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INITIATIVE

BY LEIGH MITCHELL HODGES

Dictionaries define initiative as the ability to start or originate. It is one of the four ingredients in the prize recipe for success—the other three being imagination, industry and in-thusiasm!

The best illustration of its meaning was born in Genoa in 1451 and proved his right to the title by insisting upon discovering a new world in spite of the fact that every one said it was impossible.

Christopher Columbus had initiative plus—and no amount of adversity or opposition can defeat a person thus equipped.

Neither he nor any one ever was born with initiative, however. It is a cultivated quality. Of course, inherent ability is a big factor in this, as in everything. But the main-spring is ambition—the man who wants to do a thing will find or make a way to do it.

And the man who has a new or better way of doing a thing is the one today most wanted.

Initiative is composed of two parts know-how and one part dare-to. It never roosts in cowards or apologists. It cares nothing for titles, rank or riches.

It made of an unknown Corsican the most famous conqueror in history. Less than a century later a train-boy out in Michigan tied up to it—and the result was Edison, master of modern miracles.

Initiative plays no favorites. It would just as soon transform a \$10-a-week messenger into the head of the firm as to increase the general manager's salary \$5,000 a year.

It spells the difference between men we are compelled to hire and men who compel us to hire them.

It never waits for the boss to indicate, suggest, infer or propose. It is the art of doing something on your own hook, even at the risk of making a mistake.

And mistakes, if rightly used, are guidestakes to increased efficiency—based on experience.

It is the most valuable of all attributes in helping a man to overflow his present position and thus automatically demand a larger measure of responsibility and remuneration.

The world never gets enough of it. The demand today is greater than ever. And it is one of the few things that laughs at years.

The possessor of Initiative may be as bald as a Hubbard squash, but no one will pull the age limit on him. He may be blind in one eye and bowlegged, but so long as he dares and does things, his bank account never will know the difference.

The moral to all this is, "Initiate Initiative;" start something; work with your head as well as your hands, and putty up your ears against pessimists who prattle about impossibilities.

SAFETY, THE FIRST CONSIDERATION**BY S. C. DICKINSON.**

Safety means a condition of being safe and this end can be accomplished by adopting the following rule: Safety the First Consideration. This may or may not have much significance according to whether or not the rule is obeyed.

The safety movement should be taken up for two reasons: financial and humanitarian; the former because mine accidents are costly affairs and the latter because a strong, healthy and contented miner can do more work. This means a greater output and, of course, greater efficiency. Accidents can be prevented and prevention results in a direct financial gain—records show that safety pays, also that it is a recognized factor in the cost of production.

Ninety per cent of the accidents in mines are due to carelessness or ignorance, not ignorance due to a lack of intelligence but due to ignorance of the precautions which experience has shown it is necessary to take in order to prevent accidents. Ignorance cannot be entirely overcome in some instances, but it is a cause of accident and it must be crowded out by knowledge. Carelessness is the cause of a good many avoidable accidents. The results are the same whether carelessness takes the form of recklessness, thoughtlessness or indifference. It can be stopped if everyone will wake up to the importance of safety.

In order to prevent accidents a safety campaign must be started which consists of the study of accidents at the mines, provision of safety devices and methods to prevent the common classes. Every detail of mining should be gone over carefully and unsafe practices eliminated. A careful study of mining and timbering with a view to making changes that will lead to greater efficiency and safety should be made. To accomplish the desired object a systematic course must be followed, and its success will depend upon whether or not the course is adhered to.

Proper organization, co-operation and discipline will have the desired effect. If the operator will do the first, the operator and miner the second, and the miner the third, the familiar phrase "accidents will happen" will be a thing of the past.

Proper organization can be brought about by the organization of a safety committee to perfect a plan for the inspection of the mines. A good plan to follow and one which is used by a very large company is to have three committees. Committee No. 1 composed of important officials of the mines to meet monthly; committee No. 2 made up of

superintendents, assistant superintendents and safety inspectors to meet weekly and also made of a committee of foremen to meet every two weeks; committee No. 3 made up of men working in and around the mines to meet twice a month.

