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### Free Coffee Day!

To celebrate those employees with Birthdays in November (see Birthday Listing on page 3), there will be **free coffee** from the vending machine starting early AM on November 18th through early AM on November 19th. ENJOY!

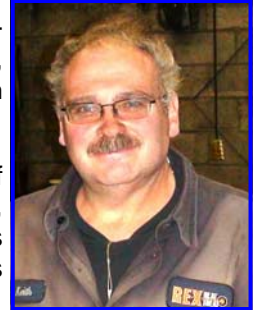
**HAPPY BIRTHDAY TO ALL!**

## Improvement Idea Winner

By Scott Wagner, Plant Mgr.

**Congratulations** to **Keith Bannon**, a Maintenance "A" Mechanic in the Maintenance Department, for being the improvement Idea winner for the month of October.

Keith's idea is to install feet or pads to the bottoms of the legs on the racks used to load torsion bars, axles, and other small diameter shafts for heat treat. This will help displace the weight and prevent the legs from falling through the screening.



There were a total of **6** improvement ideas submitted in the month of October. Others submitting improvement ideas were **Brain Wingate**, **Gregory Smith**, **Evelyn Chmielewski**, **Sharley Dubissette**, and **James Forbes**, with 1 idea each. Thank you for letting us know your ideas for improvements here at Rex.

The next Improvement Idea spin will be held on Monday, November 18, at 3:10 PM in the Induction area. Keith will be drawing the name of one lucky employee for the "Employee Appreciation" spin. Your name could be the one drawn and then you'd be taking a spin on the Rex Wheel of Chance.

Maybe you have an idea for an improvement at Rex. If you do, please write it down on a piece of paper and drop it into the box outside of the Production office. It might be the winning idea and then you'll have the opportunity to take a spin on the Rex Wheel of Chance!

## Monthly Winners

By Scott Wagner, Plant Mgr.

Our Improvement Idea winner for the month of September was **Michael Townsend**, a Furnace Operator on second shift. Mike, along with Robert Forbes, Ray DeHaven, Gregory Smith, and Gregory Bruno, who also put in improvement ideas in September, received a "Thank You" pin and a \$5 lottery ticket.



Michael Townsend (right), the Improvement Idea winner, is congratulated by Scott Wagner, Plant Manager.

Mike drew a name for the "Monthly Employee Appreciation" reward. That lucky winner was **Michael Evans**, a Furnace Operator on second shift. Mike won a reward of \$125 on his spin.

Mike drew 5 names from a bucket that contained the names of all Rex employees, and the winners each received a \$5 instant lottery ticket. Those 5 lucky winners of lottery tickets were **Robert Feldman**, **John Moss**, **Chris Kent**, **Ray DeHaven**, and **Andrew Hood**.



Michael Evans (left), the Employee Appreciation winner, is congratulated by Scott Wagner, Plant Mgr.

Out of all the correct guesses submitted for **The Rex Riddle**, one name was drawn to receive a \$5 instant lottery ticket. That winner was **Ted Smith**.

When **Mike Townsend** took his spin, he won a reward of \$150.

For refreshments everyone enjoyed an assortment of cookies and free hot beverages from the vending machine.



Chris Constable (13 yrs.) was on hand to receive his anniversary gift from Scott Wagner, Plant Manager.



Mike Townsend (left), Ray DeHaven (right), and Greg Smith (left) receive their "Thank You" pins from Scott Wagner, Plant Manager.

Don't forget to be at next month's spin to see if you might be the lucky Employee Appreciation winner taking a spin on the Rex Wheel of Chance!



Robert Feldman (left), John Moss (left), and Ray DeHaven (right) receive their lottery tickets from Scott Wagner, Plant Manager.

## A FRIENDLY REMINDER

Nancy Gardner here. I realize that much paperwork has been handed to you to complete this month. I'm not going to relieve you of this responsibility. This is a reminder to be sure to take the time needed to complete the tests AND the Emergency Contact form, **by the due date.**

