SAFETY AND HEALTH ACTIVITIES, WHICH EACH OF OUR OPERATIONS MUST ESTABLISH AND UTILIZE, ARE LISTED IN THE STANDARD APPLICATIONS PROCEDURES FOR SAFETY AND HEALTH.

THE MUTUAL DEDICATION TO SAFETY AND HEALTH PRINCIPLES AND COOPERATIVE EFFORTS OF ALL EMPLOYEES WILL LEAD US TOWARDS OUR GOAL OF AN OUTSTANDING SAFETY AND HEALTH PERFORMANCE. EACH EMPLOYEE IS EXPECTED AND REQUIRED TO PERFORM HIS OR HER JOB AS PRESCRIBED BY THE ESTABLISHED RULES AND PROCEDURES FOR SAFETY AND HEALTH EDUCATION AND SAFE WORK PERFORMANCE.

MANAGEMENT WILL PROVIDE AN ATMOSPHERE OF SAFETY AND HEALTH CONSCIOUSNESS THROUGHOUT THE ORGANIZATION; SCHEDULE AND PARTICIPATE IN SAFETY AND HEALTH PROGRAMS AS RECOMMENDED BY THE DIRECTOR OF SAFETY AND DIVISION SAFETY STEERING COMMITTEE LEADING TO A SAFETY AND HEALTH PERFORMANCE CONSISTENT WITH DIVISIONAL GOALS SET FORTH BY MANAGEMENT.

PERSISTENTLY REVIEW THE IMPROVEMENT OF FACILITIES AND PROCEDURES TO PROTECT AND PRESERVE THE HEALTH AND SAFETY OF ALL EMPLOYEES.

ESTABLISH AND MAINTAIN THE FRIENDSHIP AND UNDERSTANDING OF THE CITIZENS IN THE COMMUNITIES IN WHICH WE OPERATE. DEMONSTRATE OUR CONCERN IN PROTECTING THE ENVIRONMENT: ASSURE COMPLIANCE WITH ALL STATE AND FEDERAL HEALTH AND SAFETY LAWS AND REGULATIONS.

SPECIAL ATTENTION WILL BE GIVEN TO LOCAL AND STATE ENVIRONMENTAL STANDARDS. AN ATTITUDE OF COMMITMENT TO ENVIRONMENTAL CONCERN WILL BE MAINTAINED TO ENSURE THAT THE OPERATION CAN CONTINUE WITHOUT INTERRUPTION DUE TO NON-COMPLIANCE WITH AN ENVIRONMENTAL STANDARD. ALL ENVIRONMENTAL MATTERS WILL BE BROUGHT TO THE ATTENTION OF DIVISION'S DIRECTOR OF ENVIRONMENTAL CONTROL FOR REVIEW AND GUIDANCE.

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KING CITY MILL AND MINE SAFETY AND HEALTH POLICY

THE SUBJECT OF SAFETY AND HEALTH CANNOT BE STRESSED TOO GREATLY. SAFETY AND HEALTH IS GOOD BUSINESS. IT AFFECTS EACH ONE OF US WHEN OUR OWN EMPLOYEE IS INJURED. NOT ONLY DO WE FEEL CONCERNED FOR THE PERSON AND THE PERSON'S FAMILY, BUT WE OFTEN FEEL ANGRY WHEN IT LOOKS AS THOUGH THE PERSON WAS NOT RESPONSIBLE FOR HIS OR HER OWN SAFETY AND HEALTH. WE OFTEN FEEL REMORSE BECAUSE WE DID NOT FORESEE THAT SOMETHING WOULD HAPPEN AND DID NOT TAKE STEPS TO PREVENT IT.

ACCIDENT PREVENTION AND HIGH PRODUCTION GO TOGETHER

PRODUCTION IS EASIER AND QUALITY IS BETTER, WHEN ACCIDENTS ARE PREVENTED. ACTUALLY, IT TAKES LESS TIME AND COSTS LESS MONEY TO PREVENT ACCIDENTS THAN IT DOES TO HAVE THEM. SAFETY AND HEALTH, THEREFORE, IS NOT SOMETHING FOR US TO WORK AT IF WE HAVE THE EXTRA TIME. SAFETY IS GOOD BUSINESS -- FROM OUR STANDPOINT, FROM THAT OF OUR COMPANY, AND FROM THAT OF OUR EMPLOYEES. WE MUST DO ALL WE CAN TO PREVENT ACCIDENTS. ACCIDENTS COST MONEY AND RESULT IN HIGHER COSTS AND LOWER PROFITS. MONEY SPENT FOR ACCIDENTS IS NOT LIKE MONEY SPENT FOR MATERIAL AND WAGES. THERE IS NO RETURN ON MONEY SPENT FOR ACCIDENTS.