Committee No. 1 shall discuss all accidents and recommend ways and means of preventing similar accidents. Safety devices and regulations are treated in the same manner. The recommendations of this committee are put in force at the mines.

Committee No. 2 discusses operating questions, accidents, safety methods and devices. The committee of foremen make regular inspections about every two weeks to see that all safety regulations, safety methods and recommendations are enforced; to investigate all serious accidents and to report on same with a view to prevent a recurrence; to report who was to blame and what should be done about the matter.

Committee No. 3 generally looks after unsafe practices at work, defects or other conditions which may cause accident. They report all recommendations and matters needing attention, which in their opinion will prevent accident.

Committee No. 3 reports to No. 2 and No. 2 to No. 1. The reports of all committees are carefully considered and those which will benefit everyone concerned are adopted.

Where there are three or four mines this will be a good plan—with smaller operations it can be modified.

Safety must begin with the mine officials; it must be the first consideration for operator, superintendent, foreman and all others exercising authority. Quality of product and cost of production come second and third respectively.

Of course it is not the duty of the employer to give a general education to his employees but he can play an important part by adopting the following:

Rules and regulations for the prevention of accidents covering each and every phase of mining; strict discipline; a campaign for safer miners—the accident rate in our mines will not reach the desired minimum until the miner is as safe as the mine; provision of safety devices, guards and signs; an educational campaign to secure the earnest co-operation of the miner; give cash prizes to the foremen and shift bosses for reduction of accidents—one company reduced their accidents 400 per cent in one year by doing this; prizes for examination which test employee's knowledge of safety appliances and methods; teach the men to think for themselves—a thoughtful miner generally comes out with a whole skin; do not allow men to do work with which

they are unfamiliar; pay for safety suggestions and have rules and regulations printed in different languages.

Workmen give best results and put forth their best efforts when safety is practiced by the company, but it is useless to adopt measures of any description unless those in authority live up to them and see that they are lived up to.

Upon the selection of superintendents and foremen will depend a great deal of the employer's success and his desire to prevent accident. His earnestness will have a big influence on the men themselves.

The rules and regulations which are in force at the mine should be carried out by the foreman. The pace should be set by him and his assistants.

The foreman should be carefully chosen and given to understand that he is personally responsible not only for the overseeing of work but also for the prevention of accidents. It is his duty to see that all rules are obeyed, warning signs placed in the proper places, safety devices used, and when it is necessary to remove them to see that they are immediately replaced. He must fully instruct new men regarding their work and when doing it use plain United States and if it is necessary repeat the instruction. In placing men it would be a good idea to take into account the man's special characteristics. He must not allow intoxicated people to come into the mine. It is the foreman's duty to investigate all accidents—get at the root of the trouble and work from that point in trying to prevent a repetition. A great factor in the safety movement is systematic reasoning. Foremen must keep their eyes open and warn individual employees when necessary, discourage dangerous practices at all times and try to get the idea of safety into the minds of everyone.

Notwithstanding all the precautions taken accidents will happen and when one does occur it should be immediately reported and thoroughly investigated. Knowledge of exactly how one accident occurred will help prevent others of like nature.

Miners, sometimes the best and most intelligent, seem to think that looking after their own safety is being cowardly, and that the other miners will laugh at them, if, realizing the dangers connected with mining, they try to prevent accidents. There is no sense in such an attitude, being foolhardy is not being brave and does not merit praise. It is not a brave thing to take a chance which may not only put your own family in want but may also do the same for the families of other miners who are in no way to blame. Being reckless is no indication of courage, brave men are always cautious.

Rules and regulations, signs, safety devices, guards and methods are useless unless every man is careful to see that they are maintained; careful to watch for and to warn others of danger. Strict compliance with the mining laws is the first duty of each and every miner or employee.

When the employer has done everything in his power it is the duty of the employee to give his co-operation. Employees should feel that whatever is done in the way of providing safety is for their benefit. Not only is it a duty to themselves but to their fellow workmen and to their families. They should do all in their power to avoid accident to themselves and others. In doing this they are reducing human misery, adding to the cheer and comfort of home, and happiness to the public in general. Employees should not consider that the provisions of safety are a reflection on their ability or skill or are an interference with their work. They should report dangerous operations and conditions, warn each other of danger and the advisability of being on the lookout. Habits of care and watchfulness are more important than safe machines and places. Carefulness can prevent a great number of accidents.

