Memo to: All Staff

Memo from: Bill Jones, Operations Manager

RE: Safety procedures

Date: 01/20/02

Next month we will be installing five new smooth-o-matic machines in our manufacturing plant.

This is a powerful machine that requires very specific safety procedures. Our personnel handbook will reflect these new safety procedures by next Tuesday. Training on the machine will begin the week that the machines are installed.

To assure that all safety procedures are followed, we will conduct a series of "shops" to check that the procedures are being followed. The individuals you will see walking around with clipboards and checklists are the workers we hired to perform the "shops." If, at the end of the first month of "shops", we have no failed "shops", the company will throw a pizza party for all employees during their lunch break on the 16th.

However, keep in mind that it is not just the assembly line workers that will be "shopped". Anyone who visits the facility needs to wear all safety equipment.

This new machine will provide us with a tremendous competitive edge over our competition. Therefore, we need to closely follow all safety procedures to ensure the welfare of our staff. We must also ensure that we do not violate any government regulations, which will result in severe consequences if not followed exactly.