

The ELSA Connection

April 2008

Safety Assessment

As many of you may have seen, we conducted a Safety Assessment at the end of March. We worked with an environmental health and safety consultation firm. They came to ELSA and inspected for everything that OSHA would inspect for to help us assess our compliance with OSHA's regulations. They inspected our written programs and policies, our training records, and walked through the facilities to inspect the facilities themselves.

Once the results are compiled, we will receive a report prioritizing what needs to be done to bring us in compliance with OSHA regulations. Over the next, several weeks and months you will see work being completed at ELSA because of this assessment. We appreciate the cooperation of everyone who participated in the assessment and helped to answer questions.

The same consultation firm will be here at the beginning of April to conduct an Environmental Assessment according to IDEM and EPA regulations.

Noise Level Surveys and Air Sampling

Our workers compensation and property insurance company, Mitsui Sumitomo, will be here at the beginning of April to conduct noise level surveys and air sampling. The purpose of the noise level survey is to monitor the noise level at various points throughout the facility to see how many decibels of noise employees are exposed to during the workday. The purpose of the air sampling is to sample the air for various pollutants to ensure that employees are not being exposed to dangerous levels of pollutants in the air inside ELSA. When they are here, Mitsui Sumitomo will be sampling the air for hexavalent chromium (weld fumes) and oil mist. The noise level surveys will be conducted by asking several employees to wear dosimeters (noise level meters) throughout the day. The air sampling will be conducted by asking several employees to wear filters that will capture the particles in the air to which the employees are exposed.

Taking Care of Your Back

-Lift correctly. Let your legs power the lift. Bend at your knees, not at your waist, to pick up any object, even something as light as a sheet of paper. Keep heavy items you are lifting close to your body and avoid twisting while lifting.

-Sit up straight. Sit with your back straight. If your chair does not have lumbar support, use a cushion to help support your lower back. Keep both feet on the floor. Also; When driving, position your seat so that you can easily reach the controls.

-Maintain a healthy weight. Extra weight, particularly around the belly, can strain your lower back. Lose weight by cutting calories and accumulating at least 30 minutes of moderate physical activity most days (every day is ideal).



Motivational Moment

A pessimist sees the difficulty in every opportunity; An optimist sees the opportunity in every difficulty.

Welcome to ELSA!



Michael Petty



Patricia Timmons



Doris Snyder



Jessie Rigney



Jackie Hudson



Yoshihisa Horiguchi



John Lilly

January 2008 Newsletter we failed to announce Ann Elliott and Amber McDaniel. Both employees are Re-Hires



Ann Elliott



Amber McDaniel



PLEASE CONGRATULATES THE FOLLOWING EMPLOYEES

IN THEIR RECENT PROMOTIONS.

Jimmie Jones-Crew Leader Aftermarket

Josh Whitaker-Crew Leader BV Line

Anita Haseman- Shipping Support Tech

CALENDAR OF EVENTS

SPECIAL EVENT-COMPANY MEETING

PLACE: BACK BREAKROOM

DATE: THIRD WEEK OF APRIL

TIME: TO BE DETERMINED

SPECIAL EVENT-SHOE TRUCK

PLACE: SOUTH SIDE OF BUILDING

DATE: APRIL 18TH

TIME: 6:00 AM-5:00 PM

SPECIAL EVENT-MONROE OPTICAL

PLACE: FRONT BREAKROOM

DATE: MAY 16TH

TIME: 10:30 AM-5PM

SPECIAL EVENT-FIRE DRILL

PLACE: TO DETERMINED

DATE: MAY 14TH

TIME: ALL SHIFTS

SPECIAL EVENT-NOISE LEVEL MONITORING AND AIR SAMPLING

PLACE: SELECTED AREAS

DATE: APRIL 2ND

TIME: FIRST SHIFT

SPECIAL SEVERE WEATHER DRILL

PLACE: TO BE DERMINED

DATE: APRIL 16TH

TIME: FIRST AND SECOND SHIFT

OTHER NEWS

HR Currently has discounts for Indiana Beach if anyone is interested.

Barcode Label Life Cycle

Did you know that most barcode labels printed at ELSA have a life cycle? Any label printed on the Production line, Shipping, Receiving and the Generic Station has a label status associated with it. Using the EOL label station on the Production lines as an example, here is a typical label status history.

