

**GUIDE
TO
SAN PEDRO
YARD**

DECEMBER, 1943

**Bethlehem Steel Company
Shipbuilding Division
Terminal Island, California**

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San Pedro Bay Historical Society

08, 10303

INTRODUCTION

During your first few weeks as a new employee of Bethlehem Steel Company you may be somewhat bewildered by the amount of information you will receive about your job and the conditions under which you will work. Later on you will realize how necessary it is for everyone to know these things thoroughly in order to fit into the organization.

This pamphlet has been prepared to help you get started correctly on your new job. It includes the important facts you should know about the San Pedro Yard of Bethlehem Steel Company.

The Company recommends that you read this pamphlet thoroughly and keep it for future reference. It will answer many of the questions which may later arise in your mind.

SOME OF THE HISTORY OF THE SAN PEDRO YARD

The San Pedro Yard was founded in 1918 under the name of the Southwestern Shipbuilding Corporation. The ships built were tankers intended for the California oil industry.

The yard was acquired by Bethlehem Steel Company on January 1, 1922. For a number of years after that date the yard was engaged in ship repairing, and performed work on many kinds of commercial vessels and ships of the Navy and Army.

In September, 1940, the present Naval Construction Program was inaugurated in order to increase the size of the United States Navy. The San Pedro Yard began its participation in this program on May 1, 1941, when the keels were laid for the first two destroyers to be built in this Yard.

The ability and the co-operation of the personnel of the San Pedro Yard in furthering the Naval Construction Program has been officially recognized by the United States Government. Because of its "outstanding achievement in production" this yard was awarded, on December 24, 1942, the Army-Navy "E". Six months later a second star was awarded

for continued meritorious performance. Another award that has been made to this yard is the Treasury Department Minute Man Flag for its excellent record in War Bond Purchases.

THE IMPORTANCE OF YOUR WORK

By working in the San Pedro Yard of Bethlehem Steel Company you are taking a direct, important part in our "Battle of Production." Never before in the history of the world have so many people taken part in a production battle of this kind, and never before has the fate of nations depended so much on the people on the production front.

During the first World War only eight men were required at home to support one man at the front. But in this war it is recognized that eighteen men are needed on the production line for each man at the front.

Tanks, guns, and planes are rolling off the assembly lines by the thousands, but they are of no use to our soldiers unless we can get them to the battlefields.

Ships are needed for this job, but cargo ships without protection are helpless against the attack of submarines and the fighting ships of the enemy. So naval vessels are needed to

control the seas and to provide convoy escorts for our cargo ships and troop ships.

Every American knows that "man for man and ship for ship", the American Navy is the best in the world. That is the standard the Navy maintains for itself; and a correspondingly high standard is demanded by the Navy of shipyards doing work for them. The San Pedro Yard meets the demands of the Navy—its work is as high in quality as that of any other yard in the country.

These are the standards which you will meet in your work here, and these facts show you the importance of the work you are about to do. The final result depends upon the performance of each individual.

EMPLOYEE BUILDINGS

For the convenience of the employees working in the yard, the Company has constructed two **employee buildings**.

MEN

Employee Building No. 1, which is located just north of the old Machine Shop, has its **first floor** devoted to men employees. Employee Building No. 2 is just south of the Marine Machine Shop No. 2 and directly west of the five-story Warehouse Building in the cen-

ter of the yard, and is likewise devoted to the use of men.

These buildings contain **lockers**, showers, washing facilities and **toilets** for the convenience of the men, and are maintained by an efficient janitor force. You can help to keep these rest rooms clean by not spitting or throwing paper or other refuse on the floor. Use the receptacles provided for this purpose.

WOMEN

For the comfort and convenience of women employees, the **second floor** of Employee Building No. 1 is maintained as a rest room. Capable matrons are in charge of these facilities which include cots, lockers, wash-stands, showers, toilets, and other conveniences. Your co-operation is requested in helping to keep your rest room clean. The matrons will see to your special needs and also that the privileges offered are not abused by loafing or other misconduct.

