Teaching a worker the job should not be haphazard but should follow a standard, tested procedure.

This worksheet should help the supervisor standardize training techniques for greatest effectiveness.

#### **Guideline XIV — SAFETY VIOLATION WARNING NOTICE**

Safety is so important that many companies are using special warning forms for safety violations. Alerts the employee that the company means business in enforcing safety rules.

#### **Guideline XV — EMPLOYEE SAFETY QUIZ**

New as well as regular employees should be tested periodically on safety knowledge required on their jobs. Can be used as a written test — or a guide for safety interview between supervisor and employee.

#### **Guideline XVI — ACCIDENT COST ANALYSIS**

Accidents take a toll not only in injury and higher Workmen's Comp costs. Many other losses are incurred. This form alerts supervisors to the many ways in which accidents adversely affect business.

#### **Guideline XVII — FIRE EXTINGUISHER CHART**

Fire safety includes a knowledge of the type of equipment to use in fighting fires. This chart illustrates different kinds of fires, the proper extinguisher to use — and how to operate it.