

CONTINUAL CARELESSNESS CAUSES CASUALTIES

SAFETY DEPARTMENT

TALLASSEE
HINK SAFETY

POWER
RACTICE SAFETY

COMPANY
CAUTION SAFETY

Safety First Regulations

The men serving on the various Safety Committees throughout the plant were unanimously of the opinion that certain rules and regulations governing safe and unsafe practices should be decided upon and put in pamphlet form for distribution, that every man—and more especially the new man—might familiarize himself with these rules, be made to realize the dangers incidental to his work, and, at the same time, impressing him with the necessity of being ever mindful of his safety and the safety of others.

After considerable thought and discussion, the Safety Committeemen decided upon, and have adopted, the following "Safety First Rules and Regulations" for the Badin Plant.

These are now being printed in pamphlet form, and will be ready for distribution within a few days. They are of convenient size to be carried in the pocket, and every man should carefully read and memorize these rules.

1. Wear good sound shoes and clothing while working; they will save you from injury, and protect your health.
2. Do not wear loose, baggy clothes, or cotton gloves while operating or working near a machine, belts, or shafting.
3. When hot do not drink excessive amounts of ice water. Drink small amounts at frequent intervals.
4. Scuffling, wrestling, or playing is absolutely prohibited.
5. Riding upon electric trucks, crane yokes, crucibles, or metal racks is strictly forbidden.
6. Never open, close, or touch a switch; or start or stop a machine, unless it is your duty to do so.
7. Never clean, oil, repair, or adjust a machine or motor while it is in motion.
8. Watch the crane at all times, and never allow it to carry a load over your head. Cranemen will likewise take every precaution for the safety of the men below.
9. Never stack or place material where it might fall and injure another. Keep the aisles, stairways, and passageways clear.

10. Potmen should never throw carbon butts upon the floor. Place them in the cans provided for the purpose.

11. Never prop open the potroom ventilators; hook them on the chains provided for the purpose.

12. Never place a wet carbon in a hot pot, or pour hot metal in a wet crucible, or dip a damp ladle in hot metal.

13. Mitts and aprons are kept in stock for all potmen; see that you have yours.

14. When working a pot, do not stand upon the iron plate around the crucible hole.

15. Do not pass tools across the buss bars; to do so is extremely dangerous.

16. Assist in keeping your department clean; to do so will help prevent accidents.

17. Assist the new man; a word of advice may prevent a serious accident.

18. Remember that other men are working beside or near you; therefore, constantly keep in mind their safety.

19. Report at once to your foreman all defective tools and unsafe or dangerous places.

20. When injured, no matter how slight, go at once to the First Aid for treatment. If instructed to return for further treatment, continue to do so until the doctor declares your wound healed.

December Accident Record

The following tabulation shows the number of lost time accidents, together with the number of days lost, which occurred during the month of December, 1919, classified according to the department in which the injury occurred, or the foreman under whom the injured was employed.

Everyone can readily see just what his department is doing, the number of lost time accidents which occurred, and the number of days lost as a result thereof. It also shows what the other departments are doing, gives the total for the entire plant, and enables you to compare the accident record of your department with that of the other departments.

Hereafter, in each issue of the BULLETIN, the Monthly Accident Record of every department will be published. If you will watch your Safety Boards, and note the accidents occurring in your department each week, study and analyze their cause that you may prevent their recurrence; be constantly alert, and immediately report to the First Aid, that your injuries may be promptly dressed; there will be a noticeable decrease of accidents in your department, and your record will be one of which you may well feel proud.

| | Accidents | Lost Time Days |
|-----------------------------------|-----------|----------------|
| <i>Aluminum Plant</i> | | |
| Potroom No. 24 | 3 | 16 |
| Potroom No. 26 | 1 | 5 |
| Potroom No. 28 | 3 | 19 |
| Potroom No. 32 | 0 | 0 |
| Potroom No. 34 | 2 | 8 |
| Potroom No. 36 | 0 | 0 |
| Carbon Rodding | 0 | 0 |
| Pot Lining | 0 | 0 |
| Metal Loading | 0 | 0 |
| Re-Melting | 2 | 6 |
| Unloading Ore | 0 | 0 |
| Cleaning and Sweeping.. | 0 | 0 |
| <i>Carbon Plant</i> | | |
| R. E. Lee | 1 | 6 |
| G. E. Biddix | 0 | 0 |
| A. D. Howell | 0 | 0 |
| W. R. Young | 1 | 12 |
| <i>Electrical Department</i> | | |
| Rotary Stations | 0 | 0 |
| Motor Repairs | 0 | 0 |
| Power House | 0 | 0 |
| Misc. Electrical | 1 | 6 |
| <i>Machine Shop</i> | | |
| E. N. Evans | 4 | 22 |
| M. S. Ragsdale | 4 | 0 |
| T. L. Chambers | 0 | 0 |
| <i>Construction</i> | 1 | 12 |
| <i>Store Room</i> | 1 | 1 |
| <i>Reclamation</i> | 0 | 0 |
| <i>Planing Mill</i> | 0 | 0 |
| <i>Townsite</i> | 1 | 3 |
| Total of Entire Works..... | 21 | 116 |

Mr. J. D. Black, brick mason foreman, has returned from a visit to his family, at Fayetteville, N. C.