YOUR SHIFT

The San Pedro Yard has two general shifts, the day shift and the night shift. Shifts may vary somewhat in different departments to meet certain conditions. You will be told what your shift hours will be. Regular hours

of work for men and women are slightly different, as shown below:

MEN

For men, the day shift starts at 7:00 a. m. and the night shift starts at 7:00 p. m. There is a five minute warning whistle before each of these shifts.

The lunch periods begin at 12 Noon and 12 Midnight. The allotted time is one half hour. There is a five minute warning whistle before the end of each lunch period.

The day shift ends at 5:30 p. m. and the night shift ends at 5:30 a. m.

WOMEN

For women, the dayshift starts at 7:30 a. m. and the night shift starts at 7:30 p. m.

The lunch periods begin at 12 Noon and 12 Midnight. The allotted time is one half hour.

The day shift ends at 5:00 p. m. and the night shift ends at 5:00 a. m.

MEN AND WOMEN

On Saturday the day shift for both men and women will be from 7:00 a. m. to 3:00 p. m.

LUNCH FACILITIES

For your convenience the San Pedro Yard has made arrangements whereby can-

teens will be available throughout the Yard during lunch periods, on both day and night shifts. In these canteens you will be able to secure both hot and cold meals, coffee, milk, pop, cigarettes, etc.

BADGES

As an employee of the San Pedro Yard you will have two badges; (1) a Bethlehem Badge, and (2) a Navy Pass for Terminal Island.

When you are hired you will receive a temporary Bethlehem badge at the employment office. You will be sent to the Navy Security Center where you will be given a temporary Navy Pass for Terminal Island. One week after you are hired, return to the Employment Office and obtain your permanent Bethlehem Badge and Navy Pass.

The purpose of the Bethlehem Badge is: (1) to identify you, (2) to show your department and number, and (3) to designate what zone you may work in. (The zone is indicated by the background color in the badge; a green background indicates that you may work throughout the yard, except on navy ships afloat, and a blue background indicates no limit on your zone of working.)

Your Bethlehem Badge does not in itself

allow admittance to the Yard, but it must be accompanied by your Time Card, which you will obtain from the time card rack.

The Navy Pass for Terminal Island does not provide for admittance to the San Pedro Yard. This badge will carry your picture, age, weight, height, and complexion, plus your thumb print and signature.

It is necessary that you wear both badges on the left breast in a position where they can always be seen.

At No time should badges be switched with other employees.

YOUR TIME CARD

When you hire in you will receive your first time card from the Employment Office. This time card will have your starting time on it when it is given to you. For your first shift, you will be checked directly into the Yard from the Employment Office.

You will then go to the department where you are to work. There you will be given instructions as to where to place your time card. This will be in a rack located near your work.

At quitting time your time card will be in the rack in which you placed it at the beginning of the shift. You will take your time card

to the checking-out gates and hand it to the timekeeper.

When you hand your time card to the timekeeper you should hold the card with the number on the top of the time card towards yourself, and the opposite end of the card toward the timekeeper. This will expedite your passing through the checking out gates. Leave the yard by the same gate you enter. (Note: You need not worry about clocking out when you hand your time card to the timekeeper because he will do that for you later.)

When you return for your next shift, you will go through the checking gate bearing the number of your particular department. You will find your card filed in the rack according to your number, then clock in, and take your time card to the rack where you were instructed to leave it on the previous shift.

If you are unable to find your time card when you arrive for work, go to the employment office for another.

If you desire to leave the Yard early, for any reason, you should consult the clerk in your department. If your early departure is approved, the clerk will then give you an order to obtain your time card from the timekeeper's

office, or a pass to leave the yard in the event that your time card is already racked.

All time is kept in tenths of hours. If you are late to work one to six minutes, you will lose six minutes time. If you are late seven to twelve minutes, you will lose twelve minutes time, etc.

Your time card must remain in the time card rack until the whistle blows, unless you have orders to leave the yard before the end of the shift.

ABSENTEEISM

If you are absent from work, you will find a red absentee card in place of your regular clock card when you return to work. Punch this red absentee card in as you would a regular time card and take it to your department clerk as indicated by the card. The clerk will then arrange for the return of your regular time card and will arrange to have your starting time marked as shown on the red absentee card.

