

# Name the Newsletter

Volume 1, Issue 1

October 2007

## SAFETY UPDATE

### Top Priority for Everyone

Safety is a top priority at ELSA, and we strive daily to provide a safe work environment for all employees. Safety is not just a management responsibility. Every employee is responsible for maintaining safe work practices and ensuring that equipment we use is operating in a safe manner. If you see someone acting in an unsafe manner, or if you find a piece of equipment that is not safe, please notify your group leader immediately.

### Safety Performance

Overall, 2007 has been a better year for ELSA. Our safety performance Through August 31, 2007 is as follows:

	<u>2007</u>	<u>2006</u>
OSHA Accidents	13	25
First Aid Incidents	37	34
Near Miss Incidents	9	16
Property Damage	23	24

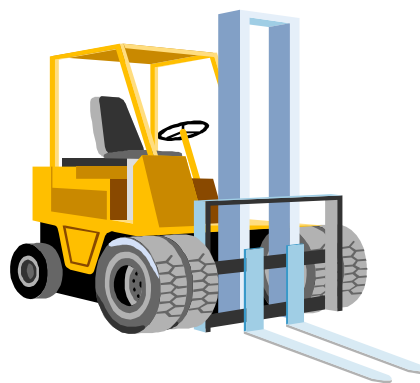
### Forklift Safety

During the month of August we had eight accidents involving fork truck operations. While the majority were minor incidents, two did involve injury to employees. Forklifts are a vital part of our operation, but can be very dangerous. It is critical that all forklift operators maintain a complete awareness of their surroundings including machinery, parts rack, other forklifts, and especially pedestrians. Speed is also a factor in many forklift accidents. Drivers should always maintain a safe speed, and reduce speed when the load is large and may easily become unstable.

While walking through the plant, please maintain an awareness of moving vehicles. When possible, walk to the side of the aisle and not the middle. Never walk into an intersection without first looking both ways on the adjoining aisle. When approaching moving forklift, make eye contact with the operator to ensure he/she knows you are present.

### Safety Update Continued

We appreciate everyone's effort in making ELSA a safe place to work. Together, we can improve upon our plant's safety, and continually work to reduce the number of accidents.



## Name the Newsletter

We are asking the employees of ELSA to name the company newsletter. Please put your suggestions in the red employee suggestion box located in the front of the main plant or give your suggestion to a member of the Human Resources Department. All suggestions are due no later than November 1, 2007. We will choose the top three suggestions and ask the employees to pick their favorite. The 1<sup>st</sup> place winner will receive a four-season jacket, 2<sup>nd</sup> place will receive a sweatshirt and 3<sup>rd</sup> place will receive a hat.

### Motivational Moment

Everyone has potential...it is an infinite resource that cannot be exhausted, but can be lost in the clouds of fear and complacency. It may take courage to embrace the possibilities of our own potential, but once you've flown past the summit of your fears, nothing will seem impossible. The sky is the limit of our future.



Please remember to think of a name for our newsletter and let us know!


## CALENDAR OF EVENTS

### SPECIAL EVENT-BLOOD DRIVE

PLACE: [BREAKROOM](#)

DATE: [DECEMBER 19TH](#)

TIME: 1<sup>ST</sup> AND 2<sup>ND</sup> SHIFT

Our next Blood Drive is scheduled for December 19<sup>th</sup>. Please help make this Drive as successful as our previous Drives, volunteer to give blood. Sign-up sheets will be distributed the second week of December.

### SPECIAL EVENT-SHOE TRUCK

PLACE: [OUTSIDE WELD TRAINING ROOM](#)

DATE: NOVEMBER 8TH

TIME: [6AM-11AM AND 12PM-5PM](#)

### VISITORS

WHO: [SK- CHAIRMAN, PRESIDENT, AND MANAGING DIRECTORS](#)

WHEN: [NOVEMBER 5<sup>TH</sup> - 6<sup>TH</sup>](#)

PLEASE CONGRATULATE THE FOLLOWING EMPLOYEES FOR THEIR RECENT PROMOTIONS.

