

# SAFETY/SERVICE TALK BULLETIN BOARDS

Most of you have noticed that new bulletin boards have been placed around the Plant. The idea behind this project was to have some consistency when posting for holiday needs and overtime.

Your area has been given an employee bulletin board by your designated time clock or the closest location to your work area. This board is for "employee use". It can be used for funeral announcements, birth announcements, 'for sale' items, cartoons, potluck signups, etc. Under no circumstances will anything obscene be placed on these boards, including profanity. Please do not tape notices on the walls, by the elevators, and anywhere else in the building. Supervisors have been instructed to remove any taped articles so please use your designated employee boards.

***Your area's designated bulletin board has been placed on the south wall across from the Supervisor's desk. This board will be used for the 010 operation. Please locate the bulletin board assigned to your area. These boards will be used for holiday postings and overtime desired lists ONLY. Please do not tape or staple on the boards. If you need push pins, please contact Debra Dickerson at 7571.***

Listed below are the locations of the bulletin boards:

- 1) 4 glass enclosed Safety boards, two on the 1<sup>st</sup> floor, and two on the 2<sup>nd</sup> floor.
- 2) 1 Safety board located in the FSM area.
- 3) 2 Notice boards, one on each floor. These boards will be used for personnel notices, mandatory postings, annual leave donations, etc.
- 4) 1 Diversity board located on the 2<sup>nd</sup> floor.
- 5) 2 locked Bid boards, one on each floor.
- 6) 1 Social & Recreation Committee board located in the 2<sup>nd</sup> floor lunchroom
- 7) 2 Employee boards located in both lunchrooms.
- 8) 4 APWU boards, two on each floor.
- 9) 3 Mailhandler boards, two on the 1<sup>st</sup> floor, one on the second.



Steven E. Wenzel  
Senior Plant Manager  
Des Moines Processing & Distribution Center