IMPORTANT

Do not fold, tear or mutilate your time card. Do not let it get wet. Your time is recorded by passing your time card through an automatic machine and mutilation of the card can cause mistakes in figuring your time. This

also applies to all other cards which are punched for use on tabulating machines.

YOUR PAY

You will receive your pay by check, through your respective timekeeper.

If you work on the day shift, you will receive your pay on the following Friday after the week in which it was earned. If you work on the night shift you will receive your pay on the following Thursday night after the week in which it was earned.

If, for any reason, you do not receive your pay check on the regular pay-day, you should report the matter to the clerk in your department whose duty it will be to determine the reason and advise you what to do.

If there is a question relative to the amount of the pay-check, you should see the clerk in your department and secure from him revised form No. 2139—"Wage Claim", which form can be completed and filed with the clerk. After circumstances have been determined, the form will be returned to the clerk showing what disposition is to be made of the claim.

FEDERAL OLD AGE BENEFIT AND STATE UNEMPLOYMENT TAX

Payroll deductions are made for Federal

Old Age and Survivors Insurance as provided in Social Security Act, and the Employment and Unemployment Insurance as provided for by the laws of the State of California. One percent (1%) of your earnings is deducted to cover the Federal Old Age and Survivors Insurance as provided in Social Security Act; another one percent (1%) of your earnings is deducted to cover the Employment and Unemployment Insurance as provided for by the laws of the State of California. This makes a total of two percent (2%) deducted from your earnings up to \$3,000 in any one year.

FEDERAL INCOME AND VICTORY TAXES

Federal income and Victory taxes are deducted from your check according to law.

SMOKING

You are permitted to smoke during working hours throughout the Yard except in the following prohibited areas:

NO SMOKING AREAS

1. Mold Loft (except in offices).
2. Pattern Shop, Joiner Shop, Carpenter Shop, Stage Rigger Storage Building (except in offices).
3. Pattern Storage Building.

4. All Paint Shops (except in offices).
5. Old Storeroom and Tool Room (except in offices).
6. Machinery Storage and Warehouse Building (except in offices and Issuing and Repair Tool Rooms).
7. New Ship Carpenter's Mill.
8. Gasoline Station and Fuel Oil Tanks.
9. Rag Storage Buildings.
10. Transformer Station over Plate Shop and all sub stations.
11. All ships in water—new and repair.
12. Aboard vessels on Drydock.

Smoking in prohibited areas at any time will be cause for your immediate dismissal. This ruling will be rigidly enforced.

Fire from any cause is sabotage on our National War Effort. You are requested to exercise great care in extinguishing cigarettes and cigar butts. Do not throw them out of windows. Buckets of sand are provided for disposal of cigarette and cigar butts and pipe ashes.

FIRE CONTROL AND PRECAUTIONARY RULES

To safeguard this yard and its employees from fire, the Company has established a Yard

Fire Department located at the east end of the Engineering Building.

There are certain simple rules you should know and practice.

