

Communication, Consistency Teamwork Go Hand In Hand



By GARY SWAIN

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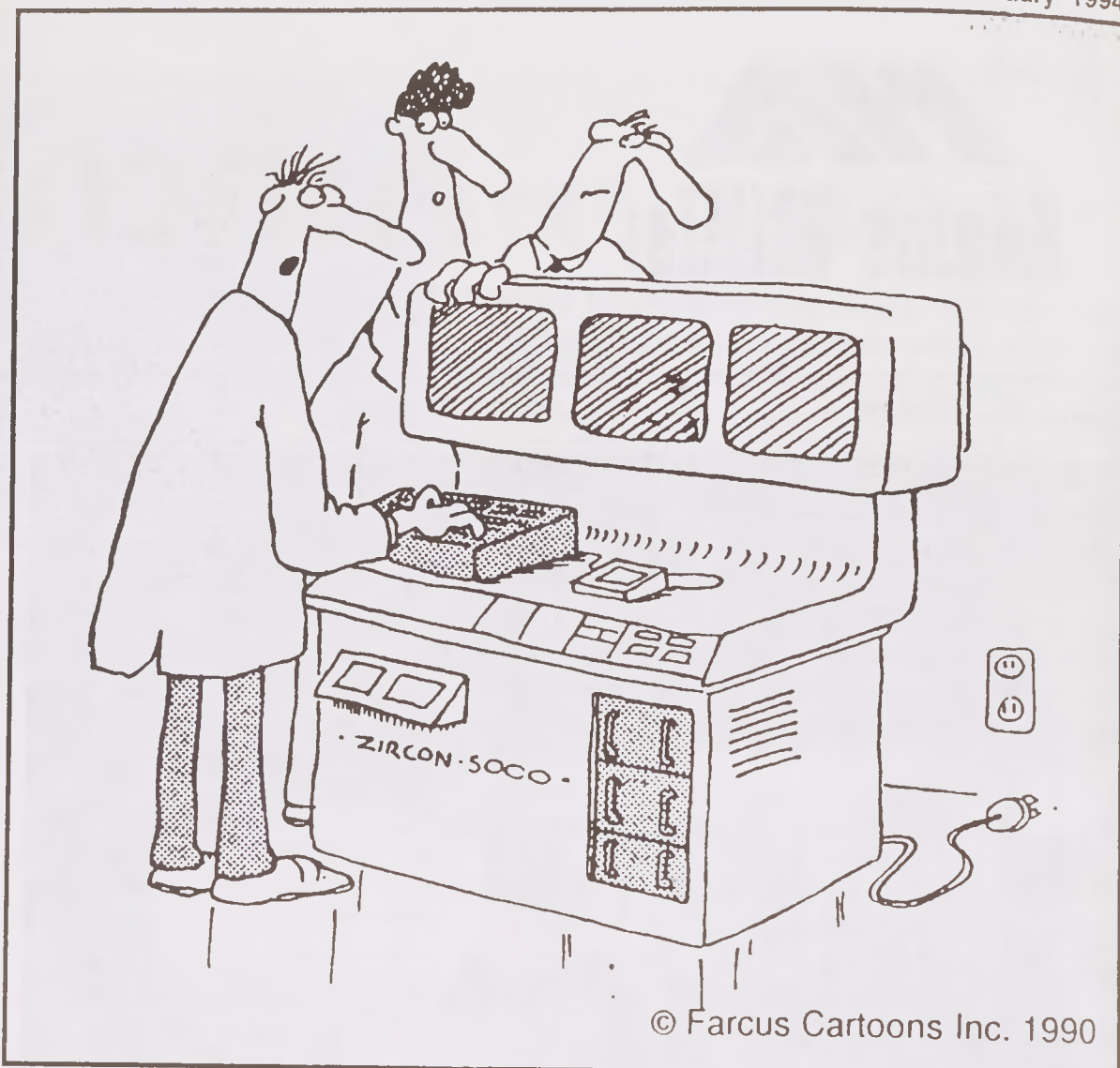
For a manager to be successful at his/her job a simple formula must be applied. A successful manager uses communication and consistency to achieve teamwork, which is necessary to realize our mission.

Communication, consistency and teamwork (all three) go hand in hand. They begin at the top and filter down through each link in command.

As managers, we encourage our employees to pursue a teamwork concept. At the same time we should always listen to our employees' problems as well as advice. Remember, they are the experts.

If we really listen with an open mind we just might learn something. Above all, a little praise goes a long way. When someone does a good job, tell them.

It doesn't cost a thing, but the results are SOLID GOLD!



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I don't get it. We've checked every circuit and it still won't boot.

A-M Ergonomics Program Under Way

A program intended to prevent cumulative trauma disorders among Adams-Millis employees is being implemented throughout the company, according to Stephen Smith, who was recently appointed Ergonomics Engineer.

