J-M Manufacturing Company, Inc.

Internal Correspondence

To: All Plant Managers

Date: January 9, 1984

From: W. G. Burnett WGB



Copies: R. Chi, E. Wang, Operations Staff

Subject: **CORPORATE SAFETY PROGRAM/HOUSEKEEPING**

By now you have received the new Corporate Safety Program. Please read it very carefully. I would like to stress the importance of safety and to encourage you to strive for a **zero** accident rate as your goal. Anything less than this goal would not be consistant with this company's attitude toward safety. Remember the success of a safety program depends on you.

I think all of you would agree that housekeeping and safety go hand in hand. A clean, orderly work environment at all times should be your goal. Everyone has the inevitable production problem that leave the shop a mess, but it remains a **priority** item to bring the shop back to established housekeeping standards as soon as possible.

I would appreciate you reviewing these policies with your staff and ultimately with everyone in the organization. There should be no doubt in anyone's mind of J.M.'s policy on safety and housekeeping.

WGB/dm

JAN. 1 0 1984

D 004059