[Sandy Trietsch-Receiving Crew Leader](#)

[Tom Plake- AA Crew Leader](#)

[Max Robbins Toyota 2<sup>nd</sup> Shift Crew Leader](#)

[Jeremy Taylor-QA Technician 2<sup>nd</sup> Shift](#)

## YOUR HEALTH

### LOSE THE SALT BUT NOT THE FLAVOR

Cutting back on the salt in your diet is one way to help control blood pressure. Many people consume much more salt than their bodies need—on average, at least 12 times as much, according to the American Heart Association. If you are use to salt flavors, know that you can shake the salt habit without feeling deprived. Here is how:

**Limit** processed foods, which are usually high in sodium. Eat more fruits, vegetables and other low-sodium foods instead.

**Drain** and rise canned vegetables before preparing them. They will keep a little of their salty flavor, but you'll rinse away about a third of the sodium, according to the USDA.

**Try** packaged foods labeled as low sodium.

**Season** vegetables, poultry and fish with lemon juice rather than salt.

**Try** cooking with salt-free seasonings, such as vinegar and herbs.

**Prepare** plain brown or white rice instead of flavored rice mixes. Flavor with herbs or olive oil.

**Snack** on "lightly salted" popcorn and pretzels and "no-salt-added" peanuts.

**Remember:** Try adding these tips gradually to get used to a lower-salt life. You'll eat healthier without sacrificing taste.

## AGV UPDATE

In response to the employee suggestion to improve the AGV system, I would like to report on the status of this project.

1. Data was collected from various employees, identifying the reasons for AGV performance issues.
2. Team meetings were held to review the data.

Main issues:

- Stoppages/crashes throughout the plant.
- No load detected for pick-up or would not unload.
- Only four (4) of the AGVs are running.
- There are no spare batteries.
- The AGVs need cleaned and maintained.
- Small debris and oil on the floor, causing the AGVs to stop, especially in front of the Press area.

3. Countermeasures were listed to correct the problems.

Current status:

- Laser beams are being repaired, cleaned and/or moved to another area to prevent stoppages.
- Sensors and stabilizers have been repaired.
- A PM schedule has been implemented for mechanical items and cleanliness.
- An additional maintenance technician is being trained on the AGVs.
- The rail system on AY line has been repaired.
- Work Orders have been submitted for the two (2) AGVs that are not working at all.
- Four new batteries were purchased.
- A schedule to clean the floor, especially in front of the Press Dept., has been implemented. Frequency is one time/week.
- Garth Jones, Shipping Group Leader is working a split shift and is addressing AGV issues on a daily basis.
- Dale McDaniel, Maintenance Manager is overseeing all issues pertaining to maintenance.

The recent incident at Subaru Final was because of the fork sensors. They were repaired the next day.

*I thank all of you that assisted with identifying the problem areas and for your patience during this transition period.*

While it may take some time to complete this project in its entirety, please see Garth, Dale, Cedric Rodgers, G.L. (Employee Suggestion Team member) or myself on any new issues and, as always, do not hesitate to report a safety issue immediately.

Because this project is still considered open, it will be reviewed each week with the Employee Suggestion Team members. We will keep you updated on the project status.

Donna Norton  
Engineering  
Employee Suggestion Team member

## RECYCLING PROGRAM

Although most of us are doing our part by putting our plastic and paper waste in the provide containers throughout ELSA, we still see a lot of employees putting their paper and plastic in the regular trash.

Did you know:

- ✓ Over 23 MILLION TONS of the world's yearly trash load every year is plastic
- ✓ America uses about 57 billion pounds of plastic a year - and recycle only 3 percent of it!
- ✓ Americans represent only 5 percent of the world's population, but produce over 50 percent of the world's trash.
- ✓ 75,000 trees are used for the Sunday edition of the New York Times each week, yet only 30% of newspapers are recycled in the US.

