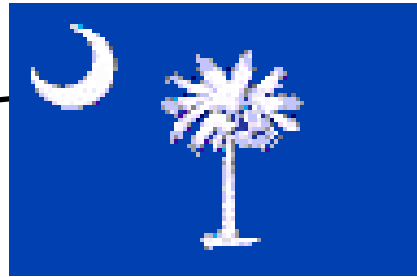


# Chester Mat Plant



**"Finish Each and Every Day  
Accident and Incident  
Free"**

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[home](#)

[Back](#)

[next](#)

# Chester Mat Plant History

- **Started UP in 1979.**
- **100 team mates**
- **Our finished Product is Glass fiber matting used in roofing Products.**

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[home](#)

[Back](#)

[next](#)

# Decision Making Hierarchy

- **Safety signs are strategically placed throughout the facility.**
- **All meetings and decisions are made in the following order:**

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## Chester Decision Making Priority

1. Safety
2. Quality
3. Customer Service
4. Manufacturing Cost

FOR COMPANY  
COMMUNICATION  
ONLY

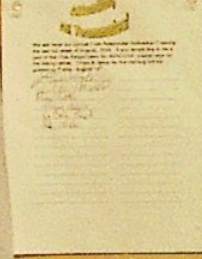
- TO LOCK IN:
  - TYPE IN NUMBER 11 + LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER
  - BUT ENTER
  - THE CLOCK WILL ASK YOU TO PUNCH YOUR CARD
  - ONLY YOUR EMPLOYEE'S NAME SHOWS THE CLOCK WILL READ IT AND STATE THAT YOUR NUMBER HAS BEEN ACCEPTED

#### Before and After School Care

Dear Parents,

As the school year begins, we want to ensure that your child's transition to school is as smooth as possible. We offer before and after school care to help with this transition. The program is designed to provide a safe and supervised environment for your child during the hours before and after the school day.

For more information, please contact the school office at (301) 278-1234.



#### NEWS

Dear Colleagues,

We are pleased to announce that our company has achieved a significant milestone in our commitment to quality. This achievement is a result of the hard work and dedication of every employee who has contributed to our success.

We look forward to continuing our journey towards excellence.

#### Safety Notice

Dear Employees,

We have identified a potential safety hazard in the production area. Please be vigilant and report any unsafe conditions immediately to your supervisor or the safety department.

Your safety is our top priority.

July 15, 2004

## Appreciation Flash

A disciplined approach to delivering world-class excellence

**Reliable**... Always on time  
**Organized**... Consistent results  
**Appreciative**... Valuing the contributions of all  
**Results**... Exceeding expectations



Great jobs to all!

## Chester Decision Making Priority

1. Safety
2. Quality
3. Customer Service
4. Manufacturing Cost



# Safety Signs and Communication Boards

- **Safety signs are evident throughout the facility.**
- **A Communication ChalkBoard is set up in the main isle of the Plant. This was suggested by a member of our EHS Leadership Team.**

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# Safety Communication Board

MONTHLY SAFETY TOPIC: August

"CONTINUED SPACE ENTRY"

MOST RECENT INCIDENT

\* Loader ran Forklift into Tractor  
Tractor at South Truck Dock Member  
Went to Hospital

\* Driver ran into  
in North Tractor dock  
Driver was not injured

TOTAL INCIDENTS	23
PROPERTY DAMAGE	12
NEAR HITS	7
SPIILLS	2
MISC	2

August 11th 7:00am  
TL Room

COMPANY COMMUNICATION ONLY

Yellow bulletin board with safety notices:

- Safety Committee Guidelines 2013
- SAFETY ALERT
- Small safety icons and notices



# Safety Communication Board

MONTHLY SAFETY TOPIC: August

"CONFINED SPACE ENTRY"

MOST RECENT INCIDENT:

\* Loader ran Forklift into Tractor trailer at South Truck Dock. Member was not injured.

\* Delivery Driver ran into Curbed base in North Truck dock parking lot. Driver was not injured.

TOTAL INCIDENTS	<u>23</u>
2004	
PROPERTY DAMAGE	<u>12</u>
NEAR HITS	<u>1</u>
SPELLS	<u>2</u>
MISC.	<u>2</u>

NEXT SAFETY COMMITTEE MEETING: August 17<sup>th</sup> 10:00am  
CT Room

COMPANY COMMUNICATION ONLY



**DANGER**

**BEFORE APPROACHING  
A RAIL CAR**

---

**HAVE YOUR SUPERVISOR  
COVER THE JSA**

## **TRUCK LOADING / UNLOADING SAFETY PROCEDURES**

### **BEFORE LOADING**

- STEP 1 WITH TRUCK IN PROPER POSITION, CHOCK BOTH SIDES OF REAR WHEELS AND ENGAGE DOCK LOCK SYSTEM.
- STEP 2 INSTRUCT DRIVER TO UNHOOK HIS TRAILER.
- STEP 3 PLACE TWO JACK STANDS UNDER THE 5TH WHEEL. INCREASE THE HEIGHT OF THE JACK STANDS TO FIT AGAINST THE BOTTOM PLATE.

