

KAILER GYPSUM COMPANY, INC.

INTER-OFFICE MEMORANDUM

C-7

*Copy to J. I. Walker
at Delanco*

TO J. I. Walker
AT Oakland

DATE February 11, 1975

J. F. Modaff

FROM J. F. Modaff
AT Delanco, N. J.

COPIES TO

SUBJECT ACCIDENT PREVENTION GOALS & OBJECTIVES - 1975

Regarding your memo of December 16, 1975, we have compiled the following information.

I. AccomplishmentsA. Asbestos - The company has supplied the following:

1. Copy of O.S.H.A. Regulation to Foremen
2. Respirators
3. Weekly coveralls
4. Area to change clothes
5. Safety Warning Signs
6. Have had all asbestos bags patched.

K

ypsum Corp.

FEB 16 1975

J. I. WALKER

B. Safety Signs

1. The company is presently updating all safety signs in the plant.

C. Fire Prevention

1. There has been a list of the location of all fire extinguishers throughout the plant. Also initiated new inspection system.

D. Accident Review

1. In December, the company reviewed all accident cases during 1974.

II. Goals

A. Establish monthly meetings

1. This is to get more employee participation.

B. Incentive Program - awards for safety suggestions & movies of meetings.

C. First Aid Training & Lift Truck Training Courses.

D. Instruction on Family Safety as a public service program for employees.

Ultimately, to make Delanco the safest possible place in which to work.

Included is a general outline of our Safety Program, which was initiated in October, 1974, with a tentative outline of topics up to June, 1975.

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DELANCO SAFETY PROGRAM

1975 TOPICS

January

1. General Housekeeping

- A. Review general rules of neatness and housekeeping. Each Department should discuss the specific problems of their department.
 - B. Use general information booklet as reference point for meetings.
2. Any problem that arises from your meeting should be taken care of at once.
3. Make report of your meeting.

February

1. First Aid

- A. Give general information of supplies on hand.
- B. Run through various methods of treatment of burns, cuts, bruises, etc.
- C. Recognition of heart attacks, stroke and prevention of heat exhaustion.
- D. Procedure of extreme emergency cases
- E. List emergency phone numbers: police, fire, hospital, etc.

March

1. Head Protection

- A. All areas that have possible overhead accident conditions, hard hats will be required.
- B. Make sure your department is free of all such conditions, or at least minimize such conditions.
- C. Review all other safety rules and file meeting report.

April

1. First Aid - Eye Protection & Back Injury & Footwear

- A. Proper treatment of eye irritation.
 - B. Prevention of back injury and foot injury
2. Film
3. Remember general rules of safety.

May

1. Family Safety

- A. Home fires - Prevention
- B. Window indicators for identifying homes with elderly, handicapped and children.
- C. Prevention of household accidents
- D. Electrical hazards
- E. Police and how to handle.

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Balance Safety Program (cont.)

June

1. Sanitation

- A. Lunch areas
- B. Work area - keep clean and as dry as possible.
- C. Pest control - report any observation of pests in plant.

First Aid and Lift Truck Training programs are also in the planning stages.

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