The miner can do a lot by adopting the following pledge:

"I will practice safety for my own sake, for my buddy's sake, for my family's sake, for my employer's sake and for the sake of society at large."

Discipline. Proper discipline is one of the greatest factors in preventing accidents. It is common knowledge that violation of rules and regulations is responsible for many accidents. Employees should be made to live up to rules and regulations and should be discouraged if sufficient warning fails to reform them. The discipline which should exist is destroyed if they are allowed to remain.

Some form of an educational campaign is necessary to impress on the miner that the measures taken are for his personal, physical well being and not for a financial gain for the employer at the miner's expense. He must be impressed in an emphatic manner and made to understand that safety laws are enacted for his welfare and that the proper observance of those laws is necessary to prevent injury and possible loss of life. The result would be a great reduction of accidents. Impress upon him that the price of his safety is his own eternal vigilance. This will cause him to realize the value of individual responsibility, make him a better miner and a better citizen.

The regulation of the use of intoxicants has a lot to do with discipline. Men who are ordinarily careful become heedless when under the influence of intoxicants and the careless man is made reck-

less. The use of intoxicants during working hours must positively be prohibited and it is advisable not to employ and continue in employment men who are known to be steady and hard drinkers.

"The traveler across the country is grateful for the guide posts that tell him how to reach his destination. If the sign at the crossing tells him to use the uphill way, he does so cheerfully and is grateful that the sign is there." Rules for safety are like these guide posts; they do not interfere with your rights; they only point out to you the way which is safe and wise to follow.

The effects of accidents may be intensified for lack of immediate proper care of the injured and unskilled handling may do further injury in addition to causing the sufferer unnecessary pain. In order to prevent this each mine should have at least one first aid team and, if possible, all of the men should have a knowledge of first aid to the injured.

First aid has a double effect; it fits the men to care for their fellow workmen and for themselves; it gives them an insight into the result of an injury and makes them more careful of their work. There are more injuries among men who have not had first aid training than those who have.

Safety first and first aid should be taught together. Every injury should suggest a possible means of prevention and in this way it is an easy matter to keep safety in the minds of the men.

In practicing first aid care should be taken to attempt no treatment which can probably be done only by a physician. First aid is just a little common "horse sense" and if used properly, relief of immediate suffering and prevention of further injury—the two foremost principles of first aid—can be accomplished.

If possible a thoroughly equipped emergency room or hospital should be at hand to receive the injured.

Mine rescue teams should be organized at each and every mine. The men should be carefully selected and properly trained and should be men who are strong and reliable, and noted for their coolness.

In case of an explosion or mine fire it will be their duty to put forth all their energy in attempting to rescue men and recover bodies. Local conditions will govern the organizations of such crews.

These men while performing their work should never forget that *Safety is the First Consideration.*

The miner is by far the greatest gainer by safety work.

Do what the boss tells you to do and **DO IT NOW.** Do not take a chance. Not only think safety first but observe and talk it. Get the safety habit—it is the only habit which will not injure you. One man's efforts seem small but when they are united they are large.

FATAL FLASHES

| | |
|-----------------|------------------|
| Thin Ice, | Ignored Bells, |
| Scorned Advice, | Flagman's Yells, |
| Paradise. | Immortelles. |
| Fool Afloat, | Mushrooms Ate, |
| Rocked Boat, | Tasted Grate, |
| Wooden Coat, | Silver Plate |

ATTAINMENT OF THE IDEAL "SAFETY FIRST"

"Safety First" takes its slogan from the wide-spread movement of accident prevention and has several distinctive motives, among which is a desire to mitigate the appalling casualty rate in American industries and the humanitarian impulse growing out of the older welfare work for employees.

Safety devices alone are not sufficient to prevent accidents. Guarding of machinery is but one phase of accident prevention. The Safety Engineer, in order to do his work efficiently, must be given ample opportunity to incorporate safety in the construction work of a plant and not merely invade it with his safety devices after it is finished. The safe lines along which the new furnace building has been constructed and particularly the new cranes speak well of the thought, effort and money expended to attain the ideal in safety. This same ideal is emphasized in all three branches of safety work, namely, Safeguards on Machinery, Safeguards against Fire and Sanitation.