### **AFTER LOADING**

- STEP 1 REMOVE JACK STANDS AND STORE THEM OUT OF THE WAY.
- STEP 2 REMOVE CHOCKS AND DISENGAGE THE DOCK LOCK SYSTEM.
- STEP 3 INFORM DRIVER THAT HE CAN NOW HOOK HIS TRAILER.

**YOUR LIFE IS IMPORTANT**

*Please Follow These Steps*





**FOR COMPANY COMMUNICATION ONLY**

This bulletin board is blue and contains several charts and graphs. On the left side, there are four vertical bar charts. In the center, there are two larger area charts. On the right side, there are two smaller bar charts, one of which has red bars. The board is labeled 'FOR COMPANY COMMUNICATION ONLY' in the top right corner.

**FOR COMPANY COMMUNICATION ONLY**

This bulletin board is yellow and contains several notices and documents. At the top center, there is a sign that reads 'TO FINISH BACK AND EVERY DAY INJURY AND INCIDENT FREE' with a photo of workers. Below this, there is a 'SAFETY COMMITTEE MEMBERS 2004' list. Other documents include a 'MEMBERS' list, a 'MEMBER ROSTER', and several other notices. The board is labeled 'FOR COMPANY COMMUNICATION ONLY' in the top right corner.

**MEMBERS**

**TO FINISH BACK AND EVERY DAY INJURY AND INCIDENT FREE**

**SAFETY COMMITTEE MEMBERS 2004**

- Chairman: [Name]
- Members: [List of names]

**MEMBER ROSTER**

Name	Phone	Address
[Name]	[Phone]	[Address]
[Name]	[Phone]	[Address]



**SAFETY COMMITTEE MEMBERS 2004**

• Todd Burton	Alma McCameron	Lisa McPherson
• Ron Franklin	Willie Sims	Frank Sanchez
• Brett Church	Georgia Satterwhite	Mark McHear
• Nancy Lunford	David Vaughn	Lena Fotts
• Tommy Love	Jerry Dickey	Joe Bailey
• Deb Haynes	Greg Clayton	Brad Nichols
• Perry Feaster	Fluky Jackson	
• Bill Berlin	Bill Cagan	
• Samuel Miles	Derrick Gregory	
• Mike Sims	Dil Stroum	
• Tony Austin	Rachey Harris	

**2004 Safety Committee Meeting Schedule**

January 20th	July 20th
February 19th	August 19th
March 19th	September 16th
April 19th	October 21st
May 19th	November 18th
June 17th	December 16th

Thursdays in the Cf Room  
7:00 a.m.

*Safety is the key to our success!*

## Safety Committee Board

### Modus Operandi

- Post Minutes On Safety Committee Board
- Review Accidents / Incidents, Plant Wide
- Investigate Inquiries, As Commissioned Within 12-24 Hours
- Write Narratives Accidents Every Three
- Perform Safety Inspections
- Meet At Least 2 Times Per Month
- Have minimum of 10 hour training plus CPR First aid
- Check for EAP funds on regular

### Safety Committee Goals/Objectives- 2003

- Obtain Zero Reported Injuries For The Year 2003
- Review Employees' Education Regarding Safe Operations
- Increase Safety Audit Compliance
- Communicate Safety Lessons To The Plant Regarding Safety
- Communicate Safety Information, Visually and Orally
- Promote Job Awareness By Sharing Knowledge and Case Training
- Give Encouragement To Report Unsafe Acts
- Visit safety committees, understanding the need for comprehensive Safety Programs

### SAFETY COMMITTEE MINUTES

**Safety Committee Meeting Minutes 4/19/04**

4:00 PM

Present: [List of names]

Absent: [List of names]

Minutes of the previous meeting were read and approved.

Approval of the agenda for the meeting was given.

The meeting was called to order by [Name].

The meeting was adjourned at 4:15 PM.

**Risk Factor Safety On the Job**



Always wear your safety glasses and hard hat when working in the plant.