"This program is designed to provide feasible engineering controls, sound safety and health practices and effective medical management to benefit everyone," Smith said. "The program will first determine if ergonomic-related problems

exist, identify the nature, location and scope of them and then find a viable solution and implement it."

The program will be customized to cover the specific problems of each Adams-Millis facility. It will be reviewed annually and updated as necessary.

"This program will include a teamwork approach," Smith explained, "in that ergonomic teams at each facility will be involved in worksite analysis. However, each employee will

be asked to provide input for the program as well. Nobody knows better about the stressors on a particular job than the person who does that job on a daily basis."

Smith said that ergonomics will be a permanent consideration throughout Adams-Millis, not only with its present processes but also will be factored into any future changes that may be made to enhance production.

Part of the program will be to analyze records of past inju-

ries of employees to locate some of the causes of problems that will be addressed through the new program.

"Overall, the intent of the program is to improve the work environment of each employee in order to minimize the possibility of injury, whether it be physically acute or one that is caused over a period of time," Smith noted. "Adams-Millis always has been keenly aware of the need and benefit of a safe workplace and has been very proactive in encouraging each employee to exercise the highest degree of safety possible.

"The ergonomics program goes a step further by attempting to make the workplace fit the employee as much as possible to again reduce the possibility of accident or injury while enhancing productivity," Smith said.

Kernersville facilities are serving as the pilot for the ergonomics program. However, during the coming months as the program is instituted in other plants, employees will be asked to provide information on survey sheets and other materials about their particular jobs.

"We hope everyone will participate as much as possible in this effort," Smith added. "It is important that we develop as much data as possible in order to provide the most effective ergonomic program that we can."

He said that some ergonomic measures have already been put in place within Adams-Millis. One example he cited was the adjustable platforms which were made for several plants to allow em-

ployees to adjust the platform putting them at the best level to perform their jobs.

Smith said that effective work practices also will be part of the ergonomics program. They may include instruction in proper work techniques, employee conditioning, regular monitoring, feedback, maintenance, adjustments and modifications, employee accountability-responsibility and management enforcement.

"Training and education are critical components of an ergonomics process/program for employees potentially exposed to ergonomic hazards," Smith added. "Training will allow managers, supervisors, medical personnel and employees to understand ergonomic and other hazards which may be associated with a job or production process, their prevention and control and their medical consequences."

He said all employees will be given formal instruction on ergonomic issues associated with their jobs and equipment. It will include information on the varieties of cumulative trauma disorders, what risk factors cause or contribute to them, how to recognize and report symptoms and their prevention.

"What we want this program to do is simply to make the workplace safer and more employee-friendly," Smith said. "We feel that this program will be a win-win situation for both employee and Adams-Millis."

Some sessions already have been conducted with some supervisors and managers. The program is expected to be in full force by July 1.

Benefits Corner

By Elaine Teague

Adams-Millis employees who work more than 20 hours per week and at least five months each calendar year have the opportunity to participate in a valuable benefit program made available by Sara Lee Corporation.

It's the **Sara Lee Corporation Employee Stock Purchase Plan** and it allows employees to purchase Sara Lee common stock at a discount from market value through convenient payroll deduction.

For a minimum deduction of \$5 per week, employees can become stockholders. In fact, the only limit to the purchase is the government-imposed annual maximum of \$25,000 of stock at fair market value.

Once every three months -- on the first business Monday of each February, May, August and November -- deductions are used to purchase stock at the "exercise price." This price is the lower

of 85 percent of the average market price of the stock on the day of purchase or 85 percent of the average market price on the first business Monday of the preceding three-month period.

As a result, employees are guaranteed a purchase price that is at least 15 percent lower than the market price.

For example, assume the market value in November was \$35 and the value in February is \$38. The February purchase price would be based on the lower of November or February which in this case is the November value of \$35. In this example, the purchase price would be \$29.75 which is 85 percent of the \$35 market value.

Stock purchases are recorded in a safe and convenient book account. Employees receive a quarterly statement summarizing the activity in their account. Certifi-

cates can be easily obtained.

Employees pay no brokerage fees or processing fees when buying shares. If shares were purchased through a stockbroker, employees would pay a commission. Also, stock dividends will be paid after a dividend record date has passed. A separate optional program is available to have dividends reinvested to purchase additional shares of stock.

Stock purchase is an excellent savings benefit. By owning Sara Lee Corporation stock an employee becomes a part owner of the Corporation.

Employees may contact their benefits representative if they currently are not participating in this benefit and wish to take advantage of the opportunity, or to get additional information about this benefit plan. Keep in mind, there are some restrictions regarding enrollment and timing of changes in contributions.