SUMMARY

THE JOINT COOPERATION OF TOP MANAGEMENT, SUPERVISORS, AND EMPLOYEES IS NECESSARY TO ACHIEVE A SATISFACTORY SAFETY AND HEALTH PERFORMANCE. EACH EMPLOYEE IS EXPECTED, AND REQUIRED, TO PERFORM HIS OR HER JOB AS PRESCRIBED BY THE ESTABLISHED RULES AND PROCEDURES FOR SAFETY AND HEALTH WITHIN OUR DIVISION. MANAGEMENT, HOWEVER, MUST ASSUME THE RESPONSIBILITY FOR SAFETY AND HEALTH EDUCATION AND SAFE WORK PERFORMANCE.

THE SUPERVISOR WHO ACCEPTS HIS FULL RESPONSIBILITY FOR SAFETY AND HEALTH MUST LEARN THE WORK HABITS AND INDIVIDUAL DIFFERENCES OF HIS PEOPLE BECAUSE THESE AFFECT THEIR ABILITY TO WORK SAFELY. SUPERVISORS MUST SEE THAT THEIR PEOPLE ARE WELL INSTRUCTED

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IN SAFETY AND HEALTH PROCEDURES. THEY NEED TO CHECK THE CONDITIONS OF EQUIPMENT AND THE EFFICIENCY OF WORK METHODS TO MAKE SURE NO UNSAFE CONDITION OR PRACTICE EXISTS. THEIR PEOPLE MUST KNOW THEM TO HAVE CONFIDENCE IN THEM. THEY KNOW SUPERVISORS REGARD SAFE WORK AS IMPORTANT.

TO BE A GOOD SAFETY AND HEALTH MINDED SUPERVISOR, AS WELL AS A GOOD PRODUCTION MINDED SUPERVISOR, REQUIRES A BROADENED UNDERSTANDING OF GOOD SUPERVISORY TECHNIQUES. AS SUPERVISORS BETTER THEIR CREW'S SAFETY PERFORMANCE, THEY FREE THEMSELVES OF THE ANNOYANCE OF ACCIDENTS AND HAVE MORE TIME FOR PLANNING AND IMPROVEMENTS.

AS THE 1982 SAFETY AND HEALTH PROGRAM STATES, WE MUST PRACTICE WHAT WE PREACH. NOTHING WRECKS A LOCATION SAFETY RECORD FASTER THAN SUPERVISORS WHO MERELY GIVE LIP SERVICE TO THE SAFETY PROGRAM. THEIR PEOPLE JUDGE THEIR ATTITUDE AND ACTIONS FAR MORE THAN WHAT THEY SAY IN A SAFETY MEETING. AS SUPERVISORS WE MUST LET OUR PRESENCE BE A CONSTANT REMINDER THAT SAFETY IS OUR POLICY.

SUPERVISORS WHO BLAME ALL ACCIDENTS ON "CARELESSNESS" OF THEIR CREW ARE NO BETTER OFF THAN THE FELLOW WHO TRIES TO START A CAR BY KICKING THE TIRES. THE MECHANIC WHO UNDERSTANDS HOW THE PARTS OF A CAR WORK HAS THE BASIC INFORMATION FOR LOCATING TROUBLE AND CORRECTING IT. SIMILARILY, SUPERVISORS WHO KNOW THE ELEMENTS OF AN ACCIDENT AND HOW THEY CONTRIBUTED TO THE INJURY HAVE A TOOL FOR SECURING THE RIGHT FACTS UPON WHICH TO BASE CORRECTIVE ACTION. THEY ALSO HAVE A TOOL FOR EFFECTIVELY PLANNING AND PERFORMING ALL THIER SAFETY DUTIES. SEE AND KNOW JOB HAZARDS AND CORRECT FIRST THINGS FIRST.

John L Myers

John L. Myers
Product and Production Manager
Asbestos
December 31, 1981

UCC 003721

1982 SAFETY PROGRAM

THE 1982 SAFETY PROGRAM WILL BE WORKED WITH THE M.S.H.A. TRAINING PLAN AND OUR SAFETY MANUAL. FIRST AID AND CPR TRAINING WILL BE OFFERED TO ALL EMPLOYEES. SAFETY MEETINGS WILL BE GIVEN THROUGHOUT THE YEAR (MONTHLY). QUICK 3 to 5 MINUTE SAFETY MEETINGS WILL BE HELD AT THE BEGINNING OF EACH SHIFT. SHORT SEGMENTS OF FEDERAL SAFETY RULES AND U.C.C. SAFETY RULES MAY BE COVERED DURING THIS STARTING SESSION.

