



## **Safety is always first!** By Tony Prohaska

I want to thank everyone for your attention during the discussion about the new Safety direction that occurred during Plant Start-Up meetings at the beginning of the month. It is really important that we create a safety culture that maximizes the probability of going home injury free every day, every week, every month, every year, and for the duration of your Hallmark career. While our safety program has shown improvement over the last few years, we are convinced we can do better!

While leadership is key to a successful safety program, it is only when everyone is involved with safety, that lasting improvements are made. I believe that if we change our focus to one of employee engagement, ownership and a genuine concern for each other, we can make great strides in safety. We need to hold each other accountable for performing our jobs in a safe manner. Our work environment must be one where everyone is comfortable discussing safe work practices, and calling each other out when necessary. The goal at the end of the day is to see everyone go home safe. Don't allow your co-worker to get hurt because you didn't say something that could have prevented an injury!

The mindset of our program also needs to transform from a reactive to a proactive nature. Instead of thinking about the corrective actions that should take place after an injury, we need to look at our workstations and be thinking where could the next injury occur, and what can we do to prevent it from happening? This mindset will require us to challenge all of our existing work practices, many of which have not resulted in injury in the past but have the potential to do so. Keep in mind; we have seen a lot of people moving into new jobs throughout the plant. By reviewing our work practices with a proactive mindset, we should really be able to minimize the times someone has to "learn safety by accident".

As discussed in our start-up meetings, each department will have a safety team that will focus on safety topics at a department level. The teams will meet at least monthly and discuss topics that will focus on personal safety, hazard identification, and risk reduction. The leaders of the Department Safety Teams will be scheduling the first meetings in the near future.

I am really excited about the direction we are heading with Plant Safety. I hope when you are called on to participate on a safety team, you answer the call with a sense of pride and enthusiasm. It's up to all of us to make Leavenworth a great place to work. With everyone's help, I am confident we can achieve amazing results!

## **Focus On Facilities:** By Jim Munda

Roof repairs to the main building began on September 9<sup>th</sup>. The roofers are repairing the flashing around the perimeter of the building, repairing the cooling tower roof, and the expansion joint. The work is progressing well and is expected to continue through the end of October.

The new air handler for the front office area has arrived and is awaiting installation on the third floor next to the engineering offices. Work should begin later this month. Once the installation is complete, make sure you stop by Lisa's desk to ask how she is feeling.

The second and third floor men's and women's east bathrooms are scheduled to be remodeled by year-end. Demolition should begin mid-October. Please visit the newly remodeled bathrooms on the north end of the building during construction.



## Leavenworth Welcome's Jay Sims

### ◆ How long have you been at Hallmark Cards, Inc.?

I started in the Kansas City Production Center in January 1998. I helped install the Laser and Rapid Response departments. I supported other production activities as well. I moved to the Topeka Production Center in June 2002, where I overhauled a Bobst foil puller control system, designed 3 different card-tip-on-box machines with robots on two of them. I supported all departments including ACF (Auto-Cube Fill), ACE (Auto-Card Extractor), label printing, and department E (envelopes). For the last year I was also the IT support person.

### ◆ Where did you work before Hallmark?

I am a 1988 graduate from Kansas State University with a BS in Electrical Engineering. I went to work for Control Systems International, where I installed projects all over the USA, using Programmable Logic Controllers, Human Machine Interfaces, and other computers to achieve various goals. The product was moving gas through pipelines into the large storage tanks and eventually onto semi-tractor trailers for store delivery. I also helped make car airbags, and ammunition. In 1994, I went to work for Interactive Design Inc., the tools I used were similar. I helped make milk cartons, energy at a coal plant, nougat (candy), tires, bar soap and liquid soap.

### ◆ Hobbies, passions?

I like to snow ski, target shoot and ride my motorcycle. I have always had a motorcycle except for 1 week since 1976. I love the Lord Jesus Christ and attend Topeka Bible Church.

### ◆ Anything else you would like to share?

My wife's name is Tracey and we have two sons, Evan (16) and Jacob (13). We live on a farm with Jersey milk cows, Nubian milk goats, chickens, ducks, donkeys, a mule, dogs, cats and guinea pigs.



## HOLIDAY PLANT CLOSURE FOR 2013 & 2014

The Leavenworth Production Center will again temporarily close between Christmas 2013 & New Year's Day 2014.

The temporary closure will include 3 paid company holidays: Dec. 24, Dec 25 and Jan. 1 (the plant will be operating Monday, Dec 23.)

Non-exempt (hourly) employees may choose to use paid time off (PTO) or unpaid voluntary time off (VTO) for the 4 days of Dec. 26-27 & 30-31.

### FLU SHOTS

WHEN: WEDNESDAY, OCTOBER 16, 2013

TIME: 6:45 AM - 4:30 PM

WHERE: ROSEWOOD ROOM



FEE: NO OUT-OF POCKET EXPENSE FOR HALLMARK CIGNA MEMBERS

(Bring your Hallmark Cigna insurance card)

- ◆ \$25 if not on Hallmark Cigna insurance (cash or check)
- ◆ Flu shots are available to anyone working at Hallmark as well as their adult family members and retirees not eligible for Medicare.

Flu shots are eligible for 10 points in the Hallmark Health Rewards Program. Points can be self-reported this year (Cigna will not update points for flu shots).

## BIRTHDAYS

02	Penny Fields
04	Tony Prohaska
06	Elaine McClure
09	Kevin Kern
16	Jack Grimm
17	Warren Abernathy
18	Tammy Marsh
24	Thelma Cason
24	Stan Schloer
25	Angela Lebron
26	Sharon Schloer
29	Alan Collins
31	Terry Lindbloom
31	Irene Shelton

## ANNIVERSARIES

**35<sup>th</sup>** Gil Forgey  
October 2, Gravure

**35<sup>th</sup>** Doug Dickson  
October 23, Warehouse