Memo to: All Staff

Memo from: Bill Jones, Operations Manager

RE: Safety procedures

Date: 01/20/02

I have been informed that we should expect a government safety audit within the next three weeks. It is very important that we pass this audit because fines and potential plant shut down are some of the potential outcomes of a bad audit, and we can ill afford either of these penalties.

I have reviewed our internal safety records and am very pleased to see that there were no safety warnings issued this quarter. However, it has come to my attention that some managers may be filling out these reports on "auto-pilot," and therefore, the reports may not reflect actual performance. While I hope this is not true, I am concerned because I have personally noted two safety violations this week that have not shown up on the reports. Therefore, all Managers should meet with their staff immediately and review all safety procedures.

Also, every employee is required to study and know all safety procedures contained in the personnel handbook. Please also remember that the use of safety equipment is not limited to the individuals working on our assembly line. Anyone who visits the facility needs to wear all safety equipment, as well.

Let's pull together as a team and have everyone check each other to ensure that all safety procedures are being followed precisely so that we pass the audit and ensure the safety of all our staff.