

T-AP 121/XSC:ad
5161
22 March 1967

From: Chief Engineer, USMC GEN HUGH J. GAFFEY, (T-AP 121)
To : Master, USMC GEN HUGH J. GAFFEY, (T-AP 121)

Subj: Safety meeting; report on

1. Safety meeting for the Engine Department personnel was called to order at 1305, 22 March 1967, with the Chief Engineer presiding. Forty-four (44) men were present.
2. The minutes of the last meeting were read and approved. Deficiencies reported were corrected.
3. There have been no accident since last meeting, 18 March 1967 and the presiding officer congratulated the personnel and told them to keep on the good work. No unsafe condition reported at this meeting.
4. It was brought to the attention of the personnel that he who absented himself during work day without justifiable reason will be given disciplinary action.
5. Personnel were also told that rooms assigned for changing clothes must be kept clean or else they will lose the privilege. Also assigned working station must be always in ship shape.
6. A 5-minute Safety Talk, entitled, "PICK UP LOOSE OBJECTS", taken from National Safety Council Book No. 2, was read and discussed. Some of the items emphasized in this article were the following:
 - (a) Empty waste basket often, don't let it so full that it drips trash all over.
 - (b) When you are finished with a hand tool, return it to your tool box or tool rack.
 - (c) If we do a good job of keeping objects off the deck, it won't be much of a job for any of us to pick up few strays that do find their way onto the deck. So let us all do our parts in keeping loose objects off the deck and in picking up any hazards we spot and in doing this we can save many painful falls that way.
7. Meeting was adjourned at 1325.

M. S. CHAMBERLAIN

cc: 1st A/E
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