1982 OBJECTIVES

1) PLANT SAFETY AND HEALTH INSPECTION TEAMS WILL MAKE MONTHLY INSPECTIONS. THE SAFETY INSPECTION TEAM WILL CONSIST OF A SUPERVISOR, ONE OPERATIONS HOURLY EMPLOYEE, AND ONE MAINTENANCE HOURLY EMPLOYEE, PLUS ONE PERSON FROM MANAGEMENT.

2) THE PLANT SAFETY COMMITTEE WILL CONSIST OF THE PLANT MANAGER, PLANT ENGINEER, SAFETY ENGINEER, ONE FRONT-LINE SUPERVISOR, ONE OPERATIONS HOURLY EMPLOYEE, AND ONE MAINTENANCE HOURLY EMPLOYEE.

3) THE SUPERVISOR'S SAFETY REPORT WILL BE COMPLETED BY EACH FRONT-LINE SUPERVISOR (MONTHLY).

THE SUPERVISOR'S MONTHLY REPORT WILL CONSIST OF:

A. ONE MONTHLY SAFETY MEETING. (SUBJECT, COMMENTS AND NAMES OF EMPLOYEES ATTENDING WILL BE RECORDED) ABSENTEE'S NAME AND DATE OF THE BRIEFING WILL BE RECORDED. THE SWING SHIFT SUPERVISOR WILL CONDUCT THE MEETING ON WEDNESDAY AFTERNOON AT 3:30 P.M. ALL SAFETY MEETINGS WILL BE SCHEDULED FOR (1) HOUR. THE MAINTENANCE, MINE AND SHIPPING/LABOR SUPERVISORS WILL CONDUCT THEIR MEETINGS SOME TIME DURING THE 3RD OR 4TH WEEK OF THE MONTH.

B. PERSONAL SAFETY CONTACT. A PERSONAL CONTACT WILL BE MADE BY EACH SUPERVISOR WITH EACH HOURLY EMPLOYEE AT LEAST ONCE PER MONTH. THE EMPLOYEES NAME, SAFETY CONTACT TOPIC, AND DATE WILL BE RECORDED.

C. SUPERVISOR OBSERVATION PROGRAM (S.O.P.) - A PLANNED OR IMPROMPTU OBSERVATION

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WILL BE MADE ON EACH HOURLY EMPLOYEE AT LEAST ONCE PER MONTH. OBSERVATION RECORDS AND S.O.P. CARDS SHALL BE FILLED OUT, SHOWN TO THE OBSERVED EMPLOYEE AND FILED.

D. JOB SAFETY ANALYSIS (J.S.A.) - ONE JOB SAFETY ANALYSIS WILL BE MADE BY EACH FRONT-LINE SUPERVISOR PER MONTH. J.S.A.'S JOB TITLES, EMPLOYEES OBSERVED, AND DATE RECORDED AND FILED.

E. SAFETY TIPPING. EACH SUPERVISOR WILL BE REQUIRED TO CONTINUE HIS OWN SAFETY TIPPING PROGRAM. A SAFETY TIP IS A SHORT SAFETY HINT THAT YOU GIVE BECAUSE YOU, AND YOU ALONE, HAVE THE IN-DEPTH SITUATION KNOWLEDGE NEEDED TO AVOID HAZARDS IN YOUR AREA. EACH AND EVERY TIME YOU CONTACT A PERSON IN YOUR CREW ASK YOURSELF THIS QUESTION: "IF THIS PERSON IS GOING TO HAVE AN ACCIDENT ON THIS JOB, WHAT WILL IT BE?" YOUR KNOWLEDGE OF THIS SITUATION AND YOUR PAST EXPERIENCE WILL HELP SUPPLY THE ANSWER. GIVE THAT PERSON THE BENEFIT OF YOUR EXPERIENCE: TELL HOW TO AVOID THAT ACCIDENT BY GIVING THAT PERSON A SAFETY TIP.

NOTE: SEE LAST PAGE FOR MORE INFORMATION.

4) TWO FIRE DRILLS WILL BE CONDUCTED BY EACH PLANT CREW DURING THE YEAR. THESE DRILLS WILL BE RECORDED ON YOUR MONTHLY SAFETY REPORT.

5) OFF-THE-JOB SAFETY PROGRAMS WILL BE CONDUCTED BY FRONT-LINE SUPERVISORS. THIS PROGRAM WILL BE WORKED IN WITH THE HOUR WEEKLY SAFETY MEETING.

