

Making This a SAFE Place to Work

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Adams-Millis's basic safety training program is called Safety Awareness For Everyone (SAFE). It is intended to provide the new or transferred employee with the skills, knowledge, and training required by Federal and State safety regulations and generally accepted industry standards. The purpose of SAFE is to educate the employee to recognize potential hazards and to instill safe working habits. Certain other employees receive job specific training, according to their assignment.

At a recent meeting, Rich Noll, chief executive officer, made these comments:

"It is our obligation and policy to provide a safe working environment. But to be effective, each of us must take responsibility for safety — *the commitment has to be there each and every day by each and every one of us*. Only then can we have a safe working environment."

The key points from the Safety Awareness For Everyone (SAFE) video are listed as a reminder to reinforce our commitment to your safety.

- A confined space has an invisible danger — no oxygen. Do not go into areas with any sort of warning signs, such as "DANGER," "DO



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NOT ENTER," "AUTHORIZED PERSONNEL ONLY," or "TRAINED PERSONNEL ONLY."

- Hearing protection is required in areas where the noise levels are 85 decibels or more. You will be notified of all testing results, the effects of repeated noise, and how to use and wear ear protection properly.

- All machines or equipment must be locked and tagged before any cleaning, repair, servicing, or maintenance. Only certain people are authorized to perform these procedures. Do not operate any machine or equipment which is tagged. The lock and tag can be removed only by the person who put it on. Never work on any machine or equipment unless you are trained and authorized.

- Know how to report any emergency, where your nearest exit is at all times, and act quickly if there is an emergency. Your supervisor will show you the emergency showers and eye washes.

- Lifting can be done safely if you don't pick up more than

you can handle, keep feet slightly apart, load close to your body, push with your legs, don't use your back to pull, and bend knees when lowering the load. Get someone to help when necessary or use a hand truck.

- Good housekeeping is good policy. Keep aisles free and clear. A clean house is a safe house.

- Signs, tags and labels tell something. *Red* is for danger, meaning an immediate hazard. *Yellow* is for caution, meaning a possible hazard. *Blue* is for general safety instructions. All containers must be labeled of their contents, any health hazards, and how to protect yourself in an emergency.

- Leave horseplay to the horses. That moment of laughter isn't worth the pain ever-after.

- Hazard communication is another way of saying you have a right to know about the chemicals you are working with or may be around. Most of the chemicals in our plants are the same chemicals you have at home, but we have them in larger sizes and maybe in stronger concentrations. Hazard communication consists of a list of chemicals, a container labeling system, training, and a book containing material safety data sheets or MSDS. An MSDS will list very technical information but the most important parts of the MSDS are the employee protection and emergency sec-

tions. Your supervisor can answer any questions.

Safety is your responsibility. Accidents are usually caused by disregarding safety standards or procedures, taking chances or short cuts, being lazy or in a hurry, faulty attitude, poor concentration . . . the list goes on and on. Make a commitment each day to work safe.

The segment in our safety video with the supervisor who almost lost his hand is real; the video was made by Sara Lee only for its employees. It makes two good points:

1. Pay attention to what you're doing. If you don't know what you're doing, get someone who does.

2. Set a good example . . . watch out for your neighbor. It doesn't *always* happen to someone else.

In addition to the SAFE presentation, your supervisor will discuss the following safety points with you which are specific to your department.

- Hazard Communication — specific chemicals, symptoms of overexposure, protection and prevention, MSDSes.

- Housekeeping — a clean house very seldom burns.

- Fire Prevention — a clean house very seldom burns.

- Eating, Drinking and Smoking areas.

- Emergency Reporting, Exit Locations and Evacuation Plan.

- Department Safety Standards and Cardinal Rules.

- Personal Protective Equipment.

- Infection Control Program.

- Emergency Eye Washes and Showers.

- Report all unsafe conditions/acts.

- Notify supervisor, safety manager, or any member of management immediately of an accident or medical condition, *no matter how slight*.

- Request and complete the Employee's Report, at time of accident or medical condition.

- The company directs medical care for job-related conditions.

- Take responsibility for own safety. There is no substitute for plain ol' common sense.

- Observe all warning signs, lockout tags, posters, etc.

- Non-compliance for safety.

If you have a concern, comment, or question regarding safety, fire, or health, please call the Adams-Millis Safety Line. The voice mail number in High Point is (910) 454-7575. Please leave a detailed description of any concern, with any recommendation to solve the concern, and include your plant and department. If you would like an immediate and personal response, leave your name and number. If requested, your name and any other information will not be released under any circumstances.

The Adams-Millis Safety Line should not be the first line of communication — first allow plant management the opportunity to address any issues.

Ergonomics Process Is Underway

More than 800 Adams-Millis employees have participated in classes on ergonomics and how it relates to the work environment.

The process has been introduced at Mount Airy, Kernersville Distribution and Kernersville Knitting and will be introduced during the next few months at other Adams-Millis locations.

The training program has included Spanish-language videotapes and English-to-Spanish translators to serve the large number of Spanish-speaking employees, and an interpreter has helped communicate the program to Vietnamese employees.

"Ergonomics gives us a way to adjust the work environment to suit each employee's individual needs," says Stephen Smith, who is manager of ergonomics. "What may be comfortable for one employee may pose a risk of injury for someone else.



Ergonomic Tip #1

Roll your shoulders forward three times, then backward three times.

"Our goal is to help employees become alert to situations in the workplace that present potential problems. If a tool or procedure is hindering a person's ability to do his or her best or may cause injuries, we want to hear about it. We want employees to look, listen and observe and report these situations to their managers.

"Early detection is important because it allows us to change methods or procedures before small problems become big problems. We have an occupational health nurse who is trained to recognize work-related physical disorders and to

work with us on changes in the work environment."

Smith says that there is a sincere commitment to make the ergonomic process work. "Our management has been very involved in identifying and developing alternatives to eliminate risk exposures and investigating options to improve the work environment."

Each facility has a Plant Ergonomic Team (PET) and a Management Ergonomic Steering Committee (MESC). The PET, which includes someone from each department, meets weekly and works on assigned ergonomic projects.

Each PET member is assigned to be a project leader and coordinate individual projects.

The PET also meets monthly with the MESC, a group that includes the plant manager, Human Resources manager, plant nurse, training/safety manager, industrial engineer and the maintenance manager. Team members at various locations include:

Mount Airy: PET — Sherri Forrest, Britta Bobbitt, Wanda Byrd, John Smith, Brenda Kirby, Wayne King, Ina Alderman, Debbie Easter and Brenda Zagurski. MESC — Doug St. Louis, Larry Hopkins, Margaret Harmon, Lena Bruner, Harold Mooney and Gary Leftwich.

Kernersville Knitting: PET — Leigh Martinez, Sheila Morris, Joyce Montgomery and My Vong. MESC — Glenn Hawkins, Carlton Brady, Sandra Hall, Greg Williams and Bobbie Mullies.

Kernersville Distribution: PET — Robert Whitaker, Janice Thomas, Jackie Jones and Darlene Dotson. MESC — Doug Streetman, Carlton Brady, Greg Williams, Sandra Hall, Bobbie Mullies and Darvon Alley.

Ergonomic Tip #2



Neck side stretch. Sit upright. Place your right hand on top of your left shoulder. Hold that shoulder down as you tip your head fully away to the right. Keep your face pointed forward, or even turned slightly to the left. Hold this stretch gently for 10 seconds. Repeat on the other side.