

# Model Document: Internal Proposal

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## Memo

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To: Harold Clurman, Plant Superintendent  
CC: Carla Hernandez, Supervisor Group 333  
From: Fred Nelson, Safety Officer *FN*  
Date: August 4, 2003  
Subject: Safety Practices for Group 333

Many accidents and near-accidents have occurred in Group 333 because of the hazardous working conditions in this area. This memo identifies those hazardous conditions and makes recommendations for their elimination.

*Introduction that states a problem*

### *Hazardous Conditions*

Employees inside the factory must operate the walk-along crane through aisles that are frequently congested with scrap metal, discarded lumber, and other refuse from the shearing area. Many surfaces in the area are oil-coated.

The containers for holding raw stock and scrap metal are also unsafe. On many of the racks, the hooks are bent inward so far that the crane cannot fit into them properly unless it is banged and jiggled in a dangerous manner. To add to the hazard, employees in the press group do not always balance the load in the racks. As a result, the danger of falling metal is great as the unbalanced racks swing practically out of control overhead. These hazards endanger employees in Group 333 and also employees in the raw-stock and shearing areas because the crane passes over these areas.

*Detailed explanation of the problem*

Hazards also exist in the yard and in the chemical building. Dumping strip metal into the scrap bins is the most dangerous practice of all. To dump this metal, the tow-motor operator raises the rack over the edge of the scrap-metal bin and rotates the forks to permit the scrap metal to fall from one end of the rack. As the weight shifts, the rack slams into one of the tow-motor forks (raised 12 feet above the ground). This method has resulted in two tow-motor tip-overs in the past month. In neither incident was the driver injured, but injuries are very likely. Group 333 employees must also dump tubs full of scrap metal from the tow motor into the 10-foot-high scrap bins. Because of the unpredictable way in which the metal falls from the tubs, employees have received many facial cuts and body bruises. In winter weather, all employees have been cut and bruised in falls that occurred as they were climbing up on scrap bins covered with snow and ice to dump scrap from pallets that had not been banded.

*Additional details*

Finally, nearly all Group 333 employees who handle the caustic chemicals report damaged clothing and ruined shoes. Poor lighting in the

### Safety Practices for Group 333

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chemical building (lights 20 feet above the floor), storage racks positioned less than two feet apart, and container caps incorrectly fastened have made these accidents impossible to prevent.

#### *Recommendations*

To eliminate these hazards as quickly as possible, I recommend that the following actions be taken:

1. That Group 333 supervisors rigorously initiate and enforce a policy to free aisles of obstructions
2. That all dangerous racks be repaired and replaced
3. That the Engineering Group develop a safe rack dumper
4. That heavy wire-mesh screens be mounted on the front of all tow motors
5. That Group 333 employees not accept scrap in containers that have not been properly banded
6. That illumination be increased in the chemical building and that a compulsory training program for the safe handling of caustic chemicals be scheduled

I would like to meet with you and the supervisor of Group 333 before the end of the month, as your schedule permits. You will have my complete cooperation in working out all of the details of the proposed recommendations.

*Recommended solution*

*Conclusion*