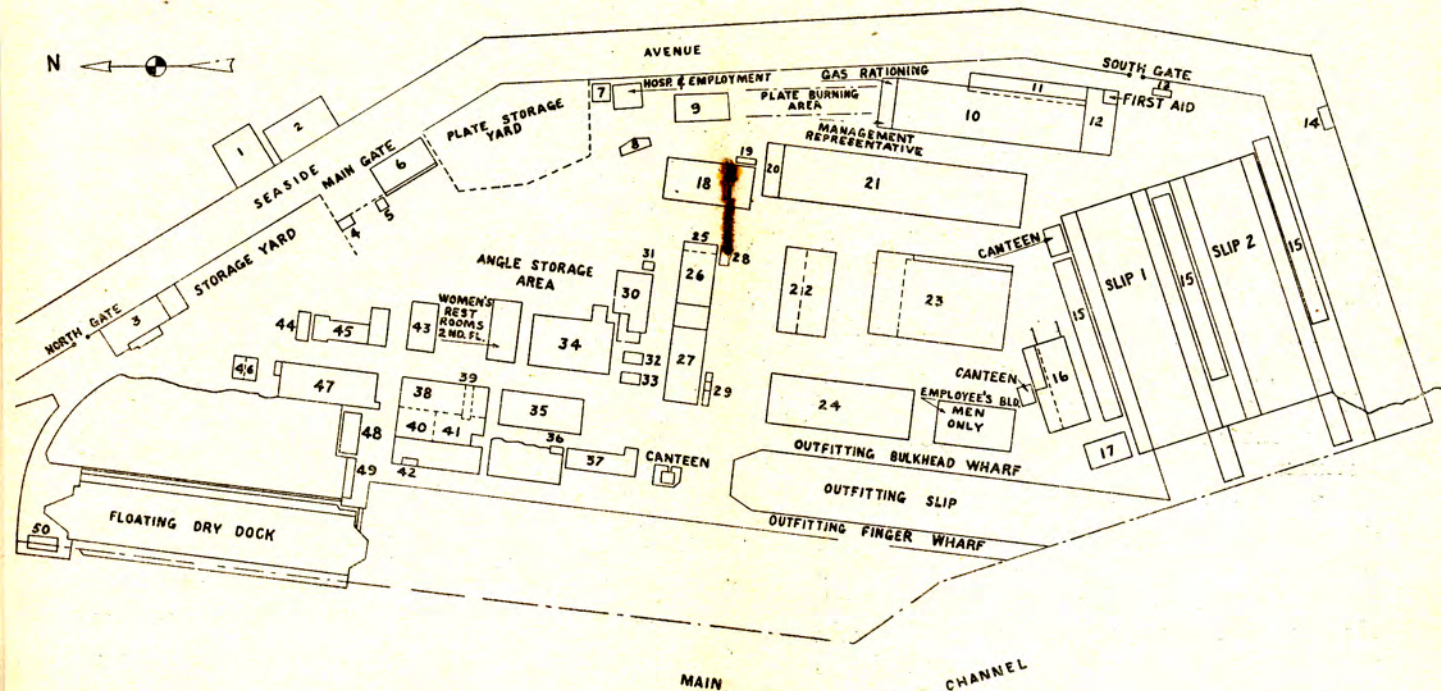
(1) Should you discover or inadvertently cause a fire while in the yard, **dial No. 260** (the Yard Fire Department) without delay, and give the **exact location and extent of fire.**

(2) Fire hose and portable **fire extinguishers** of various types and sizes are strategically located throughout the Yard and buildings. Familiarize yourself with the location and operation of each type fire extinguisher in the area in which you are working. Ask your foreman or some member of the Fire Department to explain their operation. When an extinguisher is emptied, notify the Fire Department at once.

(3) Keep your working area and operation procedure as free from fire hazards as is possible.

(4) Observe the "NO SMOKING" areas in the Yard.

(5) Firewatchers are stationed aboard all ships that we work on. Their job is to safeguard the ship from fire. Co-operate with them in any way you can to combat this enemy of life and property.



KEY TO MAP

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|-------------------------------|------------------------------------|-----------------------------|-------------------------------|
| 1. Purchasing | 14. Navy garage | 27. Compressor room | 40. Sheet Metal Shop No. 1 |
| 2. Warehouse No. 4 | 15. Welding slabs | 28. Paint and spray room | 41. Copper Shop No. 1 |
| 3. Cashier, Bonds, Annex | 16. Welding shop | 29. Vulcanizing building | 42. Office—Repair Work |
| 4. Check gate | 17. Ship mill | 30. Blacksmith Shop | 43. Paint Shop |
| 5. Watchman's office | 18. Anglesmiths shop | 31. Storage | 44. Stage rigger's storage |
| 6. Main Office | 19. Foreman's building, plate shop | 32. Sub. station | 45. Carpenter Shop |
| 7. Water Tower | 20. Trans. station | 33. Store room | 46. Blue prints and photostat |
| 8. Fuel tanks | 21. Plate shop | 34. Machine Shop No. 1 | 47. Pattern and Joiner shop |
| 9. Main trans. station—garage | 22. Machine Shop No. 2 | 35. Store and tool room | 48. Marine Machinists—Repair |
| 10. Mold loft | 23. Warehouse No. 2 | 36. Storage | 49. Gear and Paint |
| 11. Drafting rooms | 24. Outfitting shops | 37. Rigger's building | 50. Dock Master's office |
| 12. Superintendent's offices | 25. Fire station | 38. Pipe Shop No. 1 | |
| 13. Check gate | 26. Electric Shop No. 1 | 39. Watchmans room—upstairs | |

SAFETY

The Safety record of the Bethlehem Steel Company's San Pedro Yard is an exceptionally good one and it is the policy of the Company to keep it so. It should be obvious that the only way this can be done is for each new employee to learn as quickly as possible, how to follow the general rules of Safety.

