Five Minute
SAFETY TALKS
FOR FOREMEN

BOOK 2

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FIVE MINUTE SAFETY TALKS FOR FOREMEN

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HOW TO USE THE FIVE MINUTE SAFETY TALKS

This is the second book in a series of safety talks prepared by the National Safety Council especially for the use of foremen. The talks cover all phases of accident prevention. They are written by safety men who have had years of experience in the field they cover.

PREPARING FOR THE SAFETY-TALK MEETING

1. Schedule the meetings at least a week in advance so that you have a chance to become familiar with the subject to be discussed. You should be able to present the talk in a convincing manner without reading it.
2. Arrange to hold the meeting right in the shop. Sitting space is not absolutely necessary because the meetings are short, but arrange so that all the men can see and hear you easily. A good time to hold the meeting is immediately after lunch so that work is not interrupted and the shop is comparatively quiet.
3. Gather beforehand all the posters, hand-out literature, and other materials you intend to use at the meeting. Wherever possible use actual equipment to illustrate your points. For example, mushroomed tool-heads or broken hammer handles to show how they can cause accidents, or fire extinguishers, protective clothing, and goggles, to show their proper use. For appropriate posters, hand-out materials, and safety instruction cards, see the National Safety Council Poster Directory, Service Guide 2.1, and Service Guide 5.2.

CONDUCTING THE SAFETY-TALK MEETING

1. Have one safety-talk meeting each week.
2. Limit each talk to five minutes.
3. Start the meeting by complimenting the men for some recent good work or by giving them some constructive criticism in a friendly tone.
4. Give the talk in your own words. Each talk can be torn out of the book so that you have it in front of you for easy reference. But use it only as a reminder or outline of what you should cover in your own talk.

OTHER ITEMS TO COVER AT THE MEETING

Review any injuries the gang has had during the past week. Discuss:

1. What the injury was
2. How it happened
3. How it could have been prevented

Review safety violations noted during the past week. Discuss:

1. Nature of violation
2. Danger involved
3. Constructive criticism (note: do not criticize anyone by name in front of group)

Review the work planned for the week ahead. Discuss:

1. Hazards to watch for
2. Safety equipment to be used
3. Procedures to be followed

SCHEDULE OF MEETINGS

SUBJECT OF SAFETY TALK	MEETING DATE	FOREMAN

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NOTES

SAFETY PAYS OFF

Every now and then someone asks the question: "Does safety really pay off? All the time, the effort, the good money poured into safety programs; the planning, the meetings, the inspections, the campaigns and contests, the posters, all the National Safety Council materials. Does all of that pay off? Is it all worth it?"

Well men, there's only one answer. "Yes!" Just as sure as I'm standing here, "Yes, safety paysoff!"

It's hard to actually see some of the important ways in which safety pays. You can't point your finger and say: "Look, here's where safety paid off yesterday; here's where it's going to pay off next week, right here at this machine, and halfway down this assembly line."

Now with accidents it's a different story. You can see accidents all right! Sometimes their results—a stream of blood, a moan of pain—grab your attention. But you can't see prevented accidents, either. You can't see the damage, the bottled-up production, the disaster, the death that safety prevents from happening.

So you see, much of safety's pay-off is an invisible proposition, but that doesn't make it any less valuable. Electricity's invisible, too—and it's still mighty valuable stuff!

Now, one of the ways we can show the results of safety programs is by putting the gains into dollars and cents. Money talks. Let's see what it has to say about safety.

The purpose of this plant—or any plant—is to produce. If a plant can't keep its production costs down low enough, or its production volume up high enough, there's no profit

cleared. And if there's no profit for long enough, there's no wages; in fact, there's no plant! Your job—and mine—depends on whether or not our plant can clear a profit. If we can't produce in a way that pays off, then it's goodbye jobs—for everyone from the sweep-out man to the president!

Where does safety come into all of this? In a lot of important ways. We'll take them up one at a time.

FIRST, SAFETY RESULTS IN LOWER COSTS. Safety cuts out needless waste of materials, time, and manpower. Safety preserves our machinery and equipment, which is an expensive investment and expensive to replace. And a good safety record brings us lower operating and insurance costs, which cuts down on the plant overhead. That adds up to bigger profit -- and bigger salaries.

SECOND, SAFETY INSURES A GOOD PRODUCT. There's no profit without sales, and no sales without a first-rate product. Accidents can result in defective products, either by actually damaging our products and the equipment that turns them out or by lowering the morale of the workers—and there's got to be top-notch morale if there's going to be top-notch products. Safety means good working conditions, healthy surroundings, workers who have all the encouragement around them to do their very best. A good product has to have safety behind it!

THIRD, SAFETY INSURES JOBS. We're talking, now, about your ability to earn wages—to bring home every week that good old green stuff that pays the rent, feeds the kids, fattens the bank account, and puts a new paint job on the old jalopy. Ever stop to think about how much your family depends upon your safety? Without a breadwinner, they're up against it. Sure, there's compensation; but just try to raise a family—give the kids everything—on compensation checks. Compensation supplies the bread ... but no butter ... and never any cake!

FOURTH, THE ENTIRE COMMUNITY PROFITS FROM SAFETY. We live in a complex society. This plant, like all others, is just a cog in the whole machinery. But it's an important cog. Our community, other plants, other businesses of all kinds, depend very much on our

uninterrupted production. When it stops, a lot of other operations in this community -- and all over the country -- stop too, or are slowed down. And nothing can throw a husky monkey-wrench into smooth production like the loss of a key man or damage to vital equipment because of an accident!

Sure, safety costs time, money, and a healthy amount of sweat ... but it's worth it! Because safety does pay, just as sure as you pay taxes! It pays this company of ours in profitable operations. It pays the community in more and better goods. It pays you and me in guaranteeing us steady work in safe, healthy surroundings. It pays our families in life's necessities, happiness, and security, because when we play it safe the money rolls in.

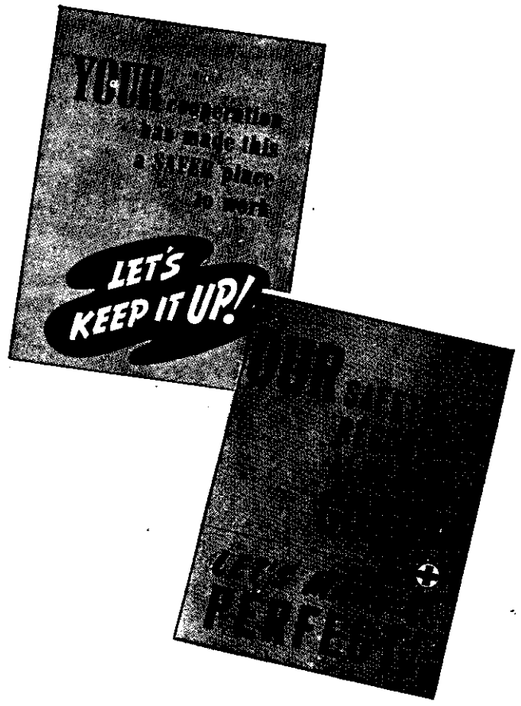
This talk prepared for the National Safety Council by Phil Carspecken of Employers Mutuals of Wausau

LET'S BEAT OUR OLD ACCIDENT RECORD

You fellows probably know that we've got a pretty fair safety record at this shop now. Maybe you've been wondering whether it's worth all the trouble to try make it better. Well, I'm convinced it is. Let me explain why.

Going back quite a few years, our company had a terrible accident record compared to the last few years. (Foreman: mention the percentage improvement or some other simple figure.) In those days a lot of us thought that accidents were just a part of the job; the tough part that was expected of the old timers. In fact, a lot of men took pride in working under hazardous conditions and coming through each day's work with their skin in one piece. They were proud of the fact that their work was dangerous.

Today this shop is just about as safe to work in as it's humanly possible to make it. We're not surrounded by dangerous conditions every minute as the fellows used to be. That's probably the reason why some fellows sort of relax and let their guard down and that's just about the time when an accident strikes. So, in spite of all the



improvement we've made we've still got to keep trying to do better. We've still got to be alert and on our toes.

One of the things that makes America great is our desire to do better always. We don't like to stand still. We want better cars, better living conditions, better working conditions, more of everything that spells advancement and progress. That should hold true for accident record, too! Why should we move ahead in all the other fields and stand still when it comes to hurting or even killing ourselves?

Years ago we had a bad record -- a lot of people were getting hurt unnecessarily. Now, we have a better

record and fewer people are getting hurt.

But it is just as unnecessary now as it was then. Accidents can be avoided and until we have a perfect record we're guilty of standing still. To put it another way, we're just plain guilty of neglect if we don't better our record because we have shown it can be done and we have the know-how to do it.

This business of bettering the record isn't merely to improve our standing on a chart or on the company's books. Nor is it merely to let someone in the front office make a showing. We're just kidding ourselves if we think that's all there is to it. You know and I know that improving our accident record means less fellows hurt; more happy families; more steady work; and more freedom from paid and suffering.

Sure, we've got a pretty good record now but none of us should be satisfied until it's absolutely perfect. That one accident that spoils a perfect record might happen to you, or to me, and we just can't afford to stop trying to prevent it. It's nice to see the number of accidents going downhill on those fancy charts, but it's nicer still to know that means happier, safer lives for all of us and our families.

Let's make that chart hit rock bottom!

Let's keep working safely so that we can feel really good about it.

Let's be proud of our working habits and that good record will be our reward.

This talk prepared by the staff of the Industrial Department of the National Safety Council

NEAR ACCIDENTS ARE WARNINGS

Fellows, you've heard me talk a lot about accidents that happened, but I guess this is the first time I've talked about accidents that almost happened. You know what I mean, those near accidents, those close shaves that made you think for a minute that your number was up.

You've heard GI's talk of near misses. That's when a bomb or shell missed the target but came so close to hitting that it did some actual damage or at least gave warning that the enemy had the range. A near miss was the signal for some evasive action--but quick. Well, near accidents don't cause injury; they might not even damage any equipment, but they do serve notice of trouble and they call for some quick action too. Otherwise the same situation might cause a real one next time.

Do you know what keeps a near accident from being a real, serious accident? Usually, it's a split second of time or a fraction of an inch of space. In less than a second or in less than an inch—and it might have been curtains. Is that difference due to luck? Not very often. Suppose on your way home you almost run over a kid who dashes out into the street after a ball. Was it just lucky that you swerved and missed him at the last second. No! Another driver might have hit him. Your reflexes might work faster; you might be more alert; you might be more cautious; your car might have better brakes, better headlights, better tires. At any rate, it's not just luck that keeps a near accident from being a real one.

When you have a close call like barely missing a child with your car, chances are you'll slow up next time you pass through that same neighborhood. You know that there are kids playing on the sidewalk and they're liable to dash out in the street. Near accidents here in the plant should serve as the same kind of warning. The condition that almost causes an accident can just as easily cause a real accident next time when you're not as alert, or careful, or when your reflexes aren't working so well.

Take an oil slick on the deck floor. One fellow sees it and steps around it—nothing happens. The next fellow doesn't notice it, slips, and almost goes down. The third fellow slips, can't catch his balance, and goes down in a bad fall—maybe striking his head or wrenching his back.