Action

Label is printed (ser# 123456)

Status

New

Action

Label has been backflushed

Status

Backflushed

Action

Label now on shipper

Status

On Shipper

That would complete the "life" of serial number 123456 label. There are many more status types, this was an example. It is important to realize that a label should be treated as a living document. A label printed and not used should be voided.

Reports are run that show when a label was created, by whom and at what time. As you can see, an accurate record of data is needed.

Bob Bakehorn from the I.S. department will be offering a label training class in the upcoming months to cover these topics and more. He will also be going over certain topics of the eB reporting system.

Tony Hoppenrath- I.S. Manager

YOUR HEALTH

EARTH'S EASIEST EXERCISE

Walking can add years to your life and life to your years. And it could not be easier. You do not need to join a health club, wear special equipment or go into training to reap the rewards:

The Conditioner: Walking conditions your heart and lungs and improves your body's ability to use oxygen more efficiently.

FACT: In one study, women who walked briskly (3-4 mph) at least three hours a week cut their risk of heart attack and stroke by more than half.

The Protector: Walking helps beat other health problems too. It reduces your risk of some forms of cancer and osteoporosis. It fights the battle of the bulge, reducing body fat and building muscle. Walking can even help people with diabetes reduce or eliminate their need for medication.

There's Nothing To It: Just put on a sturdy, comfortable pair of shoes and go. **Smart moves:** Walk to the store for the Sunday paper; park a few blocks from work or get off the bus on stop early and walk from there; use the stairs instead of elevators or escalators; on bad weather days walk in a mall or on a gym treadmill.

ELSA LLC RECYCLING PROGRAM



The Charitable Contributions Committee recently had a meeting and discussed the following issues with our Recycling Program:

-There seems to be a misunderstanding regarding separation of trash.

The company we are currently using to pick-up trash inside the building **does not** separate our recyclables. There is not enough time and it is very costly. They will separate some larger items such as cardboard or large pieces of plastic from the large trash dumpsters only.

-Employees are bringing in items from homes that are not separated. They are mixing paper with plastic. Our recycling company cannot separate these items. PLEASE separate your recyclables before you bring them in.

-People are throwing trash in our recyclable containers. Again, the recycling company cannot go through every bag and dig out trash and separate plastic from paper.

Each member of the Committee volunteered to review a section of our building. They will evaluate the following for each of their selected areas:

-What is going in and out of there area that is recyclable?

-What type and size of containers will be needed?

-What is the most efficient and convenient place to put the containers?

-How can we encourage our co-workers to recycle, separate there recyclables and not throw trash in our recycle containers?

Please feel free to speak with any of the following committee members if you have suggestions, concerns or questions.

Dawn Cope	Jeff Huff	Vicki Learned
Joe Whitehead	Juliette Coston	Justal Ball
Jill Cook	Chystal Watson	Sammy Mireless
Kyle Bubp	Linda Plake	Wayman Ward

We thank you for your participation and cooperation.

A FEW WORDS FROM PRODUCTION MANAGER DENNIS MARTIN

This is my reflection of the first 5 months in Exhaust. It is time to take a minute and thank all of the team members that I have the pleasure of working with day. Upon my arrival of October 29 of last year I was somewhat programmed as to the production condition of the lines I was being assigned to work with. Most of them were working 10 hours per day, along with Saturday. Most days we were chasing shipments to the customer and the downtime was high changing over to make the next truck. The fatigue could be seen in the eye of many of the team members coming in at 4:30am and second shift here until 2:00 am and 3:00 am.

However, when the teams decide, "they can" it is amazing how the issues that prevent them from being better are addressed. The lines worked getting the problems out in the open regardless of what the problems were. They worked on the items we could correct ourselves. We requested the support on the issues we could not correct. The cooperation with the support groups has been outstanding, many thanks to Kaizen, Maintenance, and Engineering.

We produce in 8 hours what used to take us 10 hours. Some team members have moved into more suited assignments and promotions have taken place. The 5S is much improved. Each day we focus on the elements we are doing right not to dwell on the mistakes after we put items in place to prevent reoccurrence. Productivity is higher, in most cases going from the 70 percent range into the 90's. Each day we make small accomplishments to achieve the goals and targets the team has set. We still have a long way to go but what a difference you team members have made in such a short time.



Building quality parts at rate is the main reason we are here. If we do not do it, another supplier will. Working with people that have the desire, dedication, and determination to do it right is a pleasure. I look forward to working with all you each day.

Denise Martin-Exhaust Production Manager