Roger



* S A F E T Y M E M O *

5-14-73

LOCK-OUT - HAZARDOUS WORK PERMITS - RESPIRATORS.

From time to time in the last month or so, I have noticed some of our people working on equipment without locking it out. The bag flattener-elevator is a good example. A hazardous work permit also has to be used on this equipment. This is a firm safety rule that cannot be overlooked. Check all the people all the time when they are working on a piece of equipment. When you enter a area your people should expect that you will check to see if they have a safety lock on and the equipment, tagged if it is needed. If it isn't one of your own crew, but someone elses crew, still check for lock-out and safety gear. If no lock-out or safety gear is present, correct the person at once. Notify his supervisor of the correction as soon as possible. Record this correction on a S.O.P. card.

The new wall is up in the bagging area, respirators must be worn by everyone in this area. You as a supervisor must wear a respirator to protect your self and show your men that you are following the safety rules. It's real hard for an employee to believe he should wear a respirator, when his supervisor doesn't wear one. All of us have been exposed to too much asbestos dust. Wear your respirator and set the example for your crew.

Thanks,

Bob

Bob

/clg

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/clg

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THIS MEMO WAS ISSUED OVER 1 YEAR AGO — IT STILL HOLDS TRUE! CHECK & CORRECT ALL THE EMPLOYEES.

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