6) AT THE START OF THE SHIFT 3 to 5 MINUTE SAFETY TALKS WILL BE GIVEN BY THE FRONT-LINE SUPERVISOR.

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MONTHLY SAFETY THEMES FOR 1982

		Monthly Themes	Off The Job Safety Themes
January	-	Housekeeping (asbestos dust/ slippery floors, etc.)	Driving Safety,New Laws (tape)
February	-	Respiratory Devices	Chainsaw Safety (tape)
March	-	Health and Safety Aspects Of Tasks Assigned	Boating Safety
April	-	Electrical Hazards	Home Safety
May	-	Ground Control High Wall Control and Safety (tape)	Bike Safety
June	-	Evacuation, Fire Warning and Fighting Fire Drill	Outdoor Safety (tape)
July	-	Prevention of Accidents Conveyor Belts - Be Careful	Water Safety (tape)
August	-	Escape Ways: Emergency Fire Drill	Hunting Safety (tape)
September	-	Health	Slips and Falls (tape)
October	-	First Aid (Part 1 - 4 Hours)	First Aid
November	-	First Aid (Part 2 - 4 Hours)	First Aid
December	-	Hazard Recognitions	Driving Safety, Drunk Driving (tape)

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1982 SAFETY CALENDAR

Monthly Themes	January Housekeeping Slippery Floors Asbestos Dust	February Respiratory Devices	March Health and Safety Aspects of Tasks Assigned	April Electrical Hazards	May Ground Control High Wall Control and Safety	June Evacuation, Fire Warning and Fighting - Fire Drill -
Off-The-Job-Safety Themes	Driving Safety New CA Laws	Chain Saw Safety	Boating Safety	Home Safety	Bike Safety	Outdoor Safety
Safety Inspections . . .	1-06-82	2-10-82	3-10-82	4-7-82	5-5-82	6-9-82
Safety Committee Meetings	1-13-82	2-17-82	3-17-82	4-14-82	5-12-82	6-16-82
Safety Steering Committee Meetings (Quarterly) . .	1-20-82			4-21-82		
Supervisor's Monthly Safety Report Due . . .	1-31-82	2-28-82	3-31-82	4-30-82	5-30-82	6-30-82

Monthly Themes	July Prevention of Accidents Screw and Belt Conveyors	August Escape Ways Emergency Fire Drills	September Health	October First Aid (Part 1) (4 Hours)	November First Aid (Part 2) (4 Hours)	December Hazard Recognition
Off-The-Job-Safety Themes	Water Safety	Hunting Safety	Slips and Falls	First Aid	First Aid	Driving Safety Drunk Driving
Safety Inspections . . .	7-7-82	8-11-82	9-8-82	10-6-82	11-10-82	12-8-82
Safety Committee Meetings	7-14-82	8-18-82	9-15-82	10-13-82	11-17-82	12-15-82
Safety Steering Committee Meetings (Quarterly) . .	7-21-82			10-20-82		
Supervisor's Monthly Safety Report Due . . .	7-31-82	8-29-82	9-30-82	10-31-82	11-30-82	12-31-82

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SAFETY AWARDS

SAFETY INCENTIVE PLANS WILL BE USED TO ENSURE THAT A HIGH DEGREE OF INTEREST IS MAINTAINED IN THE SAFETY PROGRAM.

1) DIVISION AWARDS

2) LOCAL - INDIVIDUAL YEARLY AWARDS

3) PRIZES FOR ATTENDING ALL FIRST AID CLASSES.

SAFETY TRAINING AND EDUCATION

CERTAIN FUNDAMENTAL SAFETY TRAINING PROCEDURES ARE NECESSARY AT ALL LOCATIONS AND INCLUDE:

CALENDAR FOR SAFETY TRAINING

DATE	TOPIC	INSTRUCTOR
FEB. 1982	PRE-SUPERVISOR TRAINING ON SAFETY	E. A. PIERSALL
FEB. 1982	FRONT-LINE SUPERVISOR TRAINING ON SAFETY	E. A. PIERSALL
JUNE 1982	FRONT-LINE SUPERVISOR TRAINING	R. J. KRONKHYTE
AUG. 1982	FRONT-LINE SUPERVISOR TRAINING	J. L. MYERS

A. SAFETY MEETINGS

HOUR SAFETY MEETINGS ARE CONDUCTED EVERY WEDNESDAY ON SWING SHIFT AT 3:30 P.M. THE SWING SHIFT SUPERVISOR CONDUCTS THE MEETING COVERING BOTH ON AND OFF THE JOB SAFETY THEMES FOR THE MONTH.

