

MONA ELECTRICAL SERVICE, INC.

June 21, 1991

SUBSTANCE ABUSE UPDATE

The State of Maryland has a drug referral service, creating round-the-clock referrals to approximately 250 drug and alcohol prevention and treatment programs in the state. The toll-free number for referral information is (800) 635-7619, the local number is 454-1761.

ATTENTION MONA VEHICLE DRIVERS

Do you have cones for your vehicle to set out when you have to park for an emergency call? If you don't, please contact your Operations Manager for these. We have noticed they seem to help prevent getting a parking ticket if you use the cones and our "EMERGENCY SERVICE" sign in your windshield.

FASCINATING FACT

"Light" olive oil isn't lower in calories than regular olive oil. It's just milder in flavor, and is meant to appeal to people who don't like the taste of the oil.

EMPLOYEE SPOTLIGHT

Dave Joyce, Foreman Scott Bates and crew receive a "Gold Star" for the excellent electrical work performed for Halt, Jackson & Thrasher at 99 Canal Center, Suite 230. "Thanks to Mona, we moved in on schedule", said Steven Halt. Halt, Jackson & Thrasher is a very satisfied customer thanks to the Mona team effort. Great job!

SAFETY TALKS

Practice the 5P's for successful safety talks:

- **Prepare** - Think safety - Write things down for your idea bank. Read safety materials selfishly. Listen to others' ideas and attitudes. Organize and outline your talks. Practice.
- **Pinpoint** - Don't try to cover too much ground. Concentrate on one safety rule, one first aid hint, one unsafe practice, one main idea - a communication bull's eye.
- **Personalize** - Establish common ground with your listeners. Bring it close to home. Make it important in their minds. Make it personal and meaningful to them.
- **Picturize** - Create clear mental pictures for your listeners. Appeal to both their ears and their eyes. Help them really "see what you mean". Use visual aids and demonstrations.

- **Prescribe** - In closing your safety talk, answer the question the listeners always have - "So what?" Tell them what to do. Ask for special action. Give a prescription.

By applying the 5P approach diligently, you have much greater assurance that your people will know, understand, and retain the message you have communicated. Results will show in improved safety, quality and production, and you won't be the only one to notice the benefits; your employees and your boss will too.

FOR SALE

48" screen T.V., make NEC, wood cabinet, 2 years old, asking \$1500. Call Cheryl at #423.

COST SAVING TIP

Do it the easy way - Save on labor - Use trough instead of conduit!

MAY SALES BONUS

The May sales bonus goes to Jim Quinn of the Technical department. Way to go Jim - keep that positive selling attitude and keep selling the generator maintenances & promoting the other departments. Your \$50 bonus is on the way.

WHITE HOUSE GREETINGS

If you or someone you know turns 80 soon, you could find a card from the Bushes in your mailbox. Cards are sent free of charge to couples celebrating 50 years or more of marriage and individuals celebrating birthdays of 80 or more years. Requests should be sent in writing four weeks before the birthday or anniversary date. Write to: The White House Comment Office, 1600 Pennsylvania Ave, NW, Washington, DC 20500.

JULY 4TH HOLIDAY

Mona Electrical Service will observe the July 4th holiday on Thursday, July 4th. Both the office & field will be closed.

SAFETY NOTE

Safety pays dividends for life!
EOE