The general Safety rules are as follows:

1. Accept your responsibility to yourself, to others, and to your Company to do your work without injury to yourself or your fellow workmen.

2. Wear safe clothing. This includes close fitting clothing, sturdy shoes (preferably with safety toes), hard hat where there is danger from overhead injuries, and a good grade of gloves where necessary, to be replaced when worn or grease soaked. Do not wear finger rings or other jewelry on the job.

3. Keep yourself in good physical condition and keep clean. Eat good food properly balanced, get plenty of sleep, and use caution in the use of alcohol.

4. Keep your eyes open. Watch out for moving equipment and materials that you might bump into or trip over. Be careful you do not fall through deck openings which may

be temporarily unguarded because of the nature of the work. **Stay out from under crane booms and leads.**

5. Keep your hand tools in good condition. Keep your hammer handles well set with no splits, keep mushroomings ground off of tools with striking heads. Replace wrenches when jaws become worn to a point where they may slip, and keep tools clean of excessive grease and oil.

6. Be careful when handling or placing tools or materials, and do not leave them where they may fall. Don't strain yourself lifting.

7. Get the proper equipment from the tool rooms. This includes the various types of goggles and respirators. It is important for you to wear goggles where the slightest possibility of eye injury exists, either from a welder's arc, or any grinding, chipping, riveting, buffing, burning, or similar operation.

8. Don't handle tools and equipment until you are properly instructed in their use and are authorized to do so.

9. Keep your work place clean and orderly, no matter whether it is in the shop, the Yard, on the slabs, or aboard the ships. Staging, especially, should be kept clean and orderly.

10. Don't take unnecessary chances. If you are in a hurry walk fast, and don't run. Stay on the main walkways and ladders as much as possible.

Horseplay will not be tolerated in the Yard. Serious injuries have resulted from it, so don't play practical jokes, don't throw objects, and don't strike or tickle fellow employees.

Compressed air is very dangerous. It should be used with caution. Don't direct the air stream at your own body or at any one else. Don't use it for cleaning. Don't break air hoses under pressure or tie off the ends.

Electricity—Do not touch electrical conductors and apparatus. Leave all electrical work for the electricians and temporary light men.

Should you notice any unsafe conditions in the Yard, or if you have any doubt in your mind as to the safe procedure on any part of the job, ask your leaderman. He will be glad to recommend the proper method to use.

SPECIAL SAFETY RULES FOR WOMEN

The following rules are supplementary safety regulations for the protection of women production workers:

1. Eye Protection

All women production workers, and women such as timekeepers who regularly enter production areas, will wear adequate eye protective equipment, such as goggles, face shields, or other types of eye protective equipment, as indicated by the nature of their work.

2. Hair Covering

All women workers, other than office workers who do not regularly enter production areas, shall completely cover their hair—so that none is exposed—by means of turbans, bandanas, caps, or combination cap and snood, in order to prevent the possibility of the hair becoming entangled in their work or of being set afire. The correct hair covering will keep the hair clean and safe from the damaging effects of industrial dirt and grime, exposure to the sun, etc.

3. Foot Protection

Fashion in shoes in the yard is based on utility and safety. This means that high heels, soft slippers, sneakers, huaraches, and open-toed shoes will not be permitted. Shoes should be well fitted, preferably with safety toes and leather or cord soles and heels. The height of the heels should be not over that of a modified Cuban or walking heel. Welders and burn-

ers must wear either high shoes or boots or leather spats to protect their ankles against burns.