Aside from bringing into existence an Emergency Hospital with a competent attendant; Medical Department; First Aid Corps, etc., the Safety movement has done much for the welfare of the workers, since long hours, overwork, unsanitary surroundings or anything else which lowers the vitality of the workman and hinders maintenance of good health, lead to carelessness and lack of alertness, one of the chief causes of accidents.

After the employer has done his part to safeguard against accidents, we must look to the employee to do his share. One of the most important factors is "Common Sense Applied." Without the loyalty and support of the worker, there can be no appreciable progress made towards our Ideal.

As a help, nothing better can be sought than "Competent Counsel." We may find this in various forms. Our "Ingot" is a source of "Competent Counsel," also our Bullentin Board.

Discipline enters into Safety work in no slight degree and unless one disciplines himself by establishing high standards and intelligently and effectively living up to them, he cannot enter heartily into the spirit of maintaining a low percentage of accidents. In the competitive commercial conditions of everyday practical work, where the elements of time and efficiency are inseparably present, we have found this Company ever ready to spare the time in doing all in its power to instruct in best methods of self-preservation.

With written standard practice instructions in book form, having for its major ideal "Safety", our various nationalities can be reached in clear, direct, impressive, authoritative language and thus tend to reduce accidents to a minimum.

The proficiency with which efficiency is applied to accident prevention will depend upon the spirit and attitude of those in charge, who must work out its problems and to this proficiency we must tie our hopes for greater efficiency in Safety First.—INGOT.

Your condition is only as safe as you make it.

CARE IN HANDLING PRIMERS

Many accidents happen in the mines which are caused by explosions which occur while the miner is loading his holes. These might often have been avoided had more care been used.

There is one very important fact which every miner should bear in mind when loading holes, that is, that the percussion blasting cap is a very dangerous thing to handle unless all precautions are observed, and care should be used in making a primer, particularly in loading it into a hole. Many men, some of them old-timers, use the tamping stick too vigorously in tamping the powder into the hole, and use the same method with the primer. As a result the jar of the tamping stick against the cap sometimes causes an explosion, and they are seriously injured, or killed.

In loading the holes the primer and powder should be carefully pressed into the hole, but the primer should not be tamped with hard strokes. It is not necessary to use great force in loading the holes so long as the powder is pressed sufficiently tight to prevent it from falling out.

Often these explosions occur because the miner is in a hurry to get his holes loaded, and he does not want to take time enough to do his work carefully. His partner may be the innocent victim. It is well for the miner to remember "It is better to be safe than sorry"—ANODE.

BOOST.

Boost, and the world boosts with you,
Knock and you're on the shelf;
For the world gets sick of the one who'll kick
And wishes he'd kick himself.

Boost when the sun is shining,
Boost when it starts to rain,
If you happen to fall, don't lie there and bawl,
But get up and boost again.

Boost for your own advancement,
Boost for the things sublime;
For the chap who's found on the topmost round
Is the booster every time.

A MISTAKE WITHOUT AN EXCUSE

If you find defects in the machine you operate report them to your foreman at once. Do not "humor" the machine or try to install makeshifts in the hope of getting through the day without an injury.

Thousands of injuries have resulted from just such practices and workmen have been branded "careless" employees. Remember, every machine out of order is dangerous.

Workmen's Compensation Laws and Employers' Liability Laws, as well as plant rules, require that you inspect the machine you are operating for defects, and that you call your foreman's attention to these defects at the time of discovery. Before starting the machine in the morning, and again at the noon hour, look it over thoroughly. Watch the first few operations *very carefully*. If necessary, stop the machine until you are satisfied it is running properly.

If you do not obey the law, you may not receive the benefits of its protection if you are injured.

The machine cannot think—you can. Use your brain or you will become a machine.

Be careful—Report all defective machines.

N. S. C.

*Cheerfulness lubricates the axles of the world.
Some people go through life with a continuous
squeak.*

SAFETY

The terms "Safety First" is a saying that has been brought before the employee and general public only recently.

