



73-9

April 20, 1973

### BUSINESS UPSWING FORCES VACATION CHANGE

To meet the increased production requirements generated by our national advertising campaign, it is necessary to reduce the originally announced two-week vacation shut-down to only five days. For the convenience of all, four of the days selected occur during the first week of July, i. e. the two days before and the two days following July 4th holiday. The fifth day will be November 5th, the Monday before election day holiday. This provides a four-day weekend.

Production planning, material scheduling and increased labor requirements are now being developed to support the upswing in production requirements.

Following the vacation period in July, production levels will be increased to meet the 1973-74 requirements. Employees having more than five days vacation should schedule the balance with their supervisor.

### WORK SAFE - PLAY SAFE

Report Hazards - While he was searching in the back of the storeroom for a mislaid box of gloves, Dave M. noticed that some of the electrical wiring was badly frayed. He knew he should report it but he felt he was too busy to bother just then.

After he found what he was looking for, he pushed the boxes back in place and left the area. He forgot about the wiring completely. Later on that week firemen were busy battling a two-alarm fire that originated in the storeroom.

Why didn't Dave report the frayed cord? "Well, I knew it could be a fire hazard, but I figured that Maintenance would discover it and fix it," he said. "Besides, I never thought it would start a fire like that!"

Jane L. thought pretty much the same way. She noticed as she came down the stairs that the railing was loose, but decided to "just let it go."

Ten minutes later her friend Martha started down those same stairs with an armload of supplies. She took a good, tight grip on the railing to balance the load in her other arm, and next thing she knew she was coming to on the landing - with a broken leg.

(cont'd.)



WORK SAFE - PLAY SAFE (cont'd.)

It Happens All The Time - A loose belt, some spilled oil, a frayed cord, a wobbly railing . . . . Every day people come across but fail to report potential accident hazards.

But every day unsuspecting others are being injured or killed by these same unreported hazards. It really isn't fair.

You'd want others to report potential hazards that could injure you. So do the same for them. The time it takes to report an unsafe condition is well worth the financial and physical suffering you can prevent.

Remember, accidents don't just happen. They're caused. And very often they begin with hazardous conditions. So if you should spot a safety hazard, don't ignore it. Report it at once! It's easier in the long run to report a hazard than it is to report an accident.

The above are actual cases but did not occur in OPEO.

PERSONAL SHARE STATEMENTS being issued today give a good idea of the value of the various Company benefit plans including an estimated pension at age 65. Keep in mind that the projected pension estimate is based on your 1972 earnings. Abnormal overtime or abnormal absence in 1972 would inflate or deflate the estimated retirement income.

Review your Personal Share Statement carefully - then file it with your other valuable papers as an aid in future financial planning.

BLDG. 701 ROOFING REPAIRS are currently underway and the contractor has informed us that while the work is in progress there will be times when dirt, debris or other material may fall from the roof. To avoid possible personal injury or damage to cars, it is necessary to prohibit parking next to Bldg. 701 during these repairs. We regret any inconvenience this may cause but it is necessary to avoid accidents.

Repairs will last approximately two more weeks and during this time, employees should park in our lot adjacent to Bldg. 805.