REX HEAT TREAT		
Title: Lockout/Tagout for affected employees		
Revision: 1	Date: 10/21/99	Procedure #: JobAFFECTED.SAFETY4
1.0 SCOPE: Shop equipment.		
2.0 PURPOSE: The purpose of this hazardous energy control program is to prevent injuries and/or property damage when equipment or mechanical devices are out of service.		
3.0 RESPONSIBILITY: The safety director is responsible for the content of this work instruction. All employees are responsible for following these instructions.		
4.0 PROCEDURE:		
4.1 The method used is to prevent the release of any energy form that would cause sudden and unexpected movement, cycling, or shock. These energy forms could be any combination of the following:		
4.1.1	Electric	
4.1.2	Pneumatic (compressed air)	
4.1.3	Hydraulic	
4.1.4	Heat	
4.1.5	Motion or other gases	
4.1.6	Alcoholness	
4.1.7	Hanging, falling objects (doors, elevators, etc.)	
4.1.8	Chemical	
4.2 To prevent the release of these energy forms, doors and elevators must be mechanically supported in a stationary position when work is being done on the furnace.		
4.3 Also, to prevent the release of energy forms, a lockout/tagout procedure is commonly used on equipment that is being repaired by maintenance or is out of service.		
4.3.1 Lockouts are the use of padlocks attached to the valves, switches or controls of equipment to prevent it from functioning.		
4.3.2 Tagouts are the use of danger signs attached by a non-removable cable tie, a metal chain, locking clips or chains to equipment as a warning that the equipment must not be used.		
4.4 Lockout and Tagout devices are commonly attached to valves, switches, and controls. A tagout device may not always prevent a valve, switch or control from operating but is a warning not to use the valve, switch or control. A lockout device, however, will prevent the valve, switch or control from operating.		
4.5 Purpose of Lockout/Tagout.		
4.5.1 Lockout / Tagout is for the protection of personnel from injury while in, on, or around machines or equipment during repair, maintenance, and shut-down activities because of unexpected activation or status of the machine or equipment.		

With the hustle and bustle of the holidays right around the corner, it is easy to forget such things or put them aside for a later date. Do yourself (and me) a favor. Being you are reading this newsletter, **now** is an example of the perfect time to get them done!

And as one great person once said long ago, "There's no better time than the present." Thanks for your cooperation in these matters.

## Have a Great Thanksgiving!

REX HEAT TREAT		Rex Heat Treat-Lansdale	
Employee Information		Personal Information	
Full Name	LAST FIRST MI	Address	Street Address Apartment #
Home Phone	( ) ( ) ( ) ( ) ( ) ( )	Cell Phone	( ) ( ) ( ) ( ) ( ) ( )
E-mail Address			
ID EMERGENCY CONTACT PERSONS			
1 <sup>st</sup> Contact	LAST FIRST MI	Address	Street Address Apartment #
Relationship			
Primary Phone	( ) ( ) ( ) ( ) ( ) ( )	2nd Phone	( ) ( ) ( ) ( ) ( ) ( )
2 <sup>nd</sup> Contact	LAST FIRST MI	Address	Street Address Apartment #
Relationship			
Primary Phone	( ) ( ) ( ) ( ) ( ) ( )	2nd Phone	( ) ( ) ( ) ( ) ( ) ( )
You are now required to list 2 emergency contact persons in case of an emergency. We will attempt to contact the second person <u>only</u> if we cannot reach your first choice.			
<b>Reminder: REQUEST THIS FORM WHEN ANY CHANGES ARE MADE TO THE INFO PROVIDED ABOVE.</b>			
Thank you. Human Resources			

## There's a New \$100 Bill

The new \$100 bill made its debut on October 8, several years later than originally planned. The new bill was originally due to reach banks in 2011. But three years ago the Federal Reserve announced that a problem with the currency's new security measures was causing the bills to crease during printing, which left blank spaces on the bills.

Here are a couple of facts about the new \$100 bill:

- The bill is more expensive to print than the last version—12.6 cents per bill vs. 7.8 cents for the older style—but it's designed to be harder to counterfeit and easier to authenticate.
- The hundred note still features Ben Franklin on the front and Independence Hall on the back, along with more colorful illustrations and hidden text and pictograms that reveal themselves only under certain conditions.
- It includes two new features to thwart counterfeiters: (1) a "3-D" blue ribbon woven into the paper that, when tilted, shows 100s moving side-to-side or up-and-down; and (2) a camouflaged bell, seen within the copper ink-well, that turns green when the bill is tilted.
- For the first time, the engraving process includes the effect of "raised printing."
- The 3-D security ribbon, the new \$100 bill's most-talked about feature, is composed of thousands of tiny lenses that magnify the objects underneath them to make them appear to be moving in the opposite direction from the way the bill is being moved.
- Several places around the note there are words printed in letters too small to be reproduced by most copying technologies. Around Franklin's jacket collar it says "The United States of America."



The \$100 bill is actually the second most common bill in circulation, behind only the \$1 bill. It's slightly more common than the \$20 bill.

# HAPPY BIRTHDAY!

Employees celebrating a birthday in **November** are listed below. Let's wish them a happy day.

- 8 Monserrate "Mike" Santiago
- 11 Ron Makos
- 13 Joseph Carr
- 16 Theresa Scargill
- 17 David Brough
- 21 Nenneth "Lee" Holder



## Yearly Work Anniversaries

The following employees are celebrating their Work Anniversaries in **November**

### 1 to 5 Years

- James Stewart
- Jung Ohm
- Derek McAlarney

### 6 to 10 Years

- Fred Cherezov
- Arthur Hurt
- Vindon Griffin Jr.

### Over 10 Years

- James Forbes (16)
- Nancy McKinney (35)

You will receive your annual gift at the monthly spin.