Less than three years ago, when the Raritan Copper Works held its initial "Safety" show, a large majority of the men came, just because it was to be a show, they had never heard the term "Safety First" before. But since then things have changed, and most men are beginning to look at Safety in its true light and not as a joke, but there are a few who are lagging behind, ignorant enough not to take it seriously before they are injured. It is for the benefit of all that this company and other companies are preaching "Safety First," the movement is taught far and wide to the lively one as well as the laggard one.

"Accidents will happen", is an old saying, but many of these accidents can be avoided if you use a little common sense beforehand and play "Safety First." The first step to reform is to inform, hence a few suggestions pertaining to accidents.

CAUSES OF ACCIDENTS.

- (1) Defective condition of tools, machinery, equipment, etc.
- (2) Failure in placing guards around machinery, motors, etc.
- (3) Improper safeguarding from falling material, such as loose boards or other material on roofs.
- (4) Defective boilers or valves.

But the most important one is:

Carelessness on the part of the employee in the performance of his duties. Placing boards or blocks from which nails are protruding in a position where others are in danger of stepping upon them, breaking stone or concrete without the use of goggles, placing obstructions in paths of night men without placing danger lights on them, or starting machinery before making sure that no one is in the way, are only a few of the hundreds of careless stunts that are enacted daily.

Probably the employee is not responsible for the first four causes enumerated, but he can do a great deal toward remedying them. For instance, he can have his tools re-sharpened; he can report defective parts of machinery or equipment to the Plant Safety Committee who would willingly have those parts replaced or repaired.

The other cause is wholly up to the employee and if he is a careless chance-taker he is generally the loser by a wide margin. Always play safe. Take no chances. See that your fellow-worker is a Safety worker, too, for if he is not, he may be endangering your life or limb

as well as his own. If he is a green man, teach him the proper way of working, teach him Safety, for it may be the means of saving your own life.

If you should get injured, though it be a mere scratch, don't spit tobacco juice over it or rub it in coal dust, but have it properly attended to at the hospital. Play Safety—First, Last, and Always.

SAFETY—First in work.

First in play,

First in the heart of every working man—INGOT.

Who builds for Safety rears a lasting monument.

WHY HAVE A STANDARD?

"Yes, he's been told never to put his hands in there; so have they all been told—dozens of times. But that doesn't do any good." The superintendent of the furnace refinery turned on his heel and walked out of the office with a sarcastic little laugh.

"Don't do it that way, it's dangerous. That operation should be performed this way." What's the matter with the shift foreman? Does he expect everybody to do every little piece of work and every part of a piece just exactly the way he does? We were getting the work out all right, weren't we? Then why does he "butt in" with "don't do it that way; do it this way."

In planning the work the question arises, "How long will it take to do this part of it?" and the answer, "This part should take three hours." Is this answer a guess? Is it even a rule-of-thumb conclusion based on months or years of observation? It is neither. It represents an analysis of each operation required in the work. It represents observations and tests of the easiest, safest, most economical method of performing each operation. When the work is scheduled as a three-hour job it is neither a time standard set to "drive" the workers, nor a signal for them to hurry it through by a "short-cut" and "soldier" the balance of the time. Every "short-cut" that efficient work and safety will permit has been considered. If a possible "short-cut" has been "tabooed" it is because the work cannot be safely or well done that way. Of course it is done by the "short cut" often, in spite of the warnings and only one man in ten or twenty gets into trouble about it. But is a one-in-twenty chance worth the risk when it is not necessary?

True, a prescribed standard is not the only way a piece of work could be done. But it is the best way. That is why it is the standard

adopted by the company for the men to use. When everyone follows it and does the work the prescribed way there is no friction, no interference with the work of neighboring workmen, no accidents. But when someone tries to make a "short-cut" or do it another way, because it could be done that way or looks easier, he not only endangers himself but everyone around him. It may be only his own fingers that get caught, but in too many cases it is the other man's.