Take another example. A pile of stock was not cross-tied. It falls over,

barely missing a fellow passing by. But it just missed, so everyone just shrugs and says, "Wow, that was a close one!" But if the pile falls and a fellow is slow in getting out of the way and gets hurt, then there's a big hullabalu and an investigation. The conclusion is rather obvious. We should be warned by near accidents. In that way we don't get trapped in real accidents.

habits. Ignoring the conditions that cause near accidents is a sure invitation for a real accident.

So fellows, let's keep our eyes open for the little things that go wrong. Let's not shrug them off as "close ones," but let's do something about them—correct them or report them. Let's treat near accidents as if they were bad accidents—let's root out the causes

Remember that near accidents are sure signs that something is wrong. For example, our piling is poor, our housekeeping is sloppy, our tools in poor condition, our guards aren't operating right--there are any number of indications of inefficiency and unsafe work while we have a chance. Let's not disregard warnings.

This talk prepared by the staff of the Industrial Department of the National Safety Council

OFF – THE – JOB SAFETY

How many times a day does someone ask you, "How are you?" "How's the family?" Wouldn't it be wonderful if you could always answer with a carefree "Fine." "Swell." "OK"?

There's nothing more a man can ask for or have than good health for himself and his family. Good health is the most important possession a person can have.

Accidents kill more children than all the contagious diseases put together. Accidents in the home kill twice as many as are killed in industry—and injure three times as many. These deaths and injuries are the result of fires, drownings, auto accidents, slips, falls, posioning. They occur in the bathroom, kitchen, garage, sidewalks, golf courses, highways,

I don't have to tell you that. You fellows know it, too. If you're like most guys, the first thing you say to the wife when you come home at night is, "How are the kids?" And you and your wife watch the kids' appetites and color, you feel their foreheads, look at their tongues, and get them shot full of anti this and anti that serum.

You read that polio, measles, scarlet fever is going around the neighborhood and you're scared stiff. You don't let the kids go swimming or to movies—maybe you ship them off to the country somewhere.

Well, you deserve a lot of credit for doing these things. Doctors tell us that our kids are healthier today than ever before. This is largely due to the way parents look out for their kids' welfare.

But how is your defense against the greatest killer and crippler that sneaks into the family circle—accidents? picnic grounds, bowling alleys, swimming pools—wherever there are people.

Well, what can you do about it? You can't take immunization shots against accidents. There are no symptoms that kids show when they are about to "come down" with an accident. They "just happen." Like fun they do. They're caused and there is a heck of a lot you can do to prevent them.

1. Apply the safety rules you follow here at work to your home and family. If you stop to think of it the regulations you follow at this plant in regards to fire and accident prevention are just good common sense. They'll work in your home, too. Things like keeping hallways and stairs free of tripping hazards; not overloading electrical circuits; not using unsafe tools or ladders; getting prompt treatment for minor cuts and scratches; clearly labelling poisonous chemicals; storing

flammables safely; respecting moving machinery—and that means your automobile—and so on.

2. Teach the kids safe living by setting a good example. Safety at home is like safety on the job—it's a habit, a frame of mind, a way of looking at things. Like all habits and attitudes, your kids learn theirs from you. An old man who practices safe living is the best guarantee that the kids will live safely.

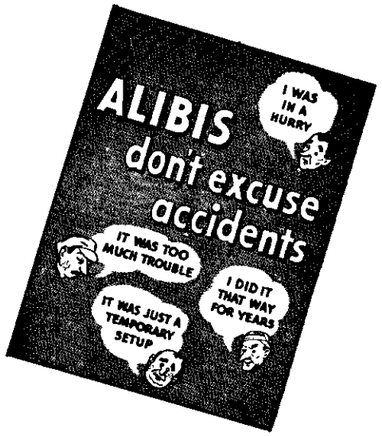
3. Start your own off-the-job program. Get the family interested in a safe living plan. Make it a contest for the kids. Give awards for the one who comes up with the best ideas and plans for making the home a safer place to live. Read all the material on accident records and accident prevention you can. Be on the alert for hazards around the home—old ones and new ones. Incidentally, I have quite a bit of material on preventing accidents at home. It's free—available at my office.

Accidents in the home are the greatest single threat to the health and welfare of your family. Remember that at quitting time tonight — and every night.

This talk prepared for the National Safety Council by D. E. Mumford of the New York Central Railroad

ACCIDENTS ARE CAUSED

You know fellows, still yet today a lot of people think that accidents just happen—that they are just due to "bad luck." These same people would laugh if you said they were superstitious. But the attitude that accidents just happen, that they can't be avoided, is just as ridiculous as that old wives' tale about black cats and broken mirrors.



Nothing could be farther than the truth than this stuff about accidents being unavoidable. Experts say that practically all accidents — say 99 out of a hundred — are avoidable. And if you want more proof just look at the terrific drop in the accident record that has taken place in the last 20-30 years. There would be no accounting for this drop if accidents "just happened." That we've cut down the accident toll shows we can do something about them, that they can be prevented.

Now the one or so out of a hundred accidents that cannot be prevented might be called "Acts of God." They are things like lightning striking, earthquakes, tornadoes, tidal waves, and so on that we are practically powerless to prevent—although we can take precautions against these that will cut down the accident rate. The other 99 per cent of the accidents clearly have a man-made cause.

If you trace back far enough, you'll find that somewhere, somehow, someone could have done something to prevent these accidents.

Now maybe the fellow who gets hurt isn't the one who was responsible for the accident. In other words, I'm not trying to tell you that you personally can guarantee your own safety all the time. It's true that you may be the victim of someone else's thoughtlessness. But that doesn't mean the accident was due to bad luck—it means that someone else down the line was to blame, that someone else slipped up in some way.

Think back to some of the accidents you've seen or heard about. What reasons were given for them? Did someone say the fellow was "careless," that he "didn't watch what he was doing," that he "should have known better"? Sure, we've all heard these explanations, but what they all add up to is that someone did something wrong; did something that could have been done better and safer.

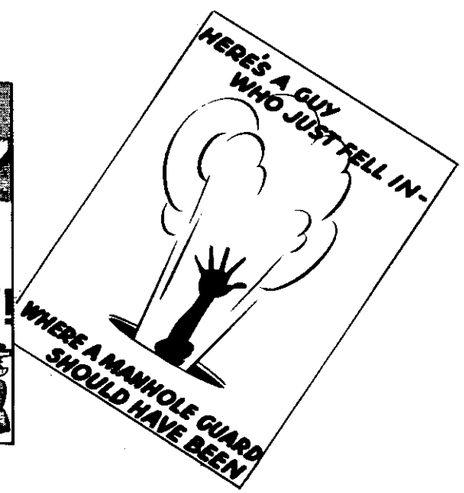
I know a fellow who had a little grinding job to do, and because it would just take a second or so, didn't bother to put on his safety glasses. He got a little speck of emery dust in his eye and didn't bother to go to the first-aid room to have it removed. And because

it bothered him that night, he tried to doctor his eye himself. The result was his eye became infected and he missed over a week's work and almost lost his eye. If you'd ask him what happened, he'd tell you he had a little bad luck or that he "happened" to get some dirt in his eye. But that wasn't bad luck, that accident just didn't happen, it was no act of God. It was just a case of an accident being caused. It wasn't intentional, but it was caused just the same. And it could have been avoided.

For just about every accident there is some fellow who fouled up. He didn't protect himself, he didn't use the right tool, he wasn't alert, he got griped and lost his temper, he didn't have his mind on his work, he was kidding around--having a little fun—or he took a short cut to save a little time or trouble. And so he or his innocent victim became another accident statistic.

Now as I said you always can't avoid an accident because you don't live or work alone. Accident prevention takes teamwork—just like production does. So every one of us has to adopt the attitude that we can stop accidents. We can make this a place where there just isn't bad-luck or tough-break injuries.

This talk prepared by the staff of the Industrial Department of the National Safety Council



TEAM WORK PREVENTS ACCIDENTS

Fellows, it's part of our American tradition to work together, to help the other fellow out. You can call it team work, being a good neighbor, sportsmanship, or the buddy system—but it's the way we get things done smoothly and quickly. It keeps us out of jams and helps us if we do happen to get into a jam.

Team work is what keeps production high in this department and in this plant. In fact, it's team work—between workers and management—that has pushed production in this country to an all-time high. Well, team work prevents accidents, too. Team work for safety can push accidents down to an all-time low. All we have to do is think of the other fellow's safety as well as our own. It's just a matter of good citizenship and good sportsmanship.

Take the matter of safe driving. The really safe driver not only looks out for his own safety, but he makes sure he doesn't endanger the life of anyone else. He gives up his right-of-way sometimes to help another driver out of a jam that he got into. He slows down to let a driver cut back in after he's tried to pass and discovered something was coming in the other direction. It's not just a matter of the one driver having the right-of-way or being in the right, it's a matter of a little team work preventing accidents. The safe driver knows that someday he may do a foolish or reckless thing on the road and that it will take team work from some other fellow to prevent an accident.

What applies on the road also applies here in the shop. It's not just a matter of your working safely and following all the rules yourself. You've got to think a little bit about the other guy's safety too. You've got to lend a hand occasionally to prevent or avoid an accident that may involve him.

Suppose you're doing all you can to keep loose objects off the floor. You keep you own work space clean, use the trash barrel for all your waste. Now suppose you see another fellow accidentally drop a couple of bolts in an aisle. What do you do? Yell at him to come back and pick the stuff up? Let the bolts lie there for someone to trip over? Report it? Or do you bend over and pick the stuff up before someone trips over it? You might tell the fellow that he's dropping some stuff accidentally, but isn't it sensible to pick up the stuff before someone trips on it and hurts himself? That's just a simple example of how you cooperate with the rest of the boys in the shop to avoid an accident.

Here's another example. Suppose you have to remove a guard to do a repair job on a machine. While you're doing your work, you have the machine locked off, so you don't stand a chance to get hurt. Team work comes into the picture when you're done with the repair job. It's making sure the guard is replaced and doing the protecting job it should. In other words, you make sure that another fellow doesn't get hurt through carelessness on your part.

Did you ever watch a couple of fellows handle long pieces of heavy pipe? There's a good example of team work. They size up the job together,

discuss how the job can best be done and how they intend to do it. Before they start each fellow knows exactly what the other is going to do. Then they hoist the load to the carrying position and walk in step, each watching the pace of the other so that there won't be any jolts or slips that could send the pipe down on the other's toes.

It's a simple job, carrying a length of pipe, but it requires close team work to do it safely. Can you imagine what would happen if those two fellows didn't know where they were going or the route they were taking! Most every job you tackle in the shop here requires the same kind of team work. You fellows have to cover for each other and cooperate with each other just like an infantry combat team where one GI advances while his buddies cover for him.

You can never tell what kind of situation is going to pop up in which team work is needed to prevent an accident. You've got to solve each one as it arises by working together and helping the other fellow out.

1. Think a little for the other fellow--his safety may depend on you.

2. If you see something wrong, don't pass the buck. If you can't correct it easily yourself, report it and make sure that someone else takes care of it.

3. If a job is too big for you, get help. And give the other fellow a hand if he needs it.

4. Above all, if you have any suggestions for making this shop a safer place to work don't keep it to yourself. Let us know about it.

This talk prepared by the staff of the Industrial Department of the National Safety Council

THINK FIRST—AVOID ACCIDENTS

Fellows, in the last 20 years or so, the accident rate in industry has shown a steady decline. That means that taking into account the number of men working there have been fewer accidents. There are several reasons for this.