4. Clothing

Clothing of the cover-all type in either one or two piece gabardine, denim, or closely woven cotton or wool material will be required for all women production workers, and for women who regularly enter production areas. The garments shall be either short or long sleeved, with cuffless trousers. There shall be no turned cuffs on the sleeves, and if the sleeves are long, they must fit closely at the wrist. Color is optional.

The above four rules will be very strictly enforced and you will not be permitted on the job until you comply with these rules.

WHAT TO DO IN CASE OF AN INJURY

It is your duty to procure treatment of any **injury**, no matter how small, which you may receive during the course of your employment. For this purpose there is maintained within the Yard an industrial **hospital** which is open to you twenty-four hours a day, seven days a week.

If you receive a minor injury, report at once to your leaderman and obtain from him

a **hospital pass**, then report to the hospital for treatment. **If your injury is of a serious nature report directly to the hospital for immediate treatment.**

The arrangement of the hospital is such that women are assured of privacy during treatment or physical examination.

The Yard Hospital is located in the same building with the Employment Office.

COMPENSATION

Questions which may arise concerning your eligibility for benefits under the Workmen's Compensation Laws of the State of California and the Longshoremen's and Harbor Workers' Compensation Act, should be taken up with the Compensation Department, located in the Main Office Building.

RELIEF PLAN

Bethlehem Steel Corporation has established for the benefit of its employees and the employees of its subsidiary companies a relief plan to provide at a minimum cost, relief benefits for employees participating in this plan, when disabled by sickness or accident for which they are not entitled by law to compensation or other payments from the corporation or any of its subsidiary companies under workmen's compensation laws or otherwise, and for

the widows and dependents of such employees in case of death.

The contributions payable by a participant under the plan shall be due monthly in advance on the first calendar day of each month, and shall be paid from the time of his becoming a participant in the plan, throughout the entire period of his participation.

At the time of hiring you are given detailed information about the Relief Plan at the Employment Office.

If you are a member of the Relief Plan, to collect benefit payments, you must report illness within seven days, or injury within three days to the Relief Department. You may do this by calling Harbor 8844 and telling the operator you wish to report an illness. A postcard, which is enclosed with each policy, or a letter may also be used. It is also required that you furnish, on forms provided, a doctor's certificate of disability, bi-monthly during the period of illness.

Failure to report absences caused by sickness or any other causes within ten (10) days will result in your automatic termination.

AIR RAID SYSTEM

The San Pedro Yard has established an

Air Raid System whose purpose is two-fold: (1) to protect your life during air raids; (2) to guarantee uninterrupted production as nearly as possible at this time of National Emergency.

To accomplish this, there are certain rules and regulations which you must learn and abide by in case of air raid. These are as follows:

SIGNALS

- A. Air Raid or Blackout signal is three ten-second blasts of the Yard whistle with three-second intervals between, and on the hulls and ways by a flashing of lights.
- B. The All Clear Signal is one long blast of the Yard whistle.

When an Air Raid or Blackout signal is sounded an employee should put his tools away, cover all open vents, open heaters, pull all shades and venetian blinds and then go to his assigned place.

The following table will show you where to seek cover when the Air Raid or Blackout signal is sounded. Be sure that you learn as soon as possible your regular station.

LOCATION

- A. Main Office, first floor
- B. Purchasing Office

- C. Transportation Bldg.

- D. Employee Bldg. No. 1,
1st floor

- E. Employee Bldg. No. 2,
1st floor

- F. Mezzanine

- G. First floor under Mezzanine

- H. Floor of Slip No. 1,
under hulls

- I. Floor of Slip No. 2,
under hulls

- J. Employee Bldg. No. 1
(when drydock is clear)

- K. Navy Warehouse,
second floor

- L. Nearest Employee Bldg.

PERSONNEL

Main Office Employees
Purchasing Office and Accounting personnel assigned to this location.

Employment Office
Yard Painters
Maintenance Personnel

Blacksmiths
Joiner Shop
Machine Shop No. 1
Unassigned Pipe Shop Personnel

Navy Warehouse
Welder Shop
Ship Mill
Mold Loft
All personnel in actual attendance of school classes

New Machine Shop Personnel

Outfitting Building Personnel

Slab No. 1
Crane Operators
All employees working on hulls in Slip No. 1

Slabs No. 2 and 3 personnel

Drydock personnel

Women employees of Mold Loft Bldg.

