

VITAL SIGNS

The Monthly
Southeastern Newsletter

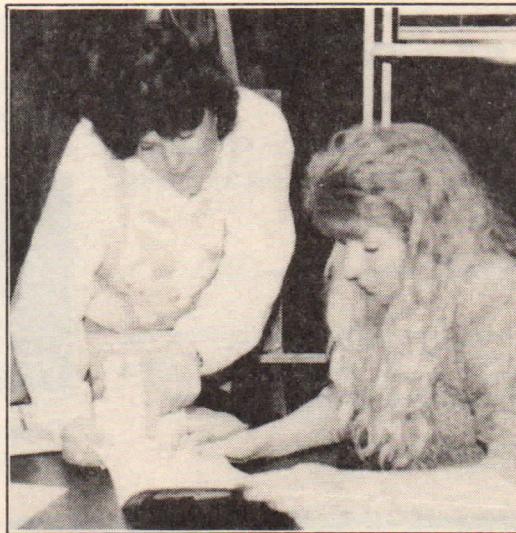
Issue 7 April 89

Southeastern working hard to protect employees

Southeastern Hospital Supply Corporation is presently taking steps towards increasing their employees awareness of occupational safety hazards.

Recently Southeastern has established a Hazard Communication Standard (HAZCOM) to offer all employees information and training about chemicals handled in the work areas. Glen Carter, the HAZCOM Coordinator, says "the HAZCOM program was developed by the Occupational Safety and Health Administration (OSHA) due to the concerns for occupational safety in the workplace. HAZCOM was initially designed for manufacturers, but was revised to include distributors such as Southeastern".

To increase the employees awareness of occupational safety, Trisha McPeak, Southeastern's materials clerk, began directing classes last month for all employees. In the classes, employees are introduced to the many features of the program and to the Material Data Safety Sheet (MSDS). This form lists everything known about one particular chemical. The MSDS also lists details on chemical dangers, physical dangers, safety procedures, and emergency response

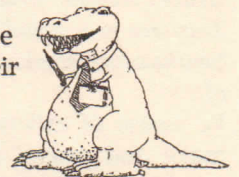


Trisha shows Theresa King, a Customer Service Representative in Fayetteville, some of the literature that will be distributed during class.

techniques in case of accidents. There are still many steps that need to be taken before HAZCOM will begin protecting the employees here at Southeastern. The MSDS forms will be posted throughout the company anywhere chemicals are used. Also, all chemicals must be labeled with their name, physical hazards, storing instructions and health hazards. And according to Trisha, the most important factor which will determine if this new program is a success, "is the need for all the employees here at Southeastern to work together".

DID DINOSAURS HAVE BUSINESSES?

Nobody can really say for sure if dinosaurs had businesses because the Ice Age destroyed their records. But paleontologists now believe that, yes,



dinosaurs probably did have businesses. Not the Brontosaurus, of course. That would be ridiculous. How would he hold his briefcase? But the Tyrannosaurus Rex has those funny little arms, which would have been perfect (see drawing above). Paleontologists think he was probably in sales.

From: *Claw Your Way To The Top*
By: Dave Bary



Shown above is Ginger Sheets surrounded by just a few of the farewell gifts she received. Ginger's last day in Data Processing was March 17. We miss you Ginger!



The Office Supply Swindle

From "Defrauding (And Discrediting) America by Sanford Bingham

Americans by the millions are finding out too late they have lost their life savings to a stock scam, travel club or vacation scam, bought a vacation to nowhere, safeguarded their money in a fake bank or loaned it to a leaky tax shelter.

The Direct Marketing Association issues Action Line Alerts when it discovers new swindles. Here is one all Southeastern employees should be aware of:

Be aware of callers who request the make and model of a copier (telex machine, computer, etc.). The caller's reason is given as a survey or serial number check. Sometime later, they call back and say, for instance, "you were overlooked when we notified our customers of a price change in toner; so I set aside two boxes for you at the old price."

Sometimes when the customers do not order they are sent the merchandise anyway. When they don't pay, phone harassment begins.

Beware when the caller apologizes: "the computer was down, we're sorry we couldn't notify you earlier of the price change in toner. . ." or mentions a "shortage" or "overstock" that gives him the opportunity to offer a great price.

These "Toner phoners" and "paper pirates" are masters at implying they have done business with you before. Be suspicious of people who say they are calling from the "national distributorship of the local company you usually do business with." Also beware of people who call "to confirm an order previously placed by someone else at your company."

The Dress Code



Listed below is the dress code for female employees that went into effect in October of last year.

Length of dresses should be knee length.

No denim jeans or skirts of any kind, including striped jeans or colored jeans that have been tinted or dyed. This also includes corduroys.

No high or long slits on dresses or skirts.

No jogging outfits or stretch pants of any kind. This also includes stirrup pants.

No athletic shoes of any kind.

No bare feet, slippers, or booties are allowed to be worn at any time. Shoes must be worn at all times.

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No tank tops are to be worn.

No sundresses are to be worn without jackets.

There should be no cleavage shown.

No see through blouses.

Clothes should be proper fitting and not tight. Please be aware that we are in an office and we do not need a second layer of skin showing.

No leg warmers of any kind.

Blouses and tops should be long enough to tuck in. No skin should show.

Happy Birthday!

Happy Birthday to the following employees who are celebrating their birthdays this month:

Bill Bateman	4/12
Agnes Boozer	4/18
Art Capps	4/28
Willie Carroll	4/30
Jerry Comstock	4/02
Norman Davis	4/07
Bud Faircloth	4/02
Rick Henry	4/12
Jean Jackson	4/09
Henry Kauffelt	4/28
Karon Lane	4/05
Janice Nettles	4/14
Wayne Rader	4/11
Earl Smith	4/17
Vernon Stephen	4/24
Constance Townsend	4/12
Margie Webster	4/10



Ray Manning, Jr. celebrated his birthday last month on March 17. Pictured left is Nina Villella helping Ray serve his birthday cake. Nina is a telephone operator here in Fayetteville.