Is a standard a "rut"? Must a worker always do the same thing in the same way with no chance of using his brain? That is another consideration. The things we have mentioned are distinctly a lack of brain use. They are the "short-cuts" or the "other ways" that are not as good as the prescribed standard. There is no foreman, superintendent or company who will not welcome suggestions to improve the efficiency, ease or safety with which work may be done. Practical suggestions of this sort can well be made by the men doing the work who are in position to see many things the observer may not. Helping to improve the standard of work is worth thought and effort on the part of the workman, for whatever help or advantage it may bring to others, it most of all helps him to protect his life and limb and his capacity to serve his dependent ones.—ANODE.

*War makes honorable cripples — carelessness
unhonored ones.*

PREVENTING ACCIDENTS TO NON-ENGLISH SPEAKING EMPLOYEES

Some employers and safety engineers report accidents to non-English speaking workmen as due to carelessness or stupidity. If these accidents were properly chargeable to the injured employees, the probabilities are that they were due to one of the following causes:

- Unfamiliarity with the operation and its hazards;
- Misunderstanding of orders given;
- Hesitancy about asking for help.

It is now admitted that employees unable to read danger signals or signs, who misunderstand orders because they cannot understand English, are a liability and not an asset. Such employees require much closer supervision, are not as efficient as other employees, and are likely to become drifters, thus increasing labor turnover.

Employers and their assistants, including the safety engineer, can not only reduce the cost of supervising employees and raise the general efficiency, but also decrease the labor turnover and reduce the accident frequency:

(1) By informing all employees, particularly the non-English speaking, of night school opportunities and definitely encouraging them to make use of the opportunities;

(2) By giving preference in employment and promotion to those able to speak and read English;

(3) By announcing that a wage increase will be granted to those who become more valuable through their knowledge of English and other subjects taught in the night schools;

(4) By directing every member of the supervisory force to give evidence of the employer's interest in this educational work, and assist alien employees in their efforts to become citizens.

Many employers attempt to solve the problem by employing interpreters. This is an excellent plan where there are a sufficient number of employees to justify it, but the real answer from every standpoint is to educate them.—N. S. C.

U. S. stands for Universal Safety for the United States.

MR. FOREMAN

Do you fully understand all the apparatus under your supervision?

Are you familiar with its construction as well as operation?

Do you understand that there is danger if proper care is not exercised?

Have you warned each of your men of the dangers with which he is confronted?

Does each of your men thoroughly understand his duties and exercise proper care and judgment in performing them?

Do you examine and instruct a new man before starting to work and an old employee before starting on a new job?

Have you a man in your employ who is careless in the performance of his duties and who thereby endangers himself and his fellow employees?

Have you a man in your employ who sometimes takes chances in doing a job in order to save a little time or extra labor for himself when by going to a little more trouble the job may be done safely?

Do you have definite rules governing your work regarding the safety of the employees and the public.

Do you know of any present dangerous practices? (Do not confine yourself to your own department.)

Can you suggest a means of eliminating them?

Do you know of any existing dangerous conditions which should receive immediate attention?

Have you any suggestion to make concerning the safety of conditions about the equipment under your charge?

There are probably some conditions which are known only to you who are in immediate charge. If you are working for your own welfare and that of your fellow-workers as well as in the interest of your employers, you will have some suggestions to make or questions to ask. Until you can answer each of these questions to conform to the Safety Standard, you are not doing your duty, either to yourself, your fellow-workmen, or your employer.—SAFETY BULLETIN.

HOW TO REDUCE ACCIDENTS

GUARDS 33%—INSPECTION AND EDUCATION 67%.

All of the companies have found that not more than one-third of the reduction in accidents has been accomplished by means of mechanical guards or any mechanical equipment, while two-thirds has been accomplished by education, inspection, and co-operation of the workmen.

BEGIN AT THE TOP—OFFICERS MUST DO THEIR SHARE.

The first step in safety organization is for the owners of the business to recognize safety work and to give it a legitimate place in the organization, and then to prove their interest by appropriating the money and equipping their plant with proper safeguards. Unless the officers do their part, the foremen and workmen will not take safety seriously and will not do their part. An attitude of absolute frankness should be assumed by the employers and their superintendents, and the whole problem of accidents, their cause and prevention, should be discussed with the workmen and both should assume their responsibility. When the superintendents or foremen are responsible for an accident it should be frankly admitted, and when the workmen are to blame, it should be stated with equal frankness. By far the most important factor in reducing accidents is to get the real intelligent interest and co-operation of the workmen, and without frankness this is impossible.

