

THE RUBEROID CO.
ERIE, PA.

MINUTES OF THE ERIE 16th STREET PLANT GENERAL SAFETY MEETING

DATE: March 11, 1965

TIME: 11:00 A. M.

The meeting was called to order by Mr. J. M. Wilwohl. A total of nine (9) members were present, those being:

J. Kaschak	B. Keith	A. A. Wild
C. Trochowski	B. Sitek	D. H. McKenzie
K. Kwiatek	J. Huegel	J. M. Wilwohl, Chairman

FIRST AID REPORT FOR FEBRUARY:

Mr. Wilwohl reported a total of six (6) cases, as follows:

Cuts	3
Lacerations	1
Slivers	1
Strains	<u>1</u>
	6 = TOTAL

There were two (2) doctor cases since the last general meeting.

1. While helping remove shaft from commercial rolls employee dropped his end of shaft and caught index and middle finger between shaft and table.

Unsafe Act: Employee failed to keep a firm grip on the shaft.

Unsafe Condition: None

Corrective Action: Employees have been re-instructed to maintain a firm grip on shafts while removing same.

No lost time.

2. While helping move a brass paper roll into a new position employee's foot slipped off frame of machine and he struck his right upper chest against a wood upright bearing.

Unsafe Act: Employee did not assure a secure proper footing and position before lifting roll.

Unsafe Condition: None

Corrective Action: Employees have been re-instructed to be sure of their footing before doing work.

No lost time.

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GAF CORPORATION
INDUSTRIAL PRODUCTS DIVISION
ERIE, PA.

MINUTES OF THE ERIE - 16TH STREET PLANT GENERAL SAFETY MEETING

DATE: September 10, 1970

TIME: 11:00 A.M.

The meeting was called to order by Mr. J. M. Wilwohl. A total of nine (9) members were in attendance: Those being:

A. Hulick	E. Cavicchio
K. Kwiatek	A. A. Wild
B. Keith	B. Sitek
J. Huegel	J. M. Wilwohl/Chairman
T. Edder	

FIRST AID REPORT FOR THE MONTH OF AUGUST:

Mr. Wilwohl reported a total of nine (9) First Aid cases as follows:

Bruises	1	Sprains	1
Cuts	4	Strains	3

TOTAL 9

There was one (1) Doctor case since the last General Safety Meeting.

1. While walking past Burtonite tank, employee slipped and fell on floor. Burtonite solution had splashed on floor in this area. He sustained a strain to his lower back region.

Unsafe Act - Employee failed to watch where he was stepping.

Unsafe Condition - Burtonite solution was spilled on floor.

Corrective Action - Automatic shut-off to keep Burtonite from boiling over has been installed and employee has been instructed to always watch where stepping. There was no lost time due to this accident.

REPORTS OF DEPARTMENTAL SAFETY MEETINGS

ASBESTOS DEPARTMENT

Mr. M. Nunes conducted his meeting with a total of seven (7) employees in attendance. His topic of discussion was "Fire At Home and In The Plant". He also told them never to hang electric cord wires over nails or pipes and not to place them under rugs.

Mr. J. Stenzen conducted his meeting with a total of six (6) employees in attendance. His topic of discussion also centered around Fire Safety. He told the men that the best insurance against fire is proper prevention. He stated that most fires are caused by carelessness and human errors. He said that they should check for things throughout their homes to make sure of safety hazards as far as fires were concerned.

He explained to them also the value of good housekeeping around the home. This also is most important in preventing fires.

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Mr. T. Edder conducted his meeting with a total of six (6) employees in attendance. He also discussed fire prevention. He discussed the various types of fire which occur in the home and what causes them and how to fight them.

He also went over the First Aid treatment in the case of burns, scalds and shock. In concluding, he discussed what each person should do in case of fire in the plant. He also checked with the men to see that they knew where the nearest fire extinguisher was close to their working area.

SHIPPING, RECEIVING AND MILLBOARD DEPARTMENTS

Mr. J. Huegel conducted his meeting with a total of thirteen (13) members in attendance. His topic of discussion was taken from the Supervisor's Safety talk entitled "Near Accidents are Warnings". He told the men that we can learn a great deal about accident prevention from near accidents that occur in the plant. He requested each of his employees to report such near accidents to him as soon as they occur.

MAINTENANCE DEPARTMENT

Mr. K. Kwiatek conducted his meeting with a total of seven (7) employees in attendance. His topic of discussion was on a "One Man Carry" taken from the Industrial Supervisor. He told the men that they should always know the capabilities of carrying any object. He pointed out an instance where it's easiest and safest to carry heavy objects, such as sacks of cement, small compact cartons in the way and the safest way is to carry them on your shoulder, providing they can be properly balanced there. He also discussed the "Chest Carry", especially when a carton or box had to be moved only a short distance. He said that the main problem here is that you must always make sure you can see where you are going.

In concluding, he stated that if a job is too big for a person that they should always get help.

REPORT OF FIRE CHIEF

Mr. B. Keith reported that all areas and fire equipment were in good shape. He also reported that one fire line to the roof had been installed.

PLANT HOUSEKEEPING INSPECTION

Messrs. J. Huegel and E. Cavicchio conducted the September inspection. Mr. Cavicchio orally reviewed this report. Mr. Wilwohl will make the regular follow-up to see that all recommendations are carried out.

Messrs. J. Stezen and E. Cavicchio were appointed to conduct the inspection for the month of October.

GENERAL DISCUSSION

Mr. J. M. Wilwohl reviewed the Safety News Bulletin sent by Mr. Howard Johnston.

He reviewed the article contained therein, entitled "Safety Training". He stated that instructing an employee is a technique of doing a job safely and stated that this is the most important phase of safety training.

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He stated that the employee must be trained to see the hazard involved in doing a particular job. He stated that the supervisors should show the employees exactly how to do a job safely.

In concluding he stated that the supervisor must continually implant in the employee's mind, suggestions and ideas that will keep him alert to the hazards in his job.

Mr. Wilwohl next talked about Fire Prevention. He pointed out that October 4th till October 10th is designated as Fire Prevention Week. He told the supervisors that they should continue on their discussions on fire prevention between now and Fire Prevention week. Several of the supervisors talked about fire prevention in their latest Departmental Safety meetings and the other supervisors were asked to discuss same at their next meeting.

Mr. Wilwohl also stated that a re-check of all the fire extinguishers in the plant should be made and arrangements be made to have Mr. Bove come in to make this inspection again this year.

Mr. Wilwohl also reported that the Safety sub-committee had recently completed several other safety recommendations in the plant.

The next meeting will be held on Thursday, October 15, 1970 at 11:00 A. M.

This meeting adjourned at 12:00 Noon.

J. M. Wilwohl
Secretary/Chairman

JM/bw

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