First of all, over the years we have been using more machines and mechanical power to do manual work. We know what this has meant in the way of increasing production and giving this country the highest standard of living in the world. But as well as producing more and better things, machines and mechanical power have helped to reduce the accident toll. A good example of this is shown by the steel industry. At one time it had one of the highest accident rates of any of the manufacturing industries. But today steel manufacture is highly mechanized, and its accident rate is one of the lowest of any industry.

Of course, machines themselves can cause a lot of accidents. That brings up the second reason for the falling accident rate--the use of guards and other safety devices. Most machines nowadays are equipped with built-in, scientifically designed safety devices that protect the operator from getting caught by gears, blades, or rollers, or that protect him from flying shavings, and so on. Sixteen per cent of all accidents serious enough to draw compensation are caused by machinery. Not long ago, before machine guarding was the science it is today, this percentage was much higher

Now to the third—and most important—reason why the accident rate has fallen. This reason can be summed up in one word: Thinking. That's right, Thinking, with a capital "T."

In order to make real progress in accident prevention, a lot of guys had to spend a lot of hours doing some serious thinking. That's how we got safer equipment and safer operation procedures. Not only that, but the fellows on the line had to be sold on the idea of working safely. And that took thinking on their part.

You see, it's not so very long ago that the worker felt that getting hurt or killed on the job was just one of the risks he ran. He took the attitude that it was all a matter of fate or that taking chances was a sign of courage. Well, that's all pretty much changed now. Most fellows are sold on safety programs. They know they can do something about accidents, that they just don't happen. And they know safety pays off.

It took a lot of guys who thought about safety to bring down the accident rate to its low point today. But it's

going to take more thinking to keep it down—and to get it down lower. Each one of us has to think about our jobs if we're going to stay free from accidents—and help the other guy too. Everyone of us is an important link in the chain of thinking that goes into accident prevention at this plant.

So before we go back to work I want to give you these important points on accident prevention to think about. That's Think, capital "T."

1. View every operation on your job from the standpoint of how it can be done without injury to yourself and others.

2. Be on the alert. No job is so routine that something might not come up that will cause an accident.

3. Take advantage of the best thinking of men who have studied your job. Follow plant procedures. Use guards, safety devices, and protective equipment specified for your job. Use it always. Use it properly.

4. Develop the safety habit, the safety outlook on things. If you think about safety and practice it, it becomes a habit—almost like breathing.

5. Finally, because you know your job best, you're in the best position to know if it's being done in the safest way or whether it can be made safer. If you can think up a safer way of doing it, I'll be glad to talk it over with you.

That's it fellows. If you follow these suggestions, if you apply common sense—something we all have plenty of—to your jobs, you'll become the best safety device there is in industry, a safe worker.

This talk prepared for the National Safety Council by George F. Nuernberger of the A. B. Dick Company

HORSEPLAY DOESN'T PAY

Most of you fellows have heard of the bold knights of the old days who were always taking terrific chances to show every one else how good they were. They went out looking for trouble. Sad to say in this organization we have a few daring knights, too, who gallantly risk their necks—and the necks of innocent bystanders—every day. But those knights of old usually had a reason for taking chances—they wanted to make the world a better place. The daredevils around here only do it for the laughs. We call these guys practical jokers and horseplayers. Only there's nothing practical about their jokes and even horses have more sense.

You know the type of guy I'm talking about. To draw a laugh from the boys or to win a smile from one of the girls in the shop, he'll make a fool out of himself or try to make a fool out of some other guy—maybe landing both in a hospital bed.

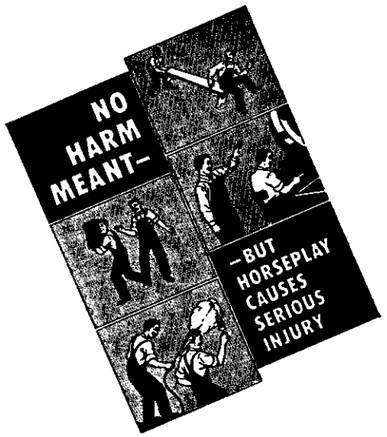
One of the favorite stunts of these guys is to pick up a screw driver or other pointed, spear-like object and start slashing away at some guy as if he was one of the three musketeers. It's a good gag. Until someone backs into some moving equipment and makes hamburger out of his hand, or slips and puts a permanent crease in his skull, or maybe takes a poke in the eye and is half-ready for a tin-cup. Some fun, eh kids?

Another favorite of our modern knight is to use one of the power trucks we have around here as a war horse. He jumps into his imaginary saddle, whips his stead into a fury, and starts careening around corners on two wheels, sneaking up on guys and giving them a blast on the horn, and seeing how close he can shave posts and other obstacles. He's a real fancy guy. He may really be a terrific driver. But sooner or later he's going to shave a post too close, he's going to over-estimate the stopping power of his brakes, or that horn blast is going to come too late. Then the

laughter stops. Maybe you put on your best duds, buy a box of chocolates or a bag of nuts, and visit Sir Galahad or his victim in his clean white hospital bed. Maybe you even take up a collection for a nice floral wreath and a condolence card. Some fun, eh kids?

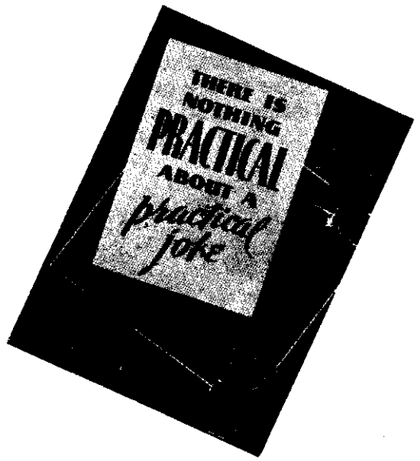
Some practical jokers at least have the good sense to lay off the gags during work hours. But they make up for it in the dressing room. They really have a

field day there. What could be funnier than turning off the cold water in the shower room and scalding a guy? What



could be funnier than pouring itching powder on a guy's towel or pulling a bench from under him or playing tag or leapfrog on a nice slippery floor? There's a thousand and one ways to get a laugh in the dressing room. In fact, sooner or later the practical joker will have someone in stitches—or in a fracture splint.

Fellows, I could stand up here all day and tell you about some gags of practical jokers I've seen. I can match each funny gag with an unfunny accident that it caused. The point is: at this plant it's all work and no play. It has to be that way if we're going to have a safe place to work. So let's



leave the dizzy gags and entertaining to the guys that get paid big money to make us laugh—in our living rooms and theater seats, where it's safe.

Don't play practical jokes.

Don't be a party to the practical joker.

This talk prepared for the National Safety Council by John N. Russo of the Allied Kid Company

SAFETY RULES AND SIGNS

Safety rules and signs aren't anything new to us. We can all remember our mothers laying down the law about playing in the street or the sign on a neighbor's fence saying "Beware of dog."

Most of us can also remember a friend or classmate getting clipped by a car because he did play in the street or losing the seat of his pants to a bulldog because he ignored the neighbor's sign. We learned that it was safer to obey warning signs and rules.

In this plant safety rules and signs are a little more complex than the ones we learned when we were kids. But they are based on the same principle—that is, there's a dangerous situation that we should watch out for and guard against so we won't get hurt. Every rule and safety sign in this plant was written to guard against a practice we know is dangerous—because someone got hurt doing it, either here or in some other plant.

Breaking a safety rule or disregarding a warning sign is like asking for an accident. Now, no one expects to have an accident when he breaks a rule. He probably feels that the job he's going to do is only going to take a few seconds and that he can ignore the rules this one time. In that way, he figures he can save a little time. Maybe disregarding the rule will save him a trip to the toolroom.

Well, the couple of seconds a man tries to save by disregarding a safety rule aren't worth the chance he takes on having an accident. You won't win any prizes by speeding up your work if by so doing you have an accident. Nobody is going to gripe if you go back to the toolroom to get a ladder or the right tool for the job. That's part of what we expect when we make up safety rules.

A lot of fellows follow the rules when they're working with other people. But when they're by themselves they ignore them. I guess that's because there's no one to remind them about the rules or because they think they're getting away with something. Then what happens? The fellow gets shocked because he didn't ground his power tool or falls off a ladder that someone else should have been holding—and then he's not alone anymore. A whole crew of guys crowd around to see what went wrong and the poor Joe has to explain why he had an accident that wouldn't have happened if he followed the rules.

Now a safety sign is nothing more than a rule written down so you'll remember it better. We put up signs wherever there is an extra hazard so you have an on-the-spot reminder to play it safe. "No smoking" means there are flammable materials around that could go off in a flash if any light came too close. "High voltage" means just that

and that only an electrical expert has any business in that area. Signs like these evidentally mean business so they're not often ignored.

But when it comes to a sign that says "Walk, Don't Run" fellows frequently disregard it. And yet a bad fall in an aisle or on a stairway can be just as serious as a burn or electric shock. So remember: All signs point out danger spots where accidents could easily happen. Don't ignore them. All rules are made to protect you. Obey them.

Just one more thing before we go back to work. No one person can see all the things that should be done to make this a safer place to work. So if you see anything that should be fixed or should be covered by a new safety rule, sound off about it. Tell me or tell your supervisor. If you've really got a good point, we'll follow through on it. (Foreman: if your plant has a suggestion system, this would be a good place to remind your men of it, especially if it pays off in cash.)

This talk prepared by the staff of the Industrial Department of the National Safety Council

LUCK AND UNNECESSARY CHANCES

The other day, a friend of mine, fellow named Eddie, was telling me how lucky he was. Last summer he went fishing for the first time in his life. None of the other crew got nary a nibble, but the first time Eddie put bait to water, he hooked a four-pound big-mouth bass.

That got me to thinking. Eddie was lucky all right. But the fish he caught was unlucky.

Then I thought about the last time I went bowling. I came up in the tenth frame with a four-ten split. We needed a spare to win the match and, by golly, I picked it up--something I rarely do! I was lucky--but the other team was unlucky.

So a lot of times, what's luck for one person is bad luck for another. The chances of being the fellow with good luck are only about 50-50 at best.

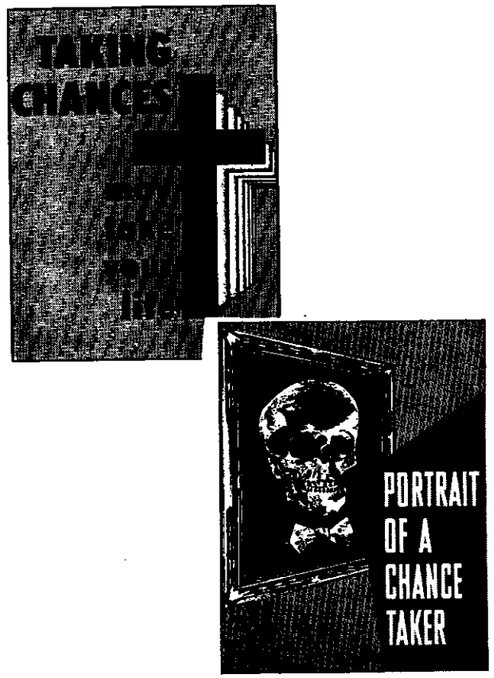
A lot of times you'll hear a fellow around the plant say that he's been lucky. Probably he took a chance of some sort and didn't get hurt. Maybe he hopped over the conveyor and didn't crack his ankle--or his foreman didn't see him. Maybe he had better than 50-50 odds when he took the chance. I don't know. He might have had 300-to-1 odds that if he did have an accident it wouldn't be bad enough to lay him up for even a day--that's the odds the professors figure anyway. But for my money, 50-50 or even 300-1 odds aren't good enough. There's always the chance I'll be the 300th guy--the unlucky not the lucky one.