If you would like a recycling container in your area or have ideas to encourage others to participate please see Dawn Cope.



## EMPLOYEE SUGGESTION BOX

Help us improve ELSA! Submit a suggestion for improvement in Safety, Quality, Cost, Eliminate Waste, Improve Communicate and many others. you could make a difference.

All employees who submit a suggestion receive:

- A Free Drink from the cafeteria
- Continuous feedback regarding the status of their suggestion.

Steele Jarrell submitted the AGV update seen in this issue. Donna Norton and Cedric Rodgers were assigned to the project and provide Steele updates on a regular basis.

The Employee Suggestion Box and blank forms are located in the front of the plant near Joe Whitehead's office.

### NEW INSURANCE ANNOUNCEMENT

After an extensive review process and evaluation of several healthcare companies, we are pleased to announce we have selected Anthem Blue Cross and Blue Shield for our employee benefits to begin January 1, 2008. Several factors influenced the final decision that this was the best option for our employees. Some of the most significant were:

- ∅ Widely recognized by both providers and individuals as a high quality company. Approximately one in three Americans has chosen Blue Cross and Blue Shield for their healthcare benefits.
- ∅ Has an extensive network nationally and access world wide. More than 85 percent of all the hospitals and physicians contract with Blue Cross and Blue Shield.
- ∅ Blue Cross and Blue Shield provider contracts give you access to valuable discounts to save you money. Your explanation of benefits will include information on the amount of your savings when you have a claim.
- ∅ You can visit [www.anthem.com](http://www.anthem.com) and access information when it is convenient for you. Through their website you can manage your health through several tools and find information on any health condition you have an interest in learning more about. In addition, you can check on your own personal claims status, search the provider directory, and get access to provider costs and quality information.
- ∅ Anthem's pharmacy network includes all major national drug stores and many local pharmacies. They also have a mail order pharmacy and specialty drug pharmacy to help you save money for maintenance and high cost medications.
- ∅ Your dental benefits will also be through Blue Cross and Blue Shield. If you choose a dentist that is contracted with them you will have protection against balance billing and receive discounts on services even after you have reached your benefit maximum or for non-covered services.
- ∅ Local representatives will be available on-site to answer your questions during the enrollment period.
- ∅ You will be able to talk to a customer service representative when you have questions later.

## 20TH YEAR CELEBRATION

ELSA is proud to announce our 20<sup>th</sup> year of business October 2007. We are currently planning a company celebration. Look for upcoming details in the next month and join us as we show our appreciation for all your efforts in making ELSA successful.

### PLEASE PUT YOUR USED GLOVES IN THE PROVIDED CONTAINERS.....IT MAKES A DIFFERENCE!

First ask yourself how many gloves we all use in a days time? Most gloves have an average life of two washings. If everyone would deposit their gloves in the provided containers we could save the following:

**Welder Gloves=\$7.53 pair      Sleeves=\$6.54 pair**  
**Leather Gloves=\$.58 pair      Knit Gloves =\$5.42 pair**  
**Kevlar Gloves =\$ 5.51 pair      Aprons=\$7.60 each**

Additional ways you can assist:

- Do not turn your gloves inside out.
- Remove tape from the glove before putting in container.
- Put your used gloves in the containers.
- Use the washed gloves before getting new ones.
- Do not cut the sleeves or finger tips out of gloves.

We are now using a new company to clean our gloves and have not received any recent complaints from the employees who are using the washed gloves.

IT'S MONEY IN THE BANK!



### WELCOME TO ELSA!

We would like to introduce you the following new members of the team. Please take a moment to introduce yourself and make them feel welcome.



Mary Kazue Maeda  
Translator

Chad Frye  
2<sup>nd</sup> Shift  
Production G/L

Jeff Nolan  
1<sup>st</sup> Shift  
Production G/L