

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

C/O FLEET POST OFFICE  
SAN FRANCISCO, CALIFORNIA

T-AP 121/GAK:ka  
5101  
24 October 1966

From: Chief Steward  
To: Master

Subj: Safety meeting; minutes of

1. One hundred and sixteen (116) Steward Department personnel attended a safety meeting that was called at 0845 this date with Adm Second Steward C. Acton presiding.
2. Minutes of the following safety meetings were read and discussed:
  - a. Steward Department of 5 October
  - b. Engine Department of 6 and 21 October
3. One accident was reported as occurring since the last safety meeting. No time was lost as a result. This accident occurred during an abandon ship drill. Personnel were instructed to be especially careful during this drills as hazards will be encountered that do not exist in the employee's normal working areas.
4. Second Steward reminded personnel that the last Quarters Inspection by the Master revealed numerous heavy objects stowed on the overhead vents and pipes, creating a distinct hazard as a roll of the ship could easily cause such items to fall on a person's head.
5. Mr. Acton spoke at length on safety in general, not only for the benefit of the new employees but for the good of all hands.
6. It was pertinent at this time to read the 5-minutes safety talk from the National Safety Council booklet entitled "Old Timers Need Reminders."
7. The balance of the meeting period was devoted to Moral Leadership.
8. The meeting adjourned at 0910.

Distribution:  
Master  
Chief Engineer  
First Officer  
Purser  
File

G. L. KINSELLA

*FW order  
3d Engr*

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"Think Safety—Talk Safety—and Sell Safety"