Now I don't mean to stand here and tell you fellows that you should never take chances. Why we wouldn't have a country, and we wouldn't be working for this company if a lot of people hadn't taken some mighty long shots! But those were different chances. They were necessary. In the Army they're called "calculated risks." The men who took chances to establish this country and this company weren't depending on luck. They figured out what they had to risk for what they wanted. The odds looked good enough, so they went ahead, knowing in advance what they'd lose if their decision was a bad one.

Suppose I'd do the same thing--figure out if the chance is necessary, and if what I stand to lose is worth what I stand to gain--before I hopped over the conveyor or used the emery wheel without wearing my goggles or tried to beat the light down at the corner. Suppose I figured I might break my leg, or lose an eye, or wreck my car and myself if I did those things--would I go ahead and do them? I'd be a chump if I did. I don't have to take those chances. They're unnecessary. I don't have to gamble my health and my future, and maybe the future of my wife and kids when all I stand to gain is a couple seconds.

The boss has told me a dozen times if he's told me once that he doesn't want you guys to get hurt and that it's

up to me to see to it that you don't. He's gone through quite a bit of trouble and expense to make this plant as safe a place to work as possible.



Actually all this amounts to is increasing your odds against getting hurt. Instead of depending on luck to keep the grit out of our eyes, he provides us with goggles. We have plenty of time to get on the job in the morning and out of the shop at quitting time, so we don't have to run or take short cuts. We have good equipment so we don't have to take a chance on a ladder with a cracked rung or a chisel with a mushroomed head.

The fact is that we don't have to take any unnecessary chances here, whatever the odds are. We don't have to gamble an eye or a leg--or our lives--on anything. We don't have to depend on luck in this plant to get us back home in one piece.

Next time you feel lucky and decide to take a chance, remember my friend Eddie and the fish. But especially the fish.

This talk has been prepared for the National Safety Council by Charles R. Zeskey, Jr., of T. H. Mastin and Company

REPORT PERSONAL INJURIES PROMPTLY

I'm sure that some of you have heard this saying: "A wound neglected is a wound infected." It's an old favorite of doctors and nurses. Experience has proved that it's true. All of us have known cases of fellows being laid up for long periods of time because of a slight scratch or cut, too slight to pay attention to--or so they thought--that turned into a bad infection. I can remember one case in particular. (Foreman: tell of a case out of your personal experience.)

The strange thing is that it's just these small scratches and cuts that are real troublemakers. When a fellow has a bad accident, everyone knows about it at once. Everyone stops working and tries to help the poor guy who got hurt, and they get him to a doctor right away. So, there isn't much danger of infection because the fellow gets prompt and proper care.

But when a fellow gets a little cut, he's more likely to ignore it. "Only a scratch" he says. But then in a couple of days, he wakes up in the middle of the night with pain shooting through his arm or he notices redness and swelling, and he's scared. He knows these are the first signs of blood poisoning. He's lucky then if he doesn't lose his hand or his arm. Anyway, he's in for weeks of pain and idleness.

I could understand a fellow going along with a scratch or cut 20-25 years ago when workers poo-poohed first aid. They thought that anyone who would take time out to get a cut cleaned and treated was a sissy. It used to be considered the manly thing to treat a wound by spitting tobacco juice into it or to fish a cinder out of a fellow's eye with the corner of a pocket handkerchief.

One of the reasons for these old practices--and the old timer's whole attitude toward getting first aid--was the fact that most plants didn't have first aid facilities. It used to mean a trip downtown, the loss of a couple of hours from work, to have an injury treated. So, you just let it go, unless you were really hurt bad.

I don't have to tell you that all that's changed now. You fellows should know by this time that there's nothing sissy about getting first aid. It's just plain commonsense. And we have a fine first aid set-up right here in the plant--with people running it who really know their business. (Foreman: Describe

your plant first aid facilities, its location, and procedure for getting first aid.)

Now maybe a few of you still feel that reporting to first aid for little scratches and cuts makes the department record look bad. Maybe you feel that the boys up front will raise a stink with us for it. Fellows, that isn't true. As long as I've been here, no one has ever been criticized for report-

ing small injuries. But believe me, I've really caught it when someone failed to report a small injury that later turned into a serious infection.

Our company policy is to have all injuries promptly taken care of. You have everything to gain and nothing to lose by going for first aid. There's nothing heroic about letting a small cut or scratch take away an arm or leg— or maybe your life. No one ever got a medal or citation for that kind of bravery.

This talk prepared for the National Safety Council by W. O. Wilson of the Standard Oil Company of Indiana

LEARN ARTIFICIAL RESPIRATION

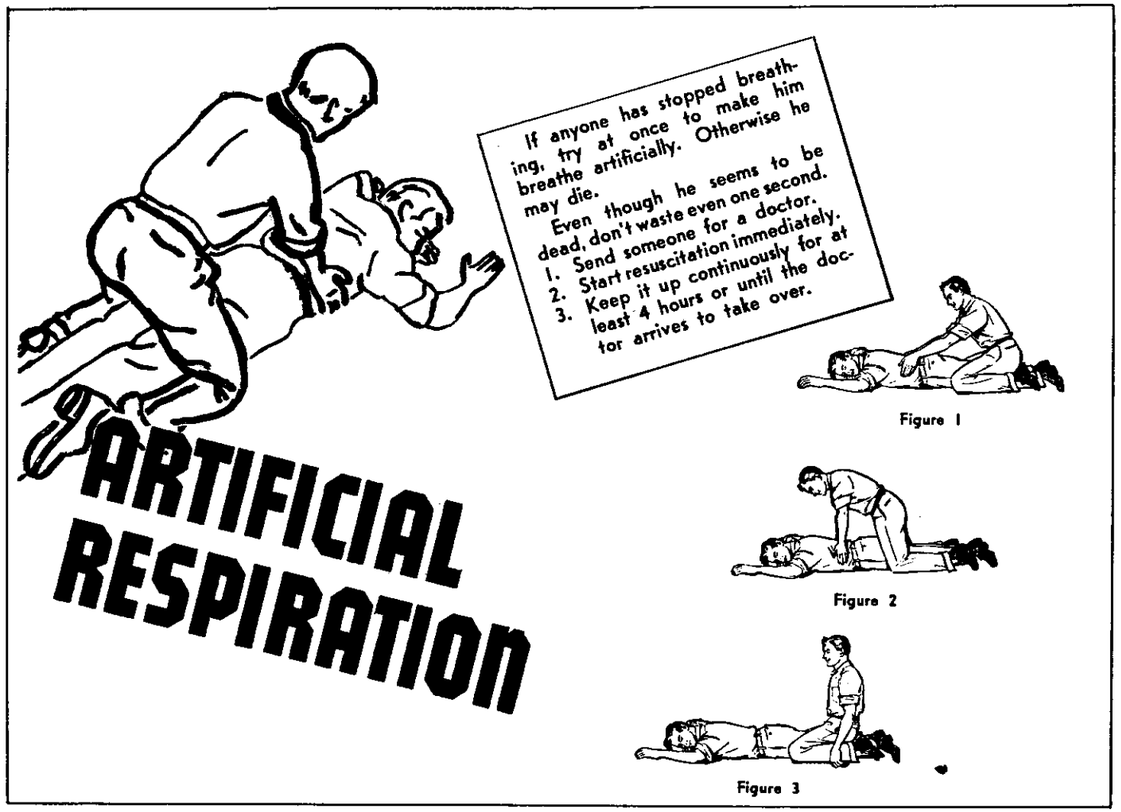


Figure 1

Figure 2

Figure 3

Today I'm going to talk about the importance of artificial respiration. We won't have time to get into the details of giving artificial respiration. That's something that you can get in your first-aid course. All I want to do now is to explain why artificial respiration is important to you and urge you to learn it.

First, why is artificial respiration important?

There are many times when the interruption of normal breathing can cause death. For instance, you all know that electric shock can give the muscles of the chest such a jolt that the person stops breathing. If breathing doesn't start again in just a very few minutes the person will probably die. Breathing also stops in the case of drowning, gas poisoning, or suffocation. Sometimes it helps to start artificial breathing or resuscitation and sometimes it doesn't. The point is this — if there is any chance to save a person by starting his breathing you certainly want to know how to do it.

Probably you've read about and admired a quick-witted person who saved the life of a baby by breathing into its mouth or rescued a drowning youngster and then saved his life by starting artificial respiration immediately. And maybe you've wondered, just as I often have, whether you would be able to save a life in such an emergency. It stands to reason, you couldn't — unless you knew how. That's why I want to urge you fellows to learn your first aid and artificial respiration just as soon as you can.

In many industries, such as public utilities and petroleum, practically everybody knows how to revive a person who has received an electric shock or who has been asphyxiated. The records show that hundreds of lives have been saved because someone knew what to do and did it promptly. Think what a wonderful feeling you'd get if you could come through in such an emergency. Think how terrible you'd feel if you couldn't. You'd have a hard time getting over the fact that you might have saved a life and couldn't because you didn't know how.

The wonderful thing about artificial respiration is that anyone can give it. You don't need any elaborate equipment. The tragedy is that some people think that only a doctor or other trained person can restore normal breathing. Every once in a while you read about some mother who called the fire department for an inhalator or called an ambulance when her child stopped breathing, thereby wasting precious minutes and throwing away the life of a loved one because she did not know how to apply artificial respiration. Get elaborate equipment if you can, but nothing should delay the immediate starting of artificial respiration.

Don't put it off, fellows; learn artificial respiration at your first opportunity. You can't tell when you'll need it to save someone who was shocked, who was drowned, or who was asphyxiated. If you get in touch with me later I can tell you where you can learn artificial respiration. I have information available on Red Cross and U. S. Bureau of Mines first-aid courses. (Foreman: arrange for a special meeting at which posters or wall charts showing steps in artificial respiration can be discussed in detail.)

This talk prepared by the staff of the Industrial Department of the National Safety Council

WHAT TO DO IN CASE OF SERIOUS INJURY

In our series of short safety meetings, we've talked on many subjects, and generally speaking, our emphasis has been on prevention of accidents. If we could nip every accident in the bud, a great many of our troubles would be eliminated.

However, despite all we do, sometimes accidents do happen which result in serious injury. What I want to talk to you about today are the things that must be done following such an accident.

I think you'll all agree that our first concern should be for the individual who was hurt. For instance, in the case of an automobile accident, isn't it the natural thing to ask: "Was anybody hurt?" Our first thought just naturally involves the injured.

So the very first thing we do is to give first aid to the injured. Most of you fellows have had first aid training and so you would know what to do. If you haven't had first aid training, see me later and I'll tell you how you can get it.

