

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

C/O FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA

T-AP 121/GEK:ka
5166
9 March 1967

From: Chief Steward
To: Master

Subj: Safety meeting; minutes of

1. A safety meeting for Steward Department personnel convened at 1700 this date. 13 men were present. One man is on Leave. Chief Steward G. E. Kinsella presided.
2. The minutes of the following safety meetings were read and discussed:
 - a. Steward Department of 20 February.
 - b. Engine Department of 17 February.
 - c. Deck Department of 21 February.
3. No accidents have occurred since the last Departmental safety meeting of 21 February.
4. Before arrival at home port on the last voyage representatives of the ship's Medical Department delivered lectures on bleeding, fractures and general first aid.
5. Chief Steward devoted most of the meeting to instructions of special safety measures to be followed out by all hands during this Ready Reserve operation. He cited the reduced number of men in the crews and the difficulty that would be encountered if all the emergency stations had to be manned. The best protection against such an emergency is to observe strict safety and fire protection measures now. Personnel were ordered to stay clear of troop compartments, at all time. However, if work requires any of the men to be in a troop compartment they will observe the NO SMOKING rule every minute they are in the compartments. The men were also warned against the practice of tying open Fire Screen Doors, or blocking them open, when moving supplies. When it will facilitate such work one man will be designated to hold the door open. Under no conditions will a door be kept open by mechanical means. All hands will clean up and dispose of all trash as often as it is encountered, anywhere aboard ship, regardless of whether it is a Steward Department responsibility. Special instructions were given the men of the correct methods of lifting, since there will be many cases of Stores being transferred, bags of linen to be set ashore, and taken aboard. Personnel were instructed to be especially alert as to unsafe conditions observed in any part of the ship and to report same to proper authorities immediately.
6. Meeting adjourned at 1725. "Talk Safety—and Sell Safety"

G. E. KINSELLA