

DEPARTMENTAL GOALS FOR 1975

1. Conduct a basic supervisor's safety training course. We plan to utilize the Supervisor Safety Manual published by the National Safety Council in conjunction with Dr. Enninger's course called "Operation Zero". The Safety Department will work with the Training Department in developing the program.
2. Conduct an extensive gas mask training for all key personnel who have been issued a 30 minute air pak for their cars. Additional gas mask training will be conducted for hourly personnel.
3. Review emergency equipment locations to determine if it can be relocated to a central control point for immediate use if needed.
4. Complete the new employee safety orientation program that was begun in 1974.
5. Conduct a complete review of the tag out procedure for total compliance.
6. Initiate the "safety gram" to be mailed to employees on a quarterly basis concerning the plant's safety experience on and off the job.
7. Outline the plant's safety policy to all employees by a letter from the Plant Manager.
8. Develop a set of rules and a map of the plant for vendors.
9. Revise accident investigation form.
10. Review the present procedure for people who are visiting operating units as to reporting in to appropriate operating personnel.
11. Maintain revisions to Emergency Control Manual.

OFF THE JOB SAFETY

1. Complete the defensive driving course.
2. Develop an employee's home safety manual.
3. Develop an off the job puzzle game that will increase employees and their families safety awareness.
4. Continue searching for additional programs which will reduce off the job injuries.

MEDICAL

1. Hire an additional nurse to work the new construction job site. This will be on a temporary basis.

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2. Develop the necessary procedures and purchase equipment so that the plant medical lab will be certified by American Society of Clinical Pathologist.
3. Develop a home visitation program to be more effective and selective in reducing absenteeism.
4. Continue a comprehensive medical survey of all employees exposed to toxic vapors and dusts.
5. Increase the personnel monitoring schedule on persons exposed to noise, lead, mercury, etc.

FIRE PROTECTION

1. Complete Fire and First Aid Training for all Area "B" personnel.
2. Conduct training for all Emergency Squad members in the use of all breathing equipment.
3. Follow up on the location and construction of a new building for the fire truck.
4. Outfit new fire station with necessary equipment.
5. Train the Emergency Squad in the use of the new fire truck.
6. Establish combination inspection and preventive maintenance between maintenance and contract personnel.
7. Emergency medical training to be conducted with selected personnel to comply with state law governing ambulance service.
8. Install decals on fire extinguishers which will designate the types of fires that the extinguishers were designed for.

SECURITY

1. Establish a training program to familiarize all Guards with the overall security duties, i.e., patrol, desk job and gates.
2. Complete a security survey of the various departments in the plant to determine security weakness. Prepare recommendations to remedy same.
3. Relock the entire facility by recombining locking devices now in use. Reissue keys and maintain an up to date record of key holders.
4. Establish mandatory patrols in critical areas by purchasing and installing patrolmen's clocks.

5. Recommend closed circuit TV in areas where needed.
6. Investigate and maintain a log of all thefts reported and estimated cost of lost equipment.
7. Work closely with Engineering in relocating the guard gate and establishing traffic control points.
8. Develop employee identification picture badges.
9. Develop bumper stickers for identification of employee vehicles.

In addition to the above goals the Safety Director will continue coordinating the legal work pertaining to pending law suits.

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