B. AT THE START OF THE SHIFT 3 to 5 MINUTE SAFETY TALKS WILL BE GIVEN BY THE FRONT LINE SUPERVISOR. THE MAINTENANCE, MINE AND SHIPPING/LABOR SUPERVISORS ALSO HOLD REGULAR MONTHLY SAFETY MEETINGS COVERING ON AND OFF THE JOB MONTHLY THEMES.

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Practice the 5 P's for successful safety talks

Here is a tried and tested technique that will help you give better safety talks. It is simple, it is effective, it works. You will find that you can easily apply this technique not only to safety talks, but also to communication contacts or other vital subjects such as quality, productivity, service, job instruction and cost improvement.

PREPARE ▶ Think safety. Write things down for your idea-bank. Read safety materials selfishly. Listen to others' ideas and attitudes. Organize and outline your talks. Practice.

PINPOINT ▶ Don't try to cover too much ground. Concentrate on one safety rule, one first aid hint, one unsafe practice, one main idea—a communication bull's-eye.

PERSONALIZE ▶ Establish common ground with your listeners. Bring it close to home. Make it important in their minds. Make it personal and meaningful to them.

PICTURIZE ▶ Create clear mental pictures for your listeners. Appeal to both their ears and their eyes. Help them really "see what you mean." Use visual aids, like those suggested in this booklet.

PRESCRIBE ▶ In closing your safety talk, answer the question the listeners always have—"So what?" Tell them what to do. Ask for special action. Give a prescription.

By applying the 5P approach diligently, you have much greater assurance that your people will know, understand, and retain the message you have communicated. Results will show in improved safety, quality and production, and you won't be the only one to notice the benefits; your men and your boss will, too.

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ANNUAL RETRAINING
(Not less than 8 hours total)

SUBJECT	ESTIMATED TIME	LOCATION	CONDUCTED BY	TEACHING METHODS	COURSE MATERIAL	EVALUATION	APPROX. DATE	# EMPLOYEES TO ATTEND
ndatory health and afety standards ✓	30 min.	Mill Mine	Coop. Instruct. F/L. Supervisor	Lecture Video Tape	CA.OSHA Regs.* Fed. Register	Question & Answer	Jan,1979	8 - 10
ransportation control nd communication sys-ems. ✓	30 min.	Mill Mine	F/L Supervisor Coop. Instruct.	Lecture Discussion	UCC Safety Manual;Working Demos; NSC Book of Communicat.	Question & Answer	Feb.1979	8 -10
scapeways; emergency acuation; fire warning nd fire fighting ✓	30 min.	Mill Mine	F/L Supervisor Coop. Instruct.	Lecture;Discussion;Demos; Simulations	Fire Extinguisher; UCC Safety Manual	Observe Simulations Oral Respo.	Mar.1979	8 - 10
round control; working ighwall; water hazard it & spoil bank areas llumination & night ork ✓	30 min.	Mill Mine	F/L Supervisor Coop. Instruct.	Lecture Discussion	Company Manual Accident Data JSA's Bin Entry Permit, Plant Diagram	On-the-job observation	Apr.1979	8 - 10
First Aid ✓	4 hours	Mill Mine	F/L Supervisor Coop. Instruct.	Lecture; Discussion; Demo Simulation	Mannequin; First Aid manual; CPR handouts; MSHA No. 3 F/A	Observation Oral response	Oct.79	8 - 10
Electrical Hazard ✓	30 min.	Mill Mine	F/L Supervisor Coop. Instruct.	Lecture;Discussion, Demo Simulation	UCC Safety Man. MSHA S/M #4;NSC Accid. Prev.Man. Hazard.Workpermit Lock-out Demo Board	Oral response;Observe simulat.	May 79	8 - 10
Prevention of accidents ✓	1 hour	Mill Mine	F/L Supervisor Coop. Instruct.	Lecture Discussion	MSHA manual; #4 Accident Data Superv. Saft.Manual NSC Accident prev.	on-the-job observat. Frequency rate	Jun.79	8-10
Health ✓	30 min.	Mill Mine	F/L Supervisor Coop. Instruct.	Lecture Video Tapes Discussion	Visuals of gear	Oral response	Jun.79	8 - 10
Explosives	N/A							
Respiratory Devices ✓	1 hour	Mill Mine	Front Line Supervisor Coop. Instructor	Lecture Video Tape Discussion	*UCC Safety Manual UCC T.U.V.A. Safety manual Demonstration Practical Test	Oral Response	Aug.79	8 -10

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