

USNS GENERAL HUGH J. GAFFEY (T-A-121)

C/O FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA

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T-AP 121/HEH:1a
5100
3 March 1967

From: First Officer
To: Master

Subj: Safety meeting; report of

1. The safety meeting for the Deck Department was held this date at 1515 hours in the Crew's Day Room with fourteen (14) members present.
2. Minutes for the last meeting were read and the safety hazards noted have been corrected.
3. No new safety hazards were noted by the members and the chair stressed the fact that during the Ready Reserve Status and the reduced manning scale that all must keep a sharp look out for any that may occur. They are to be reported immediately.
4. The new duties and responsibilities of the crew were explained by the chair and discussed by the members. The importance of promptness and reliability were pointed out, especially to the watch standers.
5. The members were advised that during the stay in the San Francisco Naval Shipyard they are to use the most direct route in coming to and leaving the ship. No one is to go into other areas of the yard.
6. Watch instructions and standing ERS instructions were distributed and receipted by concerned officers and crew members.
7. A short moral leadership talk was given by the chair on our responsibilities to the ship, that each man is expected to put in a full days work, keep the ship clean and clean up after himself since the drastic reduction in the Stewards Department makes this a necessity. The importance of working together within the Department and the need for absolute inter-departmental cooperation was stressed. The same amount of ship must be taken care of and the standard of readiness must be maintained just as though the ship was in FOS. This can only be accomplished by all out effort and cooperation of every man aboard.
8. The meeting was adjourned at 1545.

H. E. Hottle
H. E. Hottle
First Officer

Copy to:
Purser
Chief Engineer
Chief Steward

"Think Safety—Talk Safety—and Sell Safety"