PLAINTIFF'S EXHIBIT

KG-248

KAISER GYPSUM COMPANY, INC.

INTER-OFFICE MEMORANDUM

To J. I. Walker
At Oakland

Date February 1, 1975

Copies to J. Gregg
W. D. Hopper
E. H. Schaper
J. H. Walton

From R. L. Muhr
At Antioch

Subject ACCIDENT PREVENTION OBJECTIVES - 1975 ANTIOCH

The following is the information you requested regarding the Antioch Plant's Safety Program which includes a review of our 1974 accident prevention program and our 1975 safety program and objectives.

A. ACCOMPLISHMENTS ACHIEVED IN OUR 1974 ACCIDENT PREVENTION PROGRAM.

1. First-Aid Training Course conducted by the Bureau of Mines Safety Director for all supervisors and the eight hourly plant safety committeemen. This was a 12 hour course with the most current techniques for administering first aid to a seriously injured person recognizing that the correct first-aid in such a case can save lives.

2. An analysis of the causes of the accidents during the first quarter of 1974 indicated the majority were found to be due to the lack of safety awareness on the part of the injured. With this fact known we invited the Bureau of Mines Safety Coordinator to conduct a course entitled "Dynamics of Safety Management". This course was designed specifically to create safety awareness in the individual worker. The course covered four-two hour sessions which I believe has been of assistance in drawing the needed attention to the problem of safety awareness.

3. Joint Safety Committee Formed (Management and Union)

   A joint management/union safety committee was formed and meets once a month under the direction of the Safety Coordinator to discuss and resolve the plants safety problems.

4. Supervisors Safety and Housekeeping Inspection

   A safety and housekeeping inspection was started on a weekly basis by each foreman with the information report submitted for review and action.

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5. Five Minute Safety Talks

   Started five minute safety talk by the foreman with each member of his crew on a weekly basis concentrating on the safety awareness topic.

6. Bin Entry Procedure

   Established a stucco bin entry procedure with my supervising the details and only with my approval.

7. Procedure developed for those employees exposed to asbestos which includes the following.

   1. Annual physicals including chest X-rays.

   2. Provide proper respirators and enforce their use.

   3. Instructed crew in safe method of handling asbestos including recovery of damaged bags.

   4. Provided coveralls for all department employees including lockers and laundering.

   5. Established procedure for safe disposal of empty asbestos bags into Board Plant pulper.

B. SAFETY PROGRAM OBJECTIVES FOR 1975

Several major safety objectives have been established for this year for our Antioch group.

1. No lost time accident in 1975.
   (Note: We had a total of eight lost time accidents with seven occurring in the first half and one in the second half of the year.)

2. Seventy five percent reduction of Doctor cases.

The above objective can be achieved by the following:

A. Continue those programs started in the last half of 1974 which I believe played a part in the second half reduction of lost time injuries from seven to one.

B. Fork Lift Training Program.

   Conduct eight week (one hour) fork lift training session for all production crews in first quarter. Program developed by the

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Gypsum Association in 1974 entitled "Don't Drop the Ball", including a movie and written question and answer sessions.

C. Hard Hat Program

1. All supervisors are now in the hard hat program.

2. The hourly people will be enrolled in the hard hat program during the first quarter.

D. Safety Shoe Program

We are now a 100% safety shoe plant by the Company providing a pair of safety shoes for every Antioch employee at the start of the year. Periodic checks are conducted to insure 100% compliance.

I believe the above programs together with a strong safety leadership by all members of my staff will result in our attainment of our safety objectives for 1975.

If there are any questions or further information desired please let me know.

KLM:bt

Attach:

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LOST TIME AND DOCTOR CASES SUMMARY 1974

	DOCTOR CASES	LOST TIME ACCIDENTS
Board Plant	11	2
Maintenance	8	3
Laminating/Shrink Machine	5	2
Research Department	2	0
Paint Plant	1	0
Shipping	1	0
Calcine	1	0
Sales Department	1	0
Newark Distribution Driver	1	1
TOTAL	31	8

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