

GOOD HOUSEKEEPING

The purpose of good housekeeping in a plant such as ours is to promote order and cleanliness. A good housekeeping program accomplishes three objectives—the elimination of accidents and fire hazards; the conservation of space, time, materials and effort; and the improvement of morale.

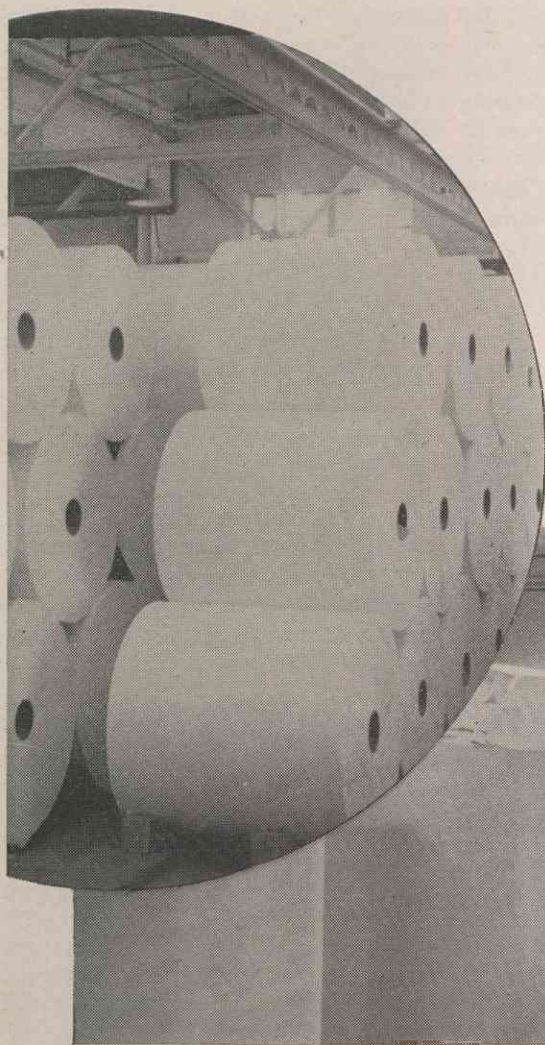
Statistics show that a high percentage of acci-

dents are directly traceable to falls, improper storage and placement of tools and materials, and that such accidents are often a direct result of poor housekeeping. Therefore, the problem of good housekeeping in industry is a major problem. In the interest of safety, morale, and efficiency, it requires the most careful consideration and action on the part of each and every one of us at Ecusta.

Good housekeeping is an important part of safety in our operation, where there are so many machines. It has often been summarized by the phrase, "A place for everything and everything in its place." To have a good housekeeping program, everyone has to be conscious of our existing space for storages and the places set aside for equipment, and a determination to see that everything is placed neatly in the designated places.

Every Ecusta employee plays a continuously important role in such a program. Since the physical conditions are exceptionally favorable for working safety at Ecusta, the cooperation of employees in the promotion of good housekeeping has been expected and has in most instances been received.

Analysis prove that accidents do not simply happen, they are caused, which is proof that ac-



LEFT: Rolls of cigarette paper stored in Champagne before being slit into bobbins or reams for roll-your-own cigarette paper.



ABOVE: Bobbins of cigarette paper on pallets in the Finishing Department, wrapped and ready for shipment.