### At-Risk Correspondence

April 1, 2004

To: [Name]

Re: [Name]


[Text of correspondence regarding safety concerns]

### Team Projects

- Each team member will have a role to play in the safety program.
- Safety is the responsibility of every team member.
- Regular meetings will be held to discuss safety concerns and to report on progress.
- Safety is a team effort and everyone has a role to play.
- The safety committee will provide support and resources for the team.
- Safety is a continuous process and everyone has a role to play.

### SAFETY ALERT

**Remember Workers' Safety is Our Number One Priority**



[Text of safety alert regarding recent incidents and safety protocols]

COMPANY C

# Contractor Safety

- **All contractors are required to GO through an orientation PROCESS Prior to starting any work at G A F Chester Plant.**

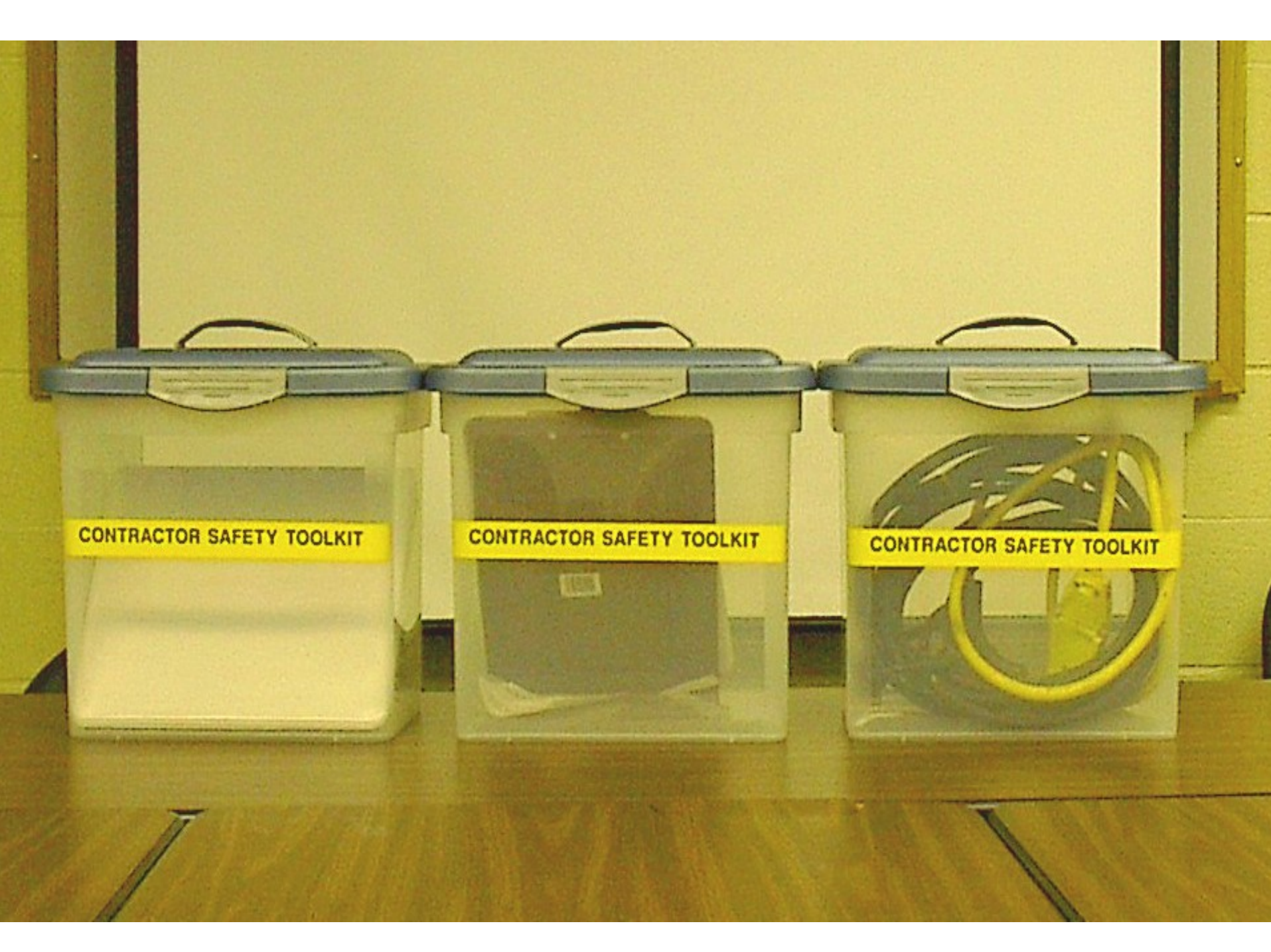
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6/26/2006

[home](#)

[Back](#)

[next](#)

Three clear plastic storage bins with grey lids are lined up on a wooden floor against a light-colored wall. Each bin has a yellow label with the text "CONTRACTOR SAFETY TOOLKIT". The first bin on the left contains a white cloth. The middle bin contains a grey folder or binder. The third bin on the right contains a coiled yellow and grey cable.

