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MINUTES
MEETING, INDUSTRIAL CONFERENCE
NATIONAL SAFETY COUNCIL
LAKE SHORE CLUB, CHICAGO, ILL.
JANUARY 23, 1953

ATTENDANCE

OFFICERS

Clyde F. Schlueter, Chairman, Industrial Conference, Employers Mutuals of Wausau, Wausau, Wis.
J. S. Queener, Chairman-Elect, Industrial Conference, E. I. du Pont de Nemours & Co., Inc., Wilmington, Del.
Roy G. Benson, Secretary, Industrial Conference, National Safety Council, Chicago, Ill.

MEMBERS

R. H. Albisser, Merck & Co., Inc., Rahway, N. J. (Board of Directors)
Cole A. Allen, American Mutual Liability Insurance Co., Wakefield, Mass. (Member-at-Large)
Dorothy Armstrong, R. N., The Peoples Gas Light & Coke Co., Chicago, Ill. (Member-at-Large)
T. J. Berk, Metropolitan Life Insurance Co., New York, N. Y. (Member-at-Large)
M. F. Biancardi, Allis-Chalmers Manufacturing Co., Milwaukee, Wis. (Board of Directors)
J. S. Bowman, U. S. Plywood Corp., New York, N. Y. (Member-at-Large)
D. F. Brady, The Maytag Co., Newton, Iowa (Vice Chairman, Automotive and Machine Shop Section)
David L. Buchanan, U. S. Steel Corp., (Pittsburgh Steamship Div.) Cleveland, Ohio (Vice Chairman, Marine Section)
T. H. Bullard, Safety Consultant, Batbo. Pa. (Member-at-Large)
S. Ross Carr, Gulf Oil Corp., Houston, Texas. (Chairman, Petroleum Section)
N. L. Christoffel, United Air Lines, Chicago, Ill. (Member-at-Large)
A. L. Cobb, Eastman Kodak Co., Rochester, N. Y. (Board of Directors)
J. M. Convery, National Association of Manufacturers, New York, N. Y. (Member-at-Large)
J. A. Cooke, Falconbridge Nickel Mines Ltd., Falconbridge, Ont., Canada (Vice Chairman, Mining Section)
V. P. Coulon, Sealright-Oswego Falls Corp., Fulton, N. Y. (Member-at-Large)
J. G. Cullen, Ford Motor Co., Dearborn, Mich. (Chairman, Metals Section)
G. R. Cummings, Eli Lilly & Co., Indianapolis, Ind. (Vice Chairman, Chemical Section)
H. C. Daulton, Louisville & Nashville Railroad Co., Louisville, Ky. (Member-at-Large)
F. H. Deeg, National Association of Mutual Casualty Cos., Chicago, Ill. (Vice Chairman, Construction Section)
F. J. Dodson, Liberty Mutual Insurance Co., Boston, Mass. (Member-at-Large)
E. Dunbar, Potomac Electric Power Co., Washington, D. C. (General Chairman, Public Utilities Section)
D. Farrell, U. S. Steel Corp., Pittsburgh, Pa. (Member-at-Large)
H. H. Fawcett, General Electric Co., Schenectady, N. Y. (Member-at-Large)

PLAINTIFF'S
EXHIBIT

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- P. C. Folse, Socony-Mobil Oil Co., New York, N. Y. (Board of Directors)
R. J. Gell, Eastman Kodak Co., Rochester, N. Y. (General Chairman, Pulp and Paper Section)
R. D. Gidel, U. S. Department of Labor, Washington, D. C. (Member-at-Large)
W. R. Gilliland, Aluminum Company of America, Pittsburgh, Pa. (Executive Committee Member)
L. H. Gretzer, Cargill, Inc., Minneapolis, Minn. (General Chairman, Food and Beverage Section)
G. O. Griffin, Dravo Corp., Pittsburgh, Pa. (Honorary Life Member)
J. V. Grimaldi, General Electric Co., New York, N. Y. (Member-at-Large)
R. P. Hamilton, St. Louis-San Francisco Railway Co., St. Louis, Mo. (Honorary Life Member)
W. L. Hanau, American Fore Loyalty Insurance, Chicago, Ill. (Member-at-Large)
E. S. Hannaford, American Telephone and Telegraph Co., New York, N. Y. (Honorary Life Member)
R. M. Hartman, Bethlehem Steel Co., Bethlehem, Pa. (Member-at-Large)
D. F. Hayes, U. S. Atomic Energy Commission, Washington, D. C. (Board of Directors)
W. V. Hayes, New York Central System, New York, N. Y. (Vice Chairman, Railroad Section)
W. G. Hazard, Owens-Illinois Glass Co., Toledo, Ohio (Member-at-Large)
K. S. Hedges, General Motors Corp., Detroit, Mich. (Member-at-Large)
N. L. Heuer, Anheuser-Busch, Inc., St. Louis, Mo. (Member-at-Large)
J. D. Holtzapfe, Blaw-Knox Co., Pittsburgh, Pa. (Member-at-Large)
G. E. Humphrey, Cadillac Motor Car Div., Detroit, Mich. (Member-at-Large)
H. M. Huntington, International Harvester Co., Chicago, Ill. (Member-at-Large)
Norman Kirk, Canada Packers Ltd., Toronto, Ont., Canada (Vice Chairman, Meat Packing, Tanning and Leather Products Section)
Anne Kloiber, R. H., Pabