



MEMO

October 15th, 2005

Safety Committee Review/Report

Safety Plan Review

The Safety Plan was reviewed and determined to be complete.

Reported Injury Review

There were no reported injuries during the previous year.

New Equipment Review

New Equipment: New Kilns were added in Concord & Salem

A discussion about the new Kilns and the safety lids was had, and it was decided to recommend retrofitting the old kilns with the easier lifting safety lids.

New Equipment: A company vehicle is in the plans before year end.

A discussion about the vehicle was had, and it was suggested that a policy be added to the employee manual in reference to company vehicles, as well as a form to be filled out by any authorized driver, which highlights a "safe" driving policy.