All employees not listed above.

Do not use vaults for shelter.

It is suggested that you follow these rules during an Air Raid:

- A. Keep away from all windows.
- B. Do not use the telephone.
- C. Speak English only.
- D. Do not use elevators.
- E. Remain calm and cool at all times, do not shout or yell.
- F. Co-operate with your Air Raid Warden; obey his instructions; he is there to help you.

During an Air Raid, the Chief Air Raid Warden will be at the Main Gate, Phone Extension 225; secondary Air Raid Headquarters will be located at the South Gate, Extension 253.

THE PENSION PLAN

In keeping with all modern and progressive companies, Bethlehem Steel Company has had in effect for many years, a pension plan for the benefit of its long-time employees. Pension payments are paid entirely by the Company, without any financial contribution from the employees.

WAR BONDS

You may purchase War Bonds through the Company by the Payroll Deduction Plan. The Company hopes to have 100% of its employees participating in this plan for buying

War Bonds. You will be furnished with a payroll deduction authorization blank to be filled out if you desire to become a participant in the War Bond Deduction Plan.

Payroll deductions may be made from your earnings. Employees usually subscribe at least 10% of their earnings.

Application is made on the regular payroll deduction authorization blank. Take care to see that each question on the form is completely answered, making sure that the amount to be deducted and the denomination of the bond are plainly written, and the denomination of the bond checked off. If you want to designate a co-owner or beneficiary, the given name of the person must appear in the proper place on the form; also be sure that your Social Security number is correctly written.

Bonds are purchased by the Yard at the local Post Office. Delivery of these bonds by the Postal Department has been approximately one week after the employee receives his receipt for the bond from the Company.

In order to expedite prompt delivery of bonds, changes of address should be reported to the Company immediately.

In addition to the regular War Bond Deduction Plan, the Bethlehem Steel Company

also co-operates with the Treasury Department in promoting special War Bond Drives.

LOS ANGELES AREA WAR CHEST AND AMERICAN RED CROSS

In general, the Company assists in campaigns and by donations to, organizations which provide indirect benefit to you through civic agencies such as the Los Angeles Area War Chest and the American Red Cross. Your donations are entirely voluntary.

RATIONING DEPARTMENT

For your convenience, in co-operation with the O. P. A., the Bethlehem Steel Company has established an office in the San Pedro Yard which handles O. P. A. certificates of purchase for rationed items. Some of these rationed items are:

Rubber boots	Bicycles
Safety shoes	Automobiles
Tires and tubes	Gasoline

If you need tires and gasoline to go to and from work, or for occupational mileage, get proper authorizations for their supply through this office.

The Rationing Department is located in the North End of the **Mold Loft**.

TRANSPORTATION

If you want someone to travel to work with you, or if you need transportation to work, consult the "Ride Club". You will be given assistance in finding a rider or a ride. This "Ride Club" is handled by the Rationing Department.

If it is at all possible, it is your patriotic duty to carry riders in your car if you drive to work.

LOST AND FOUND

A Lost and Found service is established for your convenience in the Rationing Department. Your co-operation with this department in returning lost articles will be appreciated by your fellow employees.

HOUSING

The Company maintains facilities to assist you in obtaining housing accommodations. This service is also located in the Rationing Department.

TRAINING

Job training programs adequate for your needs are maintained under the supervision of capable instructors.

SELECTIVE SERVICE

If you are in the age bracket covered by the Selective Training and Service Act, you are automatically registered with the Selective Service Department. Records are kept by that office of your ability, previous work experience, marital status, and number of dependents. This information is used in matters as they apply to your case. Keep your department clerk informed of any change in your Selective Training and Service status or of any communication from your local Draft Board.

CONDUCT

The Bethlehem Steel Company will not tolerate possession or drinking of liquor, gambling, or immoral practices in the Yard.

Any problems which may confront you arising out of the misconduct of other employees may be reported to your foreman or counsellor. Action will be taken as indicated by the results of an investigation.