INSTRUCT EVERY MAN

It is indispensable for safety that every workman, especially every new man and every non-English speaking man, should be carefully instructed by his foreman with regard to the dangers of his job. This should be done in a frank and kindly manner, and he should be made

to appreciate the part which the company is doing and the larger part which he alone can do in protecting himself and his fellows. Books of rules, bulletins and signs have been found useful in instructing the men and keeping before them the subject of safety.

WORKMEN ARE BEST INSPECTORS

In practically all of the companies which have accomplished the largest reductions in accidents, the plan has been adopted of appointing committees of rank-and-file workmen as inspectors. One to three men are appointed in each large department to serve one or two months and are given an opportunity once a week, or once a month, to make inspections and to report their findings and recommendations to the superintendent. This has served four valuable purposes: First, when the men are recognized and given responsibility, they at once take a new interest in safety and take pride in making a good record. Second, through their new interest in safety the men acquire much valuable information regarding the cause and prevention of accidents. Third, it has been found that these workmen's committees discover hundreds of small points of danger which arise even in the best guarded shops and which can only be ferreted out by men who are on the job and near the work. Fourth, these inspectors become "boosters for safety" and do much to interest their fellow workmen and induce them to do their part. In several companies ninety-five per cent of the recommendations of the workmen have been accepted and have actually been carried out. It goes without saying that every foreman should carefully inspect his department day by day in order to eliminate weaknesses which arise or recur from time to time.

SAFETY INSPECTOR NEEDED

It has been found that even in the smallest plants it is advisable to appoint some one man who will be responsible for looking after safety. In the smaller shops this man may spend only one hour a day but he should be the spokesman and make it his business to see that proper reports of accidents are made, that guards which have been ordered are installed, that the inspection work is carried on promptly, etc.

"BOOST FOR SAFETY" MEETINGS

In many companies foremen's meetings are held once a month, at which meetings the subject of safety is discussed, accidents which have occurred are carefully gone over and ways and means of prevention are worked out. These meetings are invaluable to enable the superintendents to keep the foremen lined up and to keep alive the

interest and enthusiasm in safety work. Meetings of workmen have been found equally valuable. At these meetings the whole problem of accidents, their cause and prevention, should be openly discussed, the officers of the company should squarely face their responsibility and the large part which the workmen must do should be carefully pointed out.

GET YOUR MEN WITH YOU

The companies which have had the longest experience in safety work more and more emphasize one point, namely, that only poor results can be attained unless the employer is able to reach his men and to win their confidence and co-operation so that they will feel he is doing his full part and will appreciate the part which they must do in order to secure safety for all.

TEN RULES REGARDING FOREIGN BODIES IN EYES

“1. Remember that the eye is the most delicate, exposed part of the human machine.

2. Remember that most men who lose eyes are victims of bad methods before the oculist even sees the case.

3. Remember that the man who uses dirty materials in his eyes (chewed matches, handkerchiefs, and the like), is a human plague spot.

4. When a foreign body lodges in the eye avoid further damage; do not allow the other fellow to “poke around” in it with sharp tools.

5. Do not rub affected eye with the finger—it does damage, and makes the foreign body more difficult to remove.

6. Keep flaxseed and allied “junk” out of the affected eyes. Why try to exchange one foreign body for another?

7. If the foreign body cannot be removed by gently shaking the eye-lid or with sterile gauze, the plain indication is to bandage the eye and seek skilled relief.

8. The use of boric (boracic) acid as an eyewash will remove many foreign bodies and prevent much infection. Avoid the dirty eye-cup.

9. Get an oculist or physician to remove the foreign body if possible. This is good “eye insurance.” Eye infection means payroll loss.

10. Remember, above all things, that goggles constitute an excellent safety device for the human machine of sight. Do not use unprotected emery wheels or work in eye danger places without them. **GET THE GOGGLE SAFETY HABIT.**

The best way to treat an injury is to prevent it.”