

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

C/O FLEET POST OFFICE

SAN FRANCISCO, CALIFORNIA

T-AP121/GEK/ka
5100
22 December 1966

From: Chief Steward
To: Master

Subj: Safety meeting: minutes of

1. 110 Steward Department personnel attended the safety meeting called this date at 1300. Second Steward C. Acton presided.
2. Minutes of the safety meeting held by the Steward Department on 10 December, and the minutes of the safety meetings held by the Engine Department on 12 and 19 December, were read and discussed.
3. The Chief Steward appointed 3rd Steward Jack Mashburn as the Safety Committee Chairman. The committee will include Patricio Lopez (Room Steward), Larry Lau (Laundry Foreman) and C. Smith (Chief Butcher).
4. Safety literature was distributed. The Laundry Foreman was instructed to read and study the pamphlet issued by the Safety Review with a good article entitled LAUNDRY SAFETY. After study by all employees in the Laundry the pamphlet is to be posted on the bulletin board.
5. Second Steward read the 5-minute safety talk WHY EYE PROTECTION?
6. The major portion of the meeting was given over to the ship's Medical Department. Training films were shown, and talks given, on the subject of burns and scalding, also on heat prostration.
7. After a Moral Leadership period the meeting adjourned.


C. E. KINSILLA

"Think Safety—Talk Safety—and Sell Safety"