



Interoffice Communication

To : Distribution
From : A. H. Sather
Date : February 11, 1982
Subject : SAFETY MEETINGS

The topics for February are health training (VCM, lead, and hearing conservation), and injury reporting.

The safety department will conduct health training for all employees during the times shown below. This program will minimize the use of slide and tape presentations in an effort to improve overall effectiveness.

Schedule of Meeting Times

Monday	7:00 A.M. - 1/2 Maintenance
2/15/82	6:00 P.M. - 12 Hour "B" Shift
Tuesday	1:45 P.M. - Compound, Lab 2nd Shift
2/16/82	3:00 P.M. - Compound, Lab 1st Shift
Wednesday	7:00 A.M. - 1/2 Maintenance
2/17/82	10:00 A.M. - General Plant
	6:00 P.M. - 12 Hour "D" Shift
	7:00 P.M. - 12 Hour "A" Shift
Thursday	7:00 A.M. - Compound, Lab 3rd Shift
2/18/82	7:00 P.M. - 12 Hour "C" Shift

Each supervisor should plan to conduct a meeting with his personnel on injury reporting requirements. In the recent past, several injuries occurred which were not reported on a timely basis. Due to delayed reporting, the injury became more serious causing the injured employee to become more uncomfortable. The primary purpose of reporting an injury is to get the injury treated and, if necessary, tailor work in a way that minimizes risk of aggravating the injury. Another important reason for reporting injuries is to uncover the facts about the injury so they can be used to correct unsafe conditions or modify work methods to minimize the chance of occurrence of other similar types of injury. The general guidelines we must use regarding injury reporting are:

1. Injuries should be reported to your supervisor whenever they occur. Serious injuries should be treated immediately by first aid. Supervisors will be contacted by first aid personnel after treatment.
2. Muscle strains and bruises rarely hurt when they occur. When a person feels pain, stiffness or sore after a muscle strain, our ability to treat the condition is minimal. Prompt reporting is essential to minimize the impact of injury.

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3. If eye injuries are not given prompt first aid attention, the irritation to the sensitive eye tissue can lead to serious infections.
4. Puncture wounds are the breeding grounds for infection and blood poisoning. These injuries should be encouraged to bleed to provide for self-cleaning. Follow-up in first aid is essential.
5. We must continue our current reporting/investigation procedure near term. This includes the investigation requirements for observation type cases.

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Distribution: JF, CRM, Department Heads, Supervisors, JGR, (VAB)