First aid, if properly given, will go a long way in making the victim more comfortable. It also will prevent further injury. Don't be in a rush to move the injured to the hospital—and don't let anyone rush you into it. Now, after you've given immediate first aid, call a doctor to the scene. You may also want an ambulance if the injury is serious enough to warrant it.

(Foreman: Give your men the telephone number of your plant dispensary or the number of your plant doctor.)

After the victim of the accident is properly cared for and is in the hands of the doctor or hospital, there are other things that should be done—and I don't mean when you get around to it. Certain things must be done right away. Let's take a look at them because any one of you may be responsible for doing them at some time or other.

Sometimes situations following an accident create hazards to others. For example, as a result of an accident equipment or material may present a traffic, fire, or electric shock hazard. Let's make sure we take care of these situations before someone else gets hurt—or at least keep people away until the fire department or maintenance men take over.

Well, we've taken proper care of the injured and we've made sure no one else can get hurt. Where do we go from here?

We must notify the front office of the accident immediately. This is important and for several definite reasons. For one thing, a complete accident report is necessary if the victim is to get compensation. For another, the company has to notify the insurance company, its own doctors, and, of course, the victim's family.

(Foreman: Instruct your men who they should notify of the accident.)

Here are some of the things about the accident you should try to find out and keep in mind: The injured man's name and address. The time and location of the accident. Nature of the injury and what was done in the way of first aid. Was the man taken to a hospital? Was he taken home?

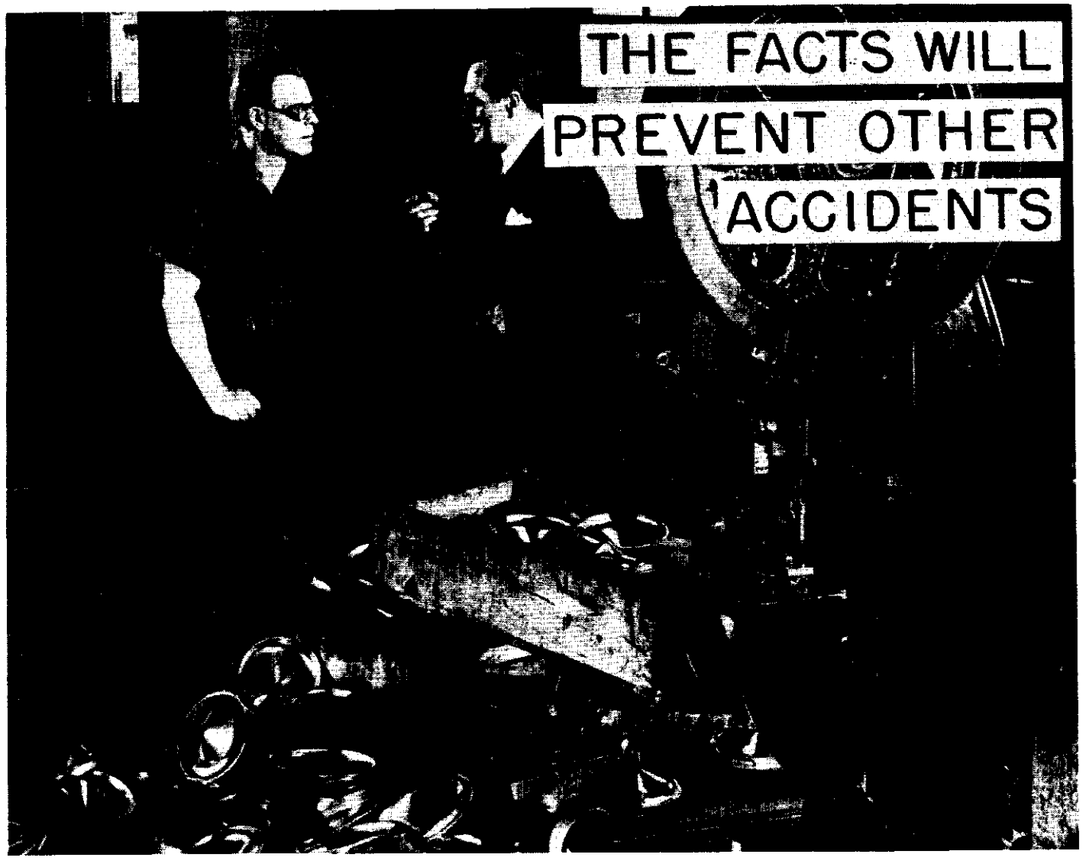
It's important that you remember all the facts about an accident for another reason. You know, there is only one possible thing we can hope to gain from an accident. That is, information on how to prevent similar accidents from

happening. If we are going to prevent the same type of accident from happening again, we must have all the facts about what actually happened to cause this accident.

That's why the company and the insurance company will make an investigation. There will be questions—and lots of them. Now, no one wants to put anyone on the spot. No one's looking for a goat. The facts are needed for statistical purposes and, as I said a moment ago, to prevent the same thing from happening again. So you fellows have everything to gain by giving the investigators all the facts.

Probably you fellows have never given much thought to all the things that have to be done following a serious injury. It creates a lot of work and trouble for all of us—not just the poor fellow who was hurt. There's only one way to avoid all the questions and frenzy that follows an accident—that is, each and every one of us has to do his best avoid getting hurt.

This talk prepared for the National Safety Council by Edward Dalton of the Long Lines Plant Department of the American Telephone and Telegraph Company



DON'T WASH WITH SOLVENTS

One of the most important principles of working safely is using the right tool for the job. I've talked to you about that over and over again. Use the right size wrench. Don't use a pipe wrench when the job calls for a monkey wrench. Don't use a screw driver for a chisel. And so on and so on. I think experience has pretty well showed that using the right tool is important. You all know of fellows who have had accidents because they used the wrong tool or a makeshift.

Well, what I've said about tools goes for cleaning agents. You've got to use the right cleaning agent for the job. For example, here's an electric

motor repair job. Before you tackle it, you want to clean off all the grime and grease and oil. What do you do, get a pail of warm water and Ivory Flakes and a sponge? You know darn well that isn't going to do the job. You use a solvent especially designed for the job that will not leave a film or damage the insulation.

Now I'm not going to discuss which solvents to use for which cleaning jobs —or how to use solvents safely. We'll save that for another time. The point I want to make now is that solvents are not the right cleaning agent for the

job of cleaning up your skin. They are not intended to clean human tissue. Using solvents on the skin can lead to a case of skin disease bad enough to lay up a man for months.

You don't have to be a skin doctor to understand why solvents aren't good for the skin. A solvent is primarily a degreaser. It cleans surfaces by removing the grease and oil. That's fine for a metal that doesn't contain any natural oils in it. But that's not so good on the skin. Sure, the solvent will remove grease and grime fine—but it will do even more. It will remove all the natural oils of the skin too. These oils form a protective layer that keep dirt, chemical irritants, and other harmful substances out of the body. They also lubricate the skin—keep it elastic and uncracked.

When these oils are removed the skin becomes dried, cracked, rough, chapped, and scaly. The way is open to germ infection too, since breaks in the skin give bacteria a foothold into the body. The final result is a skin rash called eczema which takes months, maybe years, to clear up.

That's what solvents can do to your skin. In addition doctors tell us solvents are absorbed through the skin into the bloodstream. Washing with solvents can lead to serious internal disorders, too.

That's the story on washing with solvents. It's a bad proposition any way you look at it.

I know you fellows sometimes get pretty mussed up working around here. This isn't any sewing circle. And I know you want to get rid of grease and dirt on your skin as quick as you can. But solvents aren't the answer. We have the right cleaning agent for your skin cleaning job. We supply a medically approved skin cleaner in the washrooms that will remove grease and dirt quickly and safely. Use it on your skin. Don't use solvents.

In addition, I want to remind you to protect yourself from skin contact with solvents at all times. When you're using a solvent for a cleaning job, wear solvent-proof rubber gloves, sleevets, and aprons. If it's not practical to wear protective clothing, use a protective cream. And if you are ever accidentally exposed to a solvent, wash it off with soap and water and apply a skin cream that will restore the natural oils the solvent removed.

Save your skin, fellows. It's your bodies' first line of defense. Keep it clean--but do it the right way. Plenty of soap and water. No solvents.

This talk prepared by the staff of the Industrial Department of the National Safety Council

WHY TAKE SALT TABLETS?

You know fellows, our bodies are pretty wonderful pieces of machinery. They have all sorts of complex gimmicks and controls that keep us operating properly.

One of the devices that nature has provided us with is a heat control that, under ordinary circumstances, keeps our body heat at the best temperature—around 98½ F. It does this by supplying the outside of our skins with moisture which evaporates and carries off heat—thus cooling us. Remember coming out of swimming on a windy day? Remember how cool you felt? Well, that's what the moisture for your body does for you—cools you off. We call this process "sweating." In hot weather, when the body requires a lot of cooling, we sweat a lot. When it's cool, the body doesn't need to be cooled so much—so we just sweat a little.

If you've ever licked your lips on a hot day I'm sure you'll remember that the sweat you tasted was salty. When we sweat we lose salt. Salt is essential to many functions of the body. When, through sweating, we lose a good deal

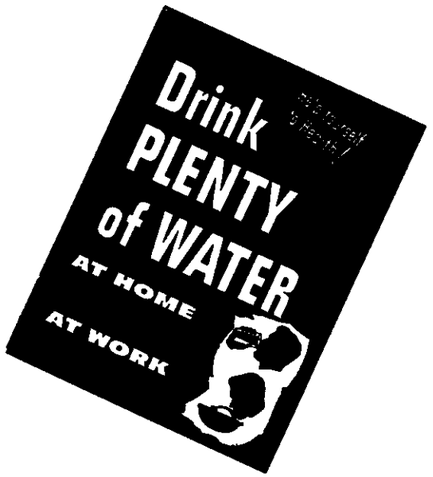
of our body's salt, we feel faint, and our systems don't function properly. Some of the signs that our bodies haven't got enough salt are stomach cramps, feelings of exhaustion, dizziness, faintness, and finally collapse.

Normally, we get enough salt to supply the body's needs from the salt we put on our food. But in the summertime, or when we work around furnaces or in other hot places--whenever we sweat a lot—we have to supply our bodies with salt in larger doses. As I said, this is extremely important to prevent feeling weak and eventually collapsing.

That's why we have a supply of salt tablets at every water fountain. According to how much you sweat, you should take four to six of these each day. They can't hurt you because the body simply throws off all it doesn't need in your sweat. I said these salt tablets

can't hurt you. That's true for the great majority of us. However a few men, because of high blood pressure, special diets, and so on, are instructed by their doctors not to use large quantities of salt. Of course, if that applies to any of you, go by the doc's orders. And if there's any doubt in your mind about whether you should take salt, clear it with your doctor.

Some of you have probably been sick to the stomach after taking salt tablets. This may be because you are using too much salt for the amount of sweating you do. Cut down the number of salt tab-



lets you take. (Note to foreman: stomach cramps may also be caused by uncoated salt tablets that dissolve too quickly in the stomach. We suggest the use of coated tablets or those with a delayed action which dissolve in the intestine.)

That about winds up the use of salt tablets. I'd like to just mention a couple of other hot weather safety tips before we go back to work.

1. Drink plenty of water. When you sweat you lose water too. If we don't replenish the body's store, the body temperature shoots way up and we pass out. This condition is called heat exhaustion and it's very serious. Doctors advise that you drink plenty of water in hot weather. But avoid getting ice cold water in big doses, especially when you're overheated—it'll give you stomach cramps.