## A LITTLE HUMOR

'Twas the night of Thanksgiving, but I just couldn't sleep.  
I tried counting backwards, I tried counting sheep.  
The leftovers beckoned, the dark meat and white,  
But I fought the temptation with all of my might.

Tossing and turning with anticipation,  
The thought of a snack became infatuation.  
So I raced to the kitchen, flung open the door,  
And gazed at the fridge full of goodies galore.



I gobbled up turkey and buttered potatoes,  
Pickles and Carrots, beans and tomatoes.



I felt myself swelling so plump and so round,  
Till all of a sudden, I rose off the ground!



I crashed through the ceiling, floating into the sky,  
With a mouthful of pudding and a handful of pie.  
But I managed to yell as I soared past the trees...  
Happy eating to all! Pass the cranberries, please!



## DID YOU KNOW?



The Greeks believed that certain stones had special powers. **Amethyst** is a stone of courage and warrior-like attributes. It was also believed to prevent drunkenness. The name of the stone comes from the Greek words a ("not") and methystos ("drunken").

**Jade** is universally thought to bring good fortune and longevity. Medieval physicians believed jade cured ailments of the urinary tract and broke up kidney stones. The name of the stone comes from the Spanish  *piedra de ijada*, meaning "loin stone".



It was believed that **Beryl** had the power to increase the wearer's attractiveness to the opposite sex and promote love. Possible colors of beryl are green, blue, yellow, red, and white. Emerald and Aquamarine are varieties of beryl.

Among the multitude of legends and strange beliefs of ancient times, it was thought that the wearer of a **Ruby** was blessed with health, wealth, wisdom and outstanding success in heart affairs. Furthermore, the wearer acquired the ability to live in peace with his enemies. In some places ruby was even thought to bestow invulnerability.



## The Rex Riddle - #30



I belong to you  
but am used more by others.

What am I?

To submit your guess for The Rex Riddle, take a slip out of the folder in the rack in the Production Office, fill it out, and drop it in the box outside of the Production Office door. Guesses will be taken until the morning of the monthly spin.

One name will be drawn from all the correct answers to receive a \$5 instant lottery ticket.

Can you figure out the riddle?

### Answer to Last Month's Riddle

I go in dry and come out wet.  
The longer I'm in, the stronger I get.

What am I?

Answer: A tea bag

## Watch Your Step! Don't Slip and Fall

[www.toolboxtopics.com](http://www.toolboxtopics.com)

Slips and falls are one of the most frequent causes of accidents, both on and off the job. Each year in the United States, more than 300,000 people suffer disabling injuries from falls. Slips and falls can be fatal as well; they rank second only to automobile accidents, causing nearly 12,000 deaths a year. To avoid getting hurt from falls, avoid rushing and remember the following:

### WATCH WHERE YOU WALK

Be aware of where you are walking. Look down continuously for spilled liquids, materials, equipment, changing surface levels, etc. Make sure the area is well lit or use a flashlight if lighting is poor.

### WEAR PROPER FOOTWEAR

Make sure your shoes are in good shape and correct for the job. Discard worn-out shoes with smooth soles and other defects. If conditions are wet and slippery, wear non-slip shoes or boots. Avoid footwear with leather soles which have poor floor traction—especially on smooth surfaces.

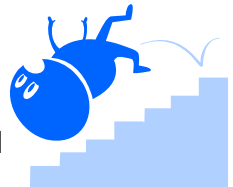


### CHECK FLOOR OPENINGS

Avoid unguarded floor openings. On construction sites, when covers are placed over floor openings, avoid walking on the cover unless it is absolutely secure and will not move or collapse. Never jump over pits or other openings.

### BE CAREFUL ON STAIRS

Do not run when going up or down stairs. Check to see that stair treads are in good shape, with no obstructions on the steps. Always use the hand railings that are provided. Avoid carrying large loads when going up or down stairs and ensure that stairs are well lit.



### USE LADDERS CORRECTLY



Never use broken or defective ladders. Set the angle of the ladder at the proper four-to-one ratio (height to width angle). Make sure the ladder is on solid footing and will not move when you climb upon it. Whenever possible, tie your ladder to the structure to improve stability. Anchorage at the bottom is also a good idea. Never stand on the top two steps of a step ladder.

### MAKE SURE SCAFFOLDING IS SAFE TO USE

When working on scaffolding, make sure it is secure, stable and properly set up. Do not work on scaffolding if guard rails are missing or the base is unstable. Check to see that planks are in good shape and not cracked. Tall scaffolds should be tied into a structure to increase stability.

### DON'T JUMP OUT OF VEHICLES

Never jump from equipment or vehicles. Use the handrail and steps provided, remembering the "three-point rule." The THREE-POINT RULE means *three* of your *four* limbs are in contact with the vehicle at all times—two hands and one foot, or two feet and one hand. Avoid stepping onto loose rocks, slippery surfaces, oil spills, etc.

Watch your step and don't trip yourself up! Remember, Gravity Always Wins!