

SAFETY FIRST

Safety Work

On November 15, 1919, we commenced the creation of a permanent Safety First organization, which will shortly embrace every department of the entire plant. This organization will consist of Safety First Committees, composed of either the department foreman, or one or more men from each department, and in some instances both the foreman and one or more men, depending upon the size of the department, the number of men employed, and the number of shifts worked by the department.

We all realize that the great majority of accidents are the result of thoughtlessness—either the thoughtlessness of the injured or the thoughtlessness of another. That there are certain hazards or dangers incidental to any work, we all admit. Some of these dangers are visible to all; others are hidden, and only known to those acquainted with the work.

The new man on the job generally receives his first injury from a hidden danger—a danger only known to the man familiar with the work—because of his ignorance of its existence, caused by a lack of proper instruction or the failure to have been warned of that particular danger.

The man who has been on the job for some time, and is thoroly familiar with the work, in time may become careless. Long association with the dangers incidental to his job causes him to sometimes forget their presence, lose his caution, neglect his *safety* or the *safety* of others about him, and he is eventually injured, or by his thoughtlessness injures another.

The placing of guards upon machinery, and taking other mechanical precautions to insure the safety of the men will not prevent accidents if the men fail to properly use them, or are thoughtless of their own safety or the safety of others,

for an *unsafe man* is like an *unsafe machine*—both must be made safe; and it was for the purpose of meeting this condition that a permanent Safety Organization will be created.

Therefore, it becomes the duty of the various Safety Committees to continually caution the men about their safety and the safety of others; to instruct the new man as to the proper method of doing his work, warn him of its dangers, and caution him to always think before he acts. It is also their duty to see that their departments are clean, well lighted, and in good order; that no unnecessary trash or debris is allowed to accumulate; that the aisles and passageways are clean and free from obstructions; and to immediately report to the heads of their departments all unsafe or defective equipment or apparatus.

Safety First bulletin boards will be placed in each and every department of the entire plant. On these boards will