2. Wear loose, cool clothing that allows air to circulate and sweat to evaporate. Don't go uncovered, though, because of the danger of sunburn. Wear a hat if you're out in the sun a lot.

3. Go easy on heavy foods, such as starches, fats, meats, bread. These are heat producers—and we don't need them in the summertime.

This talk prepared by the staff of the Industrial Department of the National Safety Council

COLD WEATHER SAFETY TIPS

(Foreman: Schedule this talk for late fall or early winter.)

I was thinking today, now that winter is practically around the corner, that accidents depend a lot on the weather.

We have quite a different set of accident hazards in the summertime than we have in the wintertime. For example, last summer I heard of a fellow getting seriously hurt by falling off a ladder because of stomach cramps. The cramps were caused by his bolting down a couple of glasses of ice cold water on a terrifically hot day. I also know of a painter who fell off a scaffold after working a few hours in the hot sun without wearing a hat.

Now a fellow can fall off a ladder or scaffold any time of the year--but not because he drank water or didn't wear a hat. That happens only in hot weather.

It's the same way in wintertime. We have accident hazards that we don't have other times of the year. So today I want to give you some safety tips for the cold weather we'll be having shortly.

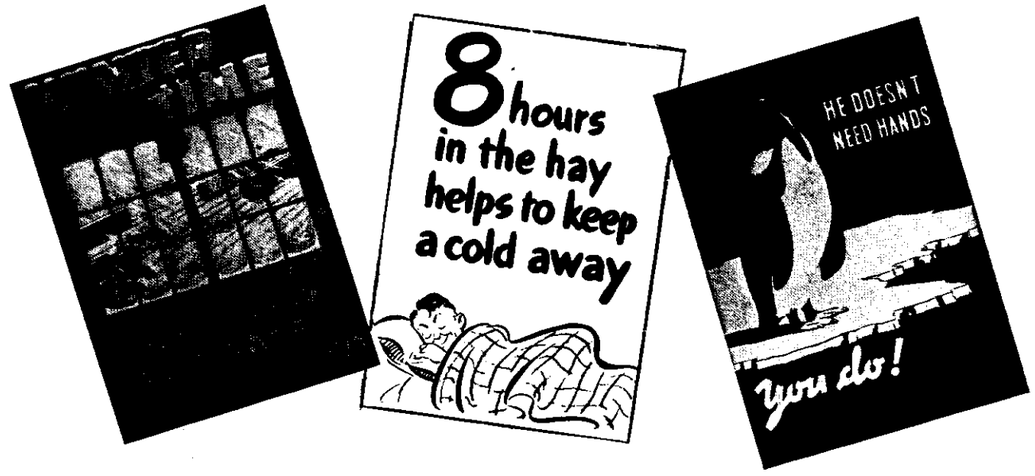
First of all, there's the slipping danger of ice and snow. Here at the plant we try to keep outside walks cindered and shoveled, but there are still some slick spots. Watch out for them, especially if you're carrying material or pushing a hand truck. If you're working with a ladder or scaffold, make sure it's absolutely cleared of snow and ice before you use it.

Last winter some of the fellows acted like a bunch of school kids when we had a snowfall. They slid on the ice, pushed each other into snowbanks, and threw snowballs. I don't want to sound like an old-maid school teacher but I'd like to remind you that horseplay is dangerous. I don't want to ruin anyone's fun, but I don't want to lose any of you men in a horseplay accident either.

There's another foolish thing I noticed some of the boys doing last year. They'd get all heated up doing some inside work and then go outdoors to grab a smoke or cool off. A sudden change in temperature like that is strictly n.g. Avoid getting a sudden chill whenever you can.

I want to give you a couple of tips about dressing for cold weather. Loose, warm, light-weight clothing is your best bet. If you're going to be working inside most of the day, don't dress so warmly that you'll perspire a lot. Wear layers of clothing--so you can peel it off for the inside work and put it on for the outside jobs.

There's not much I can say about individual articles of clothing, since every



man has his own particular needs for comfort and warmth. But I'd advise you to protect your ears, fingers, and feet from frostbite by wearing ear muffs, gloves, waterproof shoes, warm socks, and overshoes when it really gets nippy. Most safety shoes are water repellent and well insulated--so offer good cold-weather protection. Combination cotton and wool socks are warm without being bulky, wash without shrinking, and are fairly inexpensive.

Skin care in cold weather is important. The combination of cold and damp can cause a condition known as chilblains. The skin on the hands and feet swells, turns red, chaps, and itches. You can avoid this by keeping your hands and feet warm, dry, and clean. Bathe and wash often, dry yourself thoroughly, wear clean clothes, and get out of wet clothes as soon as you can.

Just a word about frostbite. Frostbite is the freezing of the tissues, usually of the hands, face, or feet, caused by excessive cold and inadequate clothing. It's a serious condition. I want to caution you men to dress warmly if you're going to be outside in cold weather for long periods of time--either here at work or off-the-job. Anytime your hands or feet start to sting and hurt or part of your face--ears, nose, cheeks--gets numb, get indoors at once. That old remedy for frostbite--rubbing with a handful of snow--is bad business. Never do it. First aid consists of getting the victim into a heated--but not overly hot--room, warming the frozen part with your hand, and calling a doctor at once.

Most of us, sometimes during the winter, will come down with a cold. We all have our own pet remedies for colds, none of which are much good. If your cold hangs on, and especially if you start to run a fever, call a doctor. He'll probably advise you to stay home for a day or so and take it easy. I want to urge you to do so. It's better to miss a day or so than to be out for a couple of weeks with a sinus or chest infection. Not only that but if you come into the shop sneezing and coughing you may give the cold to some of the other boys.

Finally, remember this: When you're wearing bulky clothes, when you're a little chilled, or when a cold has you down, you're efficiency and coordination aren't as good as usual. You can't move as fast as normal. Your fingers aren't so nimble. You get tired faster. So, you're a little more prone to have an accident. The solution is to play it a little safer all around.

This talk prepared by the staff of the Industrial Department of the National Safety Council

DRESS FOR SAFETY

Ordinarily I don't like to talk about the way people dress because I'm no fashion plate myself. But since I've had to talk to some of you about unsafe clothing recently, I figured it might be a good idea to talk to everyone about this business of how to dress for work--dress safely that is.

First, I'd like to talk about clothing that's safe for the ordinary jobs around the shop. Later I'll talk about special clothing and equipment. If I work down from head to toe it will probably be easier for everyone to remember the safety pointers.

For general shop work safe clothing merely means plain, rugged clothes without any frills or loose ends to catch in machinery. That doesn't mean that clothing has to be skin tight but merely a nice comfortable fit without a lot of extra material flopping around.

A cap is a good thing to wear if there is any chance of oil or dirt getting on your hair and it also keeps you from getting scalped by moving machinery that can't be completely guarded. (Foremen: If you have women employees remind the girls to keep their hair tucked under a safety cap and not to wear hairnets or other trick head coverings that don't give 100 percent protection.)

Not many fellows wear neckties on the job but if you feel like you have to dress up that way wear a bow tie or keep your tie tucked in at the top of your shirt. Don't take chances on a necktie catching in some moving machinery and dragging you in.

These tee-shirts that a lot of you fellows wear are certainly sensible and comfortable. The short sleeves can't catch in moving machinery; in fact, about the only place you shouldn't wear short sleeves is where you are handling chemicals which might splash onto your bare arms.

Every once in a while someone asks me about our rule on removing jewelry before coming into the shop. They seem to think that a wedding ring or some other piece of jewelry that has a great deal of sentimental or religious value, should be made an exception to the "no jewelry" rule. I wish we could relax that rule but there are a terrific number of cases on record where even a simple ring has caused a man to lose a finger or to get a serious electric shock. To protect your jewelry and to protect you, we must enforce that rule. Sentimental

value doesn't mean anything to a moving machine or to electricity. So play safe. Leave your jewelry home, in the locker room, or in your pocket.

Now for trousers. Most work trousers are extra long to allow for shrinkage and for the tall boys who need the extra length. If you have to turn trouser cuffs up, turn them up on the inside and have them stitched down so they can't come loose and trip you up. If they are turned up on the outside and not stitched down you're apt to catch your heel in them and get thrown for a loss when you least expect it. If you don't want to bother about sewing the cuffs down you can shorten the trousers the easy way by just cutting them off the right length. The main thing is: don't leave loose cuffs.

I am not going to talk much about safety shoes now but I did want to say something about wearing some good tough shoes. Old tennis shoes, shoes with run-down heels and paper-thin soles are the worst things to wear on the job, or any where else if you want to keep your feet in good shape.

Keep your shoes in good repair and you'll not only be safer but less tired at the end of the day. Foot safety and comfort go hand in hand.

Now about that special clothing and equipment. Where you need special protection against chemicals, solvents and whatnot we'll tell you what should be worn on those jobs and we'll provide the equipment. (Foreman: Describe jobs and special equipment such as rubber aprons, gloves, hard hats, etc., required.)

On some jobs you may need special safety equipment such as respirators, gas masks, face shields or some other protective device. You don't have to bother much about this because we'll tell you what those jobs are. But you do want to be sure that you use the right equipment on the right job and that you keep it in good condition so it gives you the protection you want. And, if you think you need that special equipment on any job and if it's not provided, just tell me and I'll make arrangements for you to get it.

Remember, safety is in style here.

This talk prepared by the staff of the Industrial Department of the National Safety Council

SAFETY SHOES SAVE TOES

You fellows have seen a lot of posters on safety shoes and you've heard me talk about safety shoes before. But I want to sort of wrap up the subject once and for all so that we can call this department a "one hundred per cent safety shoe department."

I know that in these days it seems like good economy to wear out your old shoes in the plant. Well, the idea isn't bad except that it might cost you a heck of a lot more in the long run. Figuring how much a crushed foot will cost you, it's cheaper to invest in

We haven't had too many bad accidents involving feet or toes, but every once in a while somebody drops something on his toes or maybe kicks something sharp or hard so that he's laid up for a while. (Foreman: describe actual cases in the department or within the company if possible.)

In investigating these accidents we find that a steel toe cap inside the shoe would have prevented or, at least, cut down on these injuries. Of course, there are some accidents where the toe cap won't give one hundred per cent protection but, just like the steel helmet the G.I. wears, it gives the best protection possible. If you don't believe that, just ask the fellow who has dropped something sharp or heavy on his safety toe shoes and walked away without an injury. He's just as happy as the G.I. who finds that a hunk of shrapnel has put only a slight dent in his steel helmet instead of a hole in the head!

steel toe shoes. Wear out the old shoes around the house or working in the garden. Get some good protection on the job where you need it. You can't make a better investment than in a good pair of safety shoes that will protect your feet for months and months to come!

As far as cost is concerned we are ready to help you out on that. (Foreman: explain the specific shoe plan used by your company.) The company feels that it has something to gain if you don't get hurt and that's why it's willing to make it easy for you to get the right shoes. But, after all, they're still your feet and you're the one who stands to lose the most if your feet are not protected.

And nowadays safety shoes are really good looking, too! (Foreman: have samples on display or pass out safety shoe literature.) Some of the dressier types can't be distinguished from good dress shoes. And, best of all, the

quality of leather and workmanship is tops. In fact, I know a lot of fellows, even supervisors and office workers, who think so much of their safety shoes that they wear them all the time—even though they aren't doing any really hazardous work.

