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**[Your Name]**  
Union Health and Safety Representative  
Great Plains Paper Mill  
November 26, 2024

**To:**  
Jim Smith  
Plant EHS Director  
Great Plains Paper Mill

**Subject:** Immediate Action Required to Address Safety Concerns at Paper Machine #2

Dear Mr. Smith,

I am writing to formally bring to your attention several critical safety issues observed and reported at Paper Machine #2 in Bay 3. These conditions were initially reported by Operator Mike Johnson on November 25, 2024, and subsequently verified through my inspection. The identified hazards pose significant risks to the health and safety of our workforce and require immediate corrective action.

**Summary of Findings:**

1. **Steam Leaks:**
   * Active leaks were observed at multiple flange connections, including Valve V-23 and the bypass piping joint.
   * These leaks have created a hot, humid environment with reduced visibility, compromising operator safety and comfort.
2. **Exposed Steam Piping:**
   * Several sections of uninsulated steam piping were identified along operator walkways and above the control panel.
   * Surface temperature readings averaged 240°F, contributing to a recent burn injury suffered by a coworker during routine checks.
3. **Water Leakage on the Floor:**
   * Persistent water leaks from overhead joints and the machine’s return line have led to standing water and algae growth.
   * These conditions create slippery surfaces, as evidenced by a near-miss incident involving an operator earlier in the shift.

These hazards not only endanger our employees but also constitute a direct violation of Clause 12-1307 of the current bargaining agreement, which mandates the provision of a safe working environment.

I urge the management team to prioritize and implement corrective measures, including but not limited to:

* Repairing steam leaks and ensuring the integrity of flange connections.
* Installing insulation on exposed steam piping to mitigate burn hazards.
* Addressing water leaks and ensuring proper drainage to eliminate standing water and slippery surfaces.

The detailed field notes documenting these conditions are attached for your review. I request a written response outlining the planned actions and timelines for resolution by [specific deadline]. Failure to address these hazards promptly may necessitate further escalation in accordance with our contractual obligations.

Thank you for your immediate attention to these critical safety concerns. I look forward to your timely response and action to ensure the safety of our workforce.

Sincerely,  
[Your Full Name]  
Union Health and Safety Representative  
Great Plains Paper Mill

**Attachment:** Field Notes – November 25, 2024