

INTEROFFICE CORRESPONDENCE
GAF Corporation



DATE February 21, 1975

TO
LOCATION

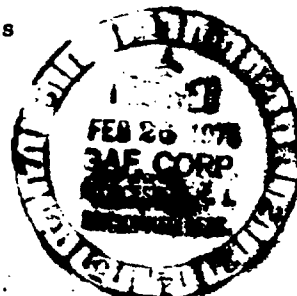
Mr. F. Janosky
Personnel Manager, Gloucester

cc

W. Fassuliotis
L. Faneuf
E. Flood
J. Gow
L. Sarlo
H. Vickery

FROM
LOCATION

T. P. Martin
Safety & Security, N.Y.



SUBJECT:

SAFETY SURVEY - GLOUCESTER, N.J.

As the result of our conversation at the close of my visit to the Gloucester facility, it was mutually agreed that your office will undertake at its earliest convenience the following:

1. A review of the Corporate Guidelines for Establishing an Effective Safety & Loss Prevention Program with special emphasis on material contained in pages 5 to 46.
2. An investigation and survey of the status of the Gloucester facility's safety program as to the extent the program incorporates the principles outlined in the Guideline.
3. The preparation of a formal report on each of the topical headings in the Guideline from page 5 through 46 indicating:
 - a. Past activity
 - b. Present activity
 - c. Planned activity which will either bring such activity in line with the Guideline or exceed the Guideline requirements.

It is further understood that this report will be completed within 30 days of receipt of this memorandum and forwarded to this office as a supplement and further refinement of your memorandum of January 24, 1975.

With respect to the January 24, 1975 memorandum, I would like to restate what I discussed with you during my visit:

- Item 1 Establishing a positive "advertising" program (i.e. Safety Motivational Program, etc.) is productive so long as it is within a topical framework based on your analysis of past accidents as required by the Guideline and outlined in the "Guideline for Analyzing Work Injury Experience".

Since your facility has only one copy of this Guideline for Analyzing Work Injury Experience and is presently being used by the nurse, an additional 2 copies are attached for use by Mr. Vickery and yourself.

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- Item 2 Retrain all supervisors in Accident Investigation, etc. should be tied to the new Supervisor's Report of Accident/Incident form recently distributed.

We further suggest that your training activity in "accident prevention" be confined to an established national program such as the National Safety Council's "Key Man" development course or the Dupont "Stop" program. Both supervisory training programs have been used within GAF with good response. Both courses provide instructor's manuals.

- Item 3 "Accident prone employees" is not a concept accepted as valid by either GAF Safety & Security or the Safety Profession as a whole. Labeling an individual as "accident prone" has psychological overtones requiring medical expertise.

It has been universally accepted that the accident prone syndrome is acquired and discarded by the majority of the population at some time or times in each individual's life and that such a state is at best temporary and extremely elusive.

It has also been found that where this concept is promulgated, the supervisory population has a tendency to evade solving Safety problems by tagging such problems as being caused by the "accident prone" and therefore, beyond the supervisor's control.

In short, the accident prone concept has hampered more programs than it has helped. Please do not undertake this item in your program.

- Item 4 "Training Supervisors in Emergency Procedures, etc." It is suggested that before such training take place, emergency procedures be formalized and put in writing. We would suggest that you consult pages 48 through 51 of the Guideline before undertaking such training.

- Item 7 "Establishing a routine check period for fire extinguishers". Since fire extinguishers are only one part of the overall fire inspection program required by both the Guideline and the fire insurance carrier, it is advisable to upgrade this item to include a full fire prevention inspection program as outlined on page 61 of the Guideline.

Please remember, the original request for the Plan asked that the activity be placed within a time frame indicating when such activity is to commence and be completed.

Another item discussed at this meeting was the training of Mr. Vickery in his safety duties. We suggest Mr. Vickery be sent to the National Safety Council's Training Institute in Chicago to attend their Fundamentals of Occupational Safety (Course No. 100). This course is held 14 times

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a year but with the advent of OSHA, the courses are booked well in advance.

The following is the schedule for the remainder of 1975:

March	3 - 7	
March	24 - 28	
March	31 - April 4	
April	21 - 25	
May	5 - 9	
June	2 - 6	
→ September	8 - 12	<i>H. Vickery to be trained by National Safety Council</i>
October	13 - 17	
November	17 - 21	
December	1 - 5	
December	15 - 19	

A further item that was discussed was security, specifically:

1. The use of outside guard services to conduct in-depth surveys of the Gloucester facility, and
2. Selection of a guard service to replace "Burns".

There are presently in your hands two copies of the Guideline for Security and Loss Control. It is suggested that at your earliest convenience you read the Guideline. You will notice that you are afforded considerable freedom in conducting a security program. However, it should be realized that when an outside guard service is asked to conduct an in-depth survey as part of its proposal for a contract, a bill for such service is submitted by the company if it is not successful in obtaining the contract. Further, such bills can range from \$500 to \$700 or more. At this time Pinkerton has already advised this office that such a charge will be made if it is required to conduct such a survey and they are not successful bidders. It is hoped your other contacts will be as open in this respect. If not, please accept this as constructive notice of the cost probability.

Further, this office had previously advised Gloucester of the following:

1. All contracts and/or proposals and bids for guard service should be submitted to Corporate Safety & Security for review.
2. Corporate Safety & Security prefers that wherever possible nationwide security firms having corporate offices in and about the metropolitan east coast be given primary consideration.
3. Corporate Safety & Security does not advise the utilization of local independent guard services.

The purpose of these conditions of course is to make available to each plant the benefit of GAF's size and Corporate reputation.

Thomas P. Martin

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