Years ago safety shoes used to be heavy and hot. A lot of fellows complained because they weren't comfortable. Well, the safety shoe companies got to work and today safety shoes are as comfortable as practically any shoe you can get. The insulation inside the cap keeps the shoe from getting too hot or too cold. That steel cap can withstand terrific loads but it's so light you hardly know it's in there. (Foreman: to illustrate the lightness of the cap, place a steel toe cap or a wrist watch, they weigh approximately the same, on a man's shoe. Ask him if he can feel the weight when he lifts his foot slowly. Next, just pretend to place the weight on one of his shoes and ask him which one it's on. The man will guess wrong if he says "right" or "left," thus proving he could not feel the weight.)

All in all, fellows, I wouldn't be without a pair of steel toe-caps in my shoes because I don't know when some-

thing might fall on my feet and I know it's better to be safe than sorry. These shoes are a mighty good buy and they give mighty fine protection. You can't go wrong by getting yourself a pair and wearing them all the time. I'd like to see everyone here wearing them.

This talk prepared by the staff of the Industrial Department of the National Safety Council

WHY WEAR GOGGLES?

Fellows, we can all think of plenty of good reasons for wearing goggles. And most of us wear them most of the time. But I've noticed recently that some fellows fail to wear goggles when they need them to protect their eyes. Now I've heard a lot of excuses for this, but none of them stand up too well when you look at them closely.

Some of the most frequent excuses I've heard for not wearing goggles on the job are: "They interfere with my vision." "They're uncomfortable." "They make me look funny." "I always forget." Let's see if any of these excuses really make good sense.

1. Goggles interfere with vision. There is some truth in this, I guess, but remember you can see through glass a heck of a lot better than you can see through a black patch. A lot of fellows who complain about not being able to see well because of their goggles should try cleaning them more often. Of course, dirty, dusty, grimmy goggles are going to cut down on your vision.

How about this business of goggles fogging up? That's another common complaint. Well, that's true, too. But you can easily beat the problem. Wash the inside of your lenses with soapy water or use one of the commercial anti-fog preparations. And in hot weather, or if you sweat a lot, use your handkerchief as a sweatband to keep perspiration off your goggles. Naturally, it takes a little effort to keep your goggles clean, but the effort is no excuse to go without goggles and maybe lose an eye.

2. Goggles are uncomfortable. That's true, too, especially if they don't fit well. Take a little time to adjust them, though, and you'll hardly notice you're wearing them. As for me, I'd rather wear a glass piece over my eye anytime than wear a glass eye. Ask the man who owns one. He'll tell you which is more comfortable! And if the discomfort of goggles worries you, think about the pain a flying splinter or a splash of corrosive acid can cause you.

3. Goggles make you look funny. I'll go along with that, too. Goggles make you look funny. That's why I never wear mine to formal dances. But I do wear them around here where I'm less interested in looking pretty than in being able to look. And there's this, too: Have you ever heard of a fellow's appearance being improved by wearing a glass eye?

4. I forget to put my goggles on. That's the most logical of all excuses for failing to protect your eyes. There is no denying that all of us are forgetful at times. But that one time you leave your goggles on your forehead, in

your pocket, or lying on your bench may be the most costly lapse of memory you ever had. So, make wearing your goggles a matter of habit. The more you wear them when you need them, the easier it will be for you to remember to wear them. It also helps to remember to wear them if you have them on you at all times. Wear them around your neck so you always have them handy.

It adds up to this fellows. I can't think of one good reason why anybody wouldn't want to protect his eyes. They're priceless. So—protect them. Wear goggles.

This talk prepared for the National Safety Council by R. H. Albisser of Merck and Company, Inc

KEEP GOGGLES AND FACE SHIELD CLEAN

Today we have a simple safety matter to discuss. It is keeping goggles and face shields clean. You don't have to be a brain truster to understand this subject. All this one calls for is a little common sense.

Guys who go down the street with a dirty windshield on their car are flirting with a collision. The same thing goes for us if we don't keep our goggles and shields clean. Dirty windows keep our wives from seeing outside the house. Windows must be washed regularly — so do goggles. Cars have automatic wipers to keep the windshield clean in rain or snowstorms. There are no automatic wipers to keep your goggles and shields clean. That's your job and your responsibility.

Films of dirt, oil, paint, grease, mist, steam, and so on, cut down on the amount of light that will come through the lenses or shield. When you cut down on light you cut down on vision. You need vision, full vision that is, to do your job, to prevent falls, and to prevent accidents.

If your glasses are completely dirty—don't leave any light through—for all practical purposes you are a blind man. If your glasses are half dirty you have only half your normal sight. You're like a half-blind man. And your chances of having an accident are twice as great. Why blind yourself—decrease your vision—unnecessarily. Keep your goggles and shields clean.

Here are some suggestions for keeping your goggles clean and in good shape.

1. To clean goggles and face shields of oil, grease, or paint films use a little naphtha and then use soap and water to remove the film left by the naphtha. A clean cotton cloth or lens tissue will give the final polish for perfect vision.

2. Always store your goggles and face shields where they will not collect dirt or dust or get damaged. Do not let the lsnses become scratched as scratches impair vision. Cracked or broken lenses are dangerous and do not protect you. If your eye protection equipment gets cracked or damaged, exchange it for new equipment.

3. A sweat band will keep prespiration out of your eyes. Anti-fog compounds on both sides of your goggle lenses will help; re-apply as often as needed.

4. Keep goggles and shields clean and sanitary to prevent infections, rashes and dermatitis. Wash them frequently in warm, soapy water. Have

them sterilized often. Don't borrow or lend goggles unless they have been properly cleaned and sterilized.

As I said fellows, this talk is a simple one. We're all pretty well convinced of the value of safety glasses. This is just a reminder that to protect you best your glasses must be clean, sanitary, and uncracked or scratched. So—

—Keep your glasses clean
—Sterilize them often
—Protect the lenses from scratches.

This talk prepared by the staff of the Industrial Department of the National Safety Council

PROTECT YOUR HANDS

Next to your eyes, your hands are probably the most important part of your body when it comes to doing your work. Your hands are your wage-earners. They're precious.

Yet they are more often hurt than any other part of the body. In general, about 26 per cent of all industrial injuries to the body happen on the hands or fingers. Of course, that's natural since you do most of your work with your hands.

Even the president's secretary is likely to hurt her hands. She can get them caught in a desk drawer or filing cabinet, can break a nail dialing the telephone, can get an infection from a straight-pin jab.

To you men who are doing work much more hazardous than office work, your hands are in much greater danger. Yet, hand injuries don't have to happen. As talented as your hands are, they can't think. They're your servants. They go where you want them to. They do what you want them to. It's up to you to protect your hands—to think for them. If you do, you can keep your hands out of trouble.

Well, what are some of the ways in which you can protect your hands from injury?

1. Use the right tool. Is the hammer, chisel, wrench, screw driver, crow bar the right type and size for the job. A tool that's too light or too heavy, too big or too small for the job may cause serious injury to the hands. And using a wrench for a hammer, a file for a lever, a plier for a wrench can ruin equipment and ruin hands.

2. Use a tool in good condition. Dulled cutting edges, mushroomed heads, cracked shafts, stripped jaws are all potentially dangerous to your hands. Don't use a poor tool just "one more time." Turn it in. Get a new one. We replace tools every day. We haven't been able to replace a finger yet.

3. Keep hands away from operating machinery. Before repairs are started your first move toward operating machinery should be toward the shut-off switch. More hands have been amputated and mashed because some worker made some other move first. And don't forget that guards are there for your protection. Never operate your machine with the guard out of position. Keep your hands protected at all times. One unguarded movement may be costly.

4. Use care in handling materials. Wear gloves when you're handling anything that's sharp, blunt, jagged, splintery. Make sure your hands are clear when you pile materials. Don't sandwich them, don't squeeze them, don't crush them.

5. Keep hands clean—free from irritating chemicals. Avoid direct contact with acids, alkalies, solvents, cutting oils, and petroleum products. These chemicals can cause cracking, dry-

ing, boils, and skin conditions that lead to months of lost working time. Cracks and breaks in the skin also pave the way for germ infections that may lead to blood poisoning.

Keep your skin clean of grease, dirt, and irritants. Wear rubber or plastic gloves when handling irritants. Use protective creams. Wash your hands with a mild soap or industrial skin cleanser. Never use anything to clean your hands but soaps and cleansers designed for that purpose. That means no scouring powders, harsh laundry soaps, turpentine, alcohol or solvents.

6. Get treatment for scratches, cuts, splinters. "Only a scratch" are famous last words. A scratch can rapidly develop into blood poisoning, leading to months of lay-off, maybe amputation,

maybe death. Get first aid. Immediately.

No good organization wants their men hurt. The time spent in preparing your hands for the job will not only save trouble for you but will probably save time in doing the job in the long run.

So don't put your hands into trouble. They are your wage-earners, your servants. Take care of them.

This talk prepared for the National Safety Council by E. G. Hutzley of the Campbell Soup Co

KEEP OIL AND WATER OFF FLOORS

Probably as long as the law of gravity keeps operating, we're going to have men falling and hurting themselves. We can't do anything about the fact that if you lose your balance, you're going to be pulled down into a fall. But we can do something--a lot--about eliminating the things that cause you to lose your balance.

What causes us to fall? Mostly the stuff we walk on and step on. One thing is the shoes we wear. If the sole is loose, if the laces are untied, if the heel is worn way down--we stand a good chance of tripping. Another thing that causes us to fall is obstructions on the floor (things like scrap wire, lumber, tools, pipe, and other trash). Faulty floor construction is another cause of falls--things like cracked concrete, defective wooden blocks, worn or broken planking, uneven steel plates, and so on. Finally, oil, water, and other liquids are a serious fall hazard.

Now, you can't do much about floor construction. That's a problem for management. The best you can do is report any unsafe conditions that develop. Shoes are your own responsibility. I'd advise you to invest in a good pair of work shoes with non-skid soles--and to keep them in good shape. I think you fellows all know how important it is to keep loose objects off the floor. We're going to discuss that subject at another meeting anyhow.

That leaves us with oil and water as a cause of falls to discuss at this meeting.

First, there's water. In any form, rain, ice, snow, or right out of the faucet, water is a slipping hazard. We do all we can to keep outside walks safe when there's ice and snow by cindering them and clearing them. However, I want to remind you fellows to take it easy anyhow when there's ice and snow. We had quite a few bad spills last winter--and we want to have a clean slate on that score this year.

The same goes for the shower rooms--take it slow there. Water and soap are a dangerous combination. Watch your step--and no horseplay.

You're liable to find water leaks and spills around drinking fountains, faucets, and boilers, and sometimes we get water on the floors from broken or open windows or from a leaky roof. It's part of your job not to let water leak on the floor and to wipe up any spills you're responsible for. If it's

a job for the maintenance department notify them immediately so the tripping hazard can be removed.

Now how about oil and grease? The most common source of oil and grease on the floors is splashings and drippings from machinery--power and hand trucks, overhead cranes, stationary engines, lathes and other machine tools. The dripping is caused by over-oiling, worn bearings, lack of drip pans, failure to empty drip pans regularly, and carelessness in lubricating or in carrying oil.