**CONTRACTOR SAFETY TOOLKIT**

**CONTRACTOR SAFETY TOOLKIT**

**CONTRACTOR SAFETY TOOLKIT**

# Safety Goal Statement

- „TO Finish Each and Every Day  
Accident and Incident Free%
- Safety Being a condition of  
employment, it is the goal of every  
Team mate to work safely to ensure  
zero accidents and zero injuries.

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# Safety Keys to Success

- **Safety training.**
- **E H S Team .**
- **R e P O r t, i n v e s t i g a t e, c o r r e c t a n d t r a c k a l l i n c i d e n t s.**
- **L e a d i n g v s L a g g i n g I n d i c a t o r s f o r i n c i d e n t s a n d B e h a v i o r.**
- **H o u s e k e e p i n g!**

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# Examples of the EHS Leadership Team Activities

- **Evaluating our eyewash stations and locations.**
- **Safety Sign Review throughout the Plant. Recommend changes and additions as well as order the signs.**
- **Report, investigate, correct and track all incidents.**

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# Examples of the EHS Leadership Team Activities

- **JSA -JSO R eview**
- **P roject work in P lace to add a new  
COM P U ter training room .**
- **E vacuation P rocedure Training**

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# Housekeeping

- **H**ousekeeping is a large Part of of keeping our Plant safe.
- **5S** was implemented in Chester
  - **S**ort                      **S**crub
  - **S**tabilize                **S**traighten
  - **S**ustain

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Sert  
5S  
Straighten  
Stabilize Scrub

Department of Biology  
University of California, Berkeley  
480 Hilgard Hall, Berkeley, CA 94720-3210

Mammal Specimens  
1980

Bird Specimens  
1980

Label

Label

Label

Label

Label

Label

Label

Label



# TPM

## Total Productive Maintenance

- **Total:** consider all aspects (even painting the machine) and associate everybody.
- **Productive:** Try to perform these operations while production is going on or with fewest disturbance
- **Maintenance:** keep in good shape, repair when necessary, cleanse, lubricate and accept to spend required time.

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# Safety Stretch Goal Incentives

Safety	1 <sup>st</sup> Quarter Zero Accidents	2 <sup>nd</sup> Consecutive Quarter Zero Accidents	3 <sup>rd</sup> Consecutive Quarter Zero Accidents	4 <sup>th</sup> Consecutive Quarter Zero Accidents
	steak cookout	steak cookout	steak cookout	steak cookout

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6/26/2006

[home](#)

[Back](#)

[next](#)

# Safety Stretch Goal Incentives

- **M onetary Incentives A nnu ally**
- **H ats, J acket s, T S hirt s G iven O ut F or A S uccessful Y ear**

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6/26/2006

[home](#)

[Back](#)

[next](#)



# The Largest Reason For Success With Safety

The People That Work  
At The Plant!

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[home](#)

[Back](#)

[next](#)



**TO FINISH EACH AND EVERY DAY  
INJURY AND INCIDENT FREE**

## Hourly Teammate Comments When Asked: “ Why Do We Have A Safe Work Record?”

- „Teamwork is promoted from day one“
- “ It’s a family type atmosphere here. People look out for one another and are concerned about each other.”
- “ Using Adult Ed to do our monthly safety training.”
- “ The tools we are given to use to be safe.”

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## Hourly Teammate Comments When Asked: “ Why Do We Have A Safe Work Record?”

- “Management walks the walk as well as talking the talk.”
- “Management support is evident from the top down. No one walks by and ignores a safety or housekeeping opportunity.”
- “The safety bonus and incentives.”

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## Hourly Teammate Comments When Asked: “ Why Do We Have A Safe Work Record?”

- “Great OE keeps accidents down.” Not involved with the down time risk's as often.”
- “Low turnover helps. We have experienced operators on most all crews.”
- “Open door policy for discussing safety and other concerns.”

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## Hourly Teammate Comments When Asked: “ Why Do We Have A Safe Work Record?”

- “Management supports us in whatever we ask for to make the plant better.”
- “Tools that we have been given to use; prestart check lists, TMP, Kanban, weekly safety audits, monthly safety audits, Maximo work order system.”

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# Summary

- **A CCiD ent-free year.**
- **!**
- **Thank You**

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6/26/2006

[home](#)

[Back](#)

[next](#)