Bird & Son, inc.
East Walpole, Massachusetts



ROBERT F. JENKINS
CHAIRMAN OF THE BOARD

To Our Division General Managers, Manufacturing Managers And Plant Superintendents:

Attached is a copy of the revised Corporate Safety "Loss Control Program" which shall be used as a basis for a safety program at each Bird & Son, inc. location.

It has been approximately 3 years since the Loss Control Program was revised. In that time new people, new locations and new responsibilities make it necessary once again to bring to everyone's attention Bird & Son's policy regarding safety.

In effect, this is a safety program aimed at reducing accidents and injuries to employees in our operations, which in turn should substantially reduce our workmen's compensation costs.

In the past there have been too many instances where our Loss Control Program has not been put into effect or followed in a manner that would result in our goal of reducing accidents. I cannot impress on you enough the need for making an effective safety program an integral part of your operation and I believe that safety is as much a part of production as quality and quantity. We must be more aware and alert to correct unsafe conditions and practices, instructing and training employees in accepted safe work procedures, providing and enforcing the use of personal protective equipment when required, and seeing that safety rules and regulations are followed.

While my concern is primarily for the well being of our employees, I must point out that the cost of workmen's compensation losses have increased to a point where they are unacceptable. The incurred losses for 1979 were approximately one and three quarter million dollars, an increase of 128% over the preceding year. 1980 figures, through nine months, show improvement, but further progress is an absolute necessity!

We have given a great deal of serious thought to the way in which we should approach this problem and I am convinced that the only people who can see that our employees are properly protected are

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the Division General Managers, Manufacturing Managers and Plant Superintendents. There are a number of things that various corporate staff members can do to assist you and I shall see that all of these things are done, including a quarterly meeting at the corporate level involving senior management to review losses and costs by their source and location.

In the final analysis, improvement in safety must rest on your shoulders. This means that you must have safety continually in mind, it must be a constant part of your management efforts and a daily part of your work with your supervisors. I am requesting you to take positive action to improve the safety performance in your area of responsibility immediately. Read the attached Loss Control Program carefully and then review your present program, reinforce it where necessary, follow it up periodically, and take action wherever and whenever it is required for improvement.

I feel that this matter is so important that there must be no misunderstanding on anyone's part that I am fully and actively involved in seeing that industrial accidents and the increasing cost of accidents which Bird & Son has been incurring are reduced.

It is imperative that this matter be given your personal attention at once.

Very truly yours,

Robert F Jenkins

RFJ/lk

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BIRD & SON, INC.

SAFETY

LOSS CONTROL PROGRAM

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BIRD & SON, INC.

SAFETY

LOSS CONTROL PROGRAM

EXHIBITS INDEX

Exhibit A	JSA Instruction Guide and Form
Exhibit B	Training For Safety Technique of Instructing Safety Information Folder Employee Orientation Check List form
Exhibit C	Investigation of Accidents Are Important Carelessness Supervisor's Report of Accident Investigation form Accident Investigation - Basic Causes & Factors Employee Accident Report form
Exhibit D	Coding of Accident Report forms
Exhibit E	Safety Contact Report form
Exhibit F	Monthly Accident Report form
Exhibit G	Safety Committee Meeting Report form Safety Inspection Checklist guide form
Exhibit H	Daily Log - (First Aid Treatment)

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IV. HEALTH AND WELFARE

A. Preplacement Physicals

1. A preplacement physical examination shall be completed, and approved for employment by the examining physician, prior to the prospective employee (hourly or salary) being allowed to start work. The completed preplacement physical examination form must be kept on file in the employee's medical folder.

B. Respiratory Examination and Testing

1. A chest x-ray be included on preplacement physical examinations for new employees expected to work in a "dust hazard" area, or when an employee transfers to a "dust hazard" area.

2. A chest x-ray program for employees working in areas of "dust hazards" shall be maintained with x-rays taken annually.

3. A Pulmonary Function test will be done on preplacement physical examinations for new employees expected to work in a "dust hazard" area, or, when an employee transfers to a "dust hazard" area.

4. A Pulmonary Function test program for employees working in areas of "dust hazards" shall be maintained with tests being done annually.

C. Return To Work

1. An employee (hourly and salary) absent for eight or more consecutive calendar days because of illness or accident (either "industrial" or "non-industrial") is required to be cleared by the location's Company doctor before returning to work. Such clearance may be requested after absences of less than eight days, if in the judgement of the Company it is advisable.

   a. Clearance by the doctor must note whether it is for regular work, or with limitations or restrictions and what they may be and for what period of time.

   b. An employee cleared for return to work with restrictions or limitations (limited, restricted or "light duty") may be returned only to regular established jobs as noted in current authorized crewing guides established for your operations.

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