The answer to these problems is in better maintenance of equipment, use of splash shields and drip pans, use of the right amount and type of oil for the job, and exercising more care that oil stays off the floor. If your equipment is throwing or dripping oil on the floor, report it at once. If the drip pan on your equipment is not being emptied often enough, report that too.

When you lubricate equipment take the time to do it right. Get the oil or grease into the bearings, not just in the general vicinity. Use just enough lubricant for the job so there is none thrown out. And make sure you're using the right oil for the job. When you're filling an oil can from a drum, let the oil run slowly enough so that it doesn't overflow the can. Shut the tap completely so there is no dripping, and wipe up any spillage. Don't carry oil in open containers, or at least don't fill an open container so full that it will slop all over the place.

Despite our best efforts, some oil and grease is going to get on the floor. For your protection--and the protection of your sidekick--wipe up or spread oil absorbent over oil slicks whenever you come across them, even if you're not responsible for them. It just takes a second and it may save someone a bad fall.

Fellows, we can control slipping hazards. It takes the cooperation of the maintenance men, repair men, and every single one of us. But it can be done--and believe me it's well worth doing.

This talk prepared for the National Safety Council by J. L. Ridinger of the Inland Steel Company

PICK UP LOOSE OBJECTS

In the army they called it policing the area.

Your wife calls it tidying up.

We call it keeping loose objects off the floor.

Whatever it's called, it's a pain in the neck--or pain in the back. There's nothing a G.I., or a housewife, or any of us like less than bending over to pick something up. Especially if someone else dropped it!

But at the same time there's nothing we like less than having to live in a messy house or to work in a messy shop. Loose objects lying around on the floor here makes this shop a less pleasant place to work in. Not only that but it makes it a more dangerous place to work. Loose objects on the floor can slow down production by damaging equipment and slowing down material moving, and, most important, they can cause serious accidents.

Well, OK, so we don't like to pick things up off the floor. So let's do something about it. It's easy. All we have to do is not let anything drop to the floor! Nothing dropped. Nothing to trip us up. No accidents. No production slow-downs. And--nothing to pick up.

Here are some ways we can keep loose things out of the way and out of harm.

1. Keep a scrap box near your machine or work space for waste. And put things in it--not around it.

2. Empty your waste box often. Don't let it get so full that it drips trash all over the place when it's being carted away to be emptied.

3. If conveyors are spilling stuff, call it to my attention. If it's a job for the maintenance department, we'll call them in. If it's because someone isn't loading the conveyor properly, I'll straighten that out too.

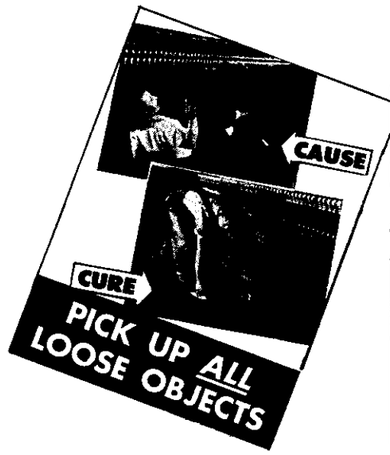
4. Make sure your work table or machine is clear of unnecessary parts, tools, and materials. The more stuff on your table the greater the chance something is going to get knocked to the floor.

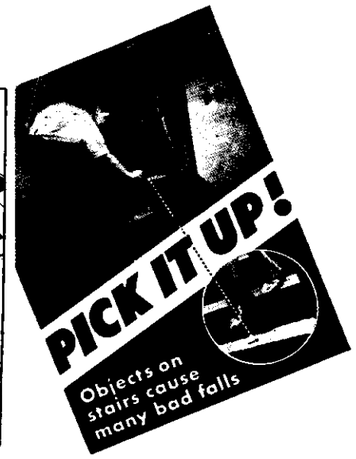
5. Return milk and soft drink bottles to their rack or case as soon as they're empty. Bottles can set you down as fast as loose roller bearings.

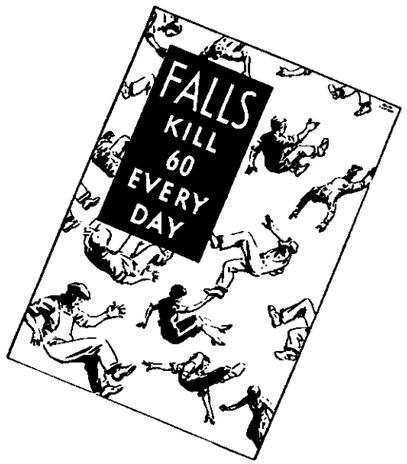
6. When you're finished with a hand tool, return it to your box or to the tool crib.

Now, if we do a good job of keeping objects off the floor, it won't be much of a job for any of us to pick up a few strays that do find their way onto the floor.

Some guys take the attitude of "I didn't drop it so why should I pick it up?" That's such a childish argument it's hardly worth answering. But there are a lot of good answers to it. No







matter who dropped the object it's a hazard to everyone. If you don't pick it up, it might be your neck that's broken—or the neck of your buddy. Not only that, but we're a production team. We got to work together and share responsibility right down the line to do our jobs and to keep safe.

So let's all do our parts in keeping loose objects off the floor and in picking up any hazards we spot. We can save many painful falls that way.

This talk prepared for the National Safety Council by Len Walter of Hardwares Mutuals

KEEP LOCKER AND WASHROOMS SAFE

Today I want to talk with you about neatness and order in our locker and wash rooms. Everyone likes a clean and safe place to change into work clothes or into street clothes. A fellow gets a kind of pleasant "lift" from neat, clean surroundings. And they're safer, too. You may be surprised to know that many men have been injured in disorderly locker and wash rooms.

Recently I heard about a fellow breaking his ankle in a shower. He slipped and fell on a sliver of soap that someone had left on the floor instead of tossing into the waste can.

A piece of soap isn't much litter but it's one of the small things that is hazardous and should be kept off floors.

Did you ever get "crowned" by having something fall off the shelf of your locker as you were bent over getting out your shoes? A fellow can get a bad cut on his head that way. All of us accumulate odds and ends on that top shelf, things that often belong somewhere else — in your tool box or probably in the trash can. Don't clutter that top shelf. Keep things well away from the edge.

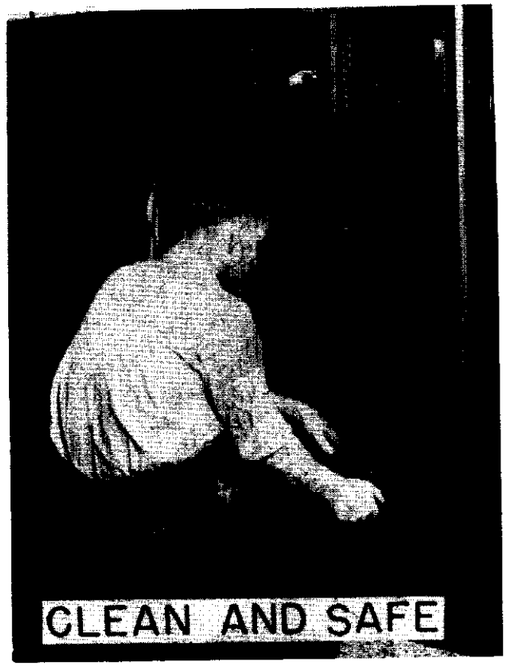
Worse yet is to leave a pop bottle or something else on top of your locker. It may be jarred off and hit you or another fellow. I've heard of fellows being knocked out that way.

Speaking about lockers, you know you can tell a lot about a fellow from the inside of his locker. If it's cluttered with dirty clothes, rags, waste, old shoes — stuff that belongs in the waste can — it's a good bet he's slovenly on the job and maybe gives his wife a time of it at home too. No one wants a locker neighbor like him.

There's a serious hazard involved in accumulating oily, dirty clothes, rags, and waste in lockers. There's danger from fire due to spontaneous combustion. A locker room fire can destroy a lot of street clothes and, because it might not be discovered quickly, may spread and get out of hand.

When you discard old clothing, paper, etc., be sure to put the stuff in the waste can. Don't leave it around for someone to trip over. Milk or pop bottles under paper or old clothes roll and can throw a man for a "loop." So, put bags, newspaper, old clothes, bottles in trash cans or bottle racks — for safety's sake. Besides, who likes to step from a shower room into a bunch of soggy, dirty trash on the floor? It's as bad as going through a cow pasture barefooted!

Sure, the company employs a man to keep our lockers and wash rooms shipshape. But it's not fair to expect him to gather up all the rubbish tossed into corners, under lockers, and other places. Give him a break. He deserves consideration from his fellow workers just like



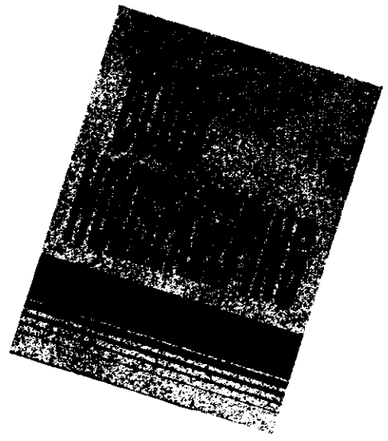
you expect consideration from the fellows you work with.

Fellows, we are inclined to take locker and wash rooms for granted — not give them any thought. But remember: they are important to your health, and if we're not careful they can be accident and fire hazards. But safety in wash rooms and locker rooms is just a simple matter of good housekeeping. So let's keep our wash and locker rooms here just like we do our own homes — tidy, pleasant, safe.

This talk prepared by the staff of the Industrial Department of the National Safety Council

KEEP EQUIPMENT IN RIGHT PLACE

A wise old Cornish workman I once knew always used to say "When you 'ave 'er in the 'and, put 'er back." That's a mighty good saying to remember when you have finished using a truck, a ladder, a hose, or any equipment.



A lot of troubles result from failure to acquire the habit of promptly returning equipment to its right place. One of them is sharp words with a fellow worker who needs the equipment and finds it gone; learns that so and so had it last and left it where he used it; or put it some place else. You can't blame a fellow for getting burned up when he has to hunt all over the department for what he wants.

I want a smooth running department and so I am going to ask each of you to think of the other fellow's convenience whenever you take any equipment which is for the general use of the department.

Aside from convenience, the habit of keeping our equipment in the right place means orderliness and just plain good housekeeping.

Just to mention a few items, imagine how the place would look if the trucks were left here and there around the department instead of in the parking area; if unloaded skids were left anywhere along the wall or around machines; and if ladder were left leaning against a column or wall. None of you would want to work in the place — and I wouldn't blame you.

A place like that would be a breeding place for accidents. We'd have broken arms from stumbling over equipment and falling; banged-up legs and shins from bumping into things and banged up heads from getting walloped by things falling on us.

Suppose access to exits and fire equipment was blocked and we had a fire? You know the answer to that question.

We have tried to select places for keeping equipment which are safe, convenient for you, and out of the work area to avoid interference. Notice, for example, that the ladder is not just set against the wall in the corner. It's hung horizontally on brackets so it can't fall and so it can be handled easily.

Most of you have special equipment for your work. When you go back to the job, take a few minutes to inspect your working places and see whether you have the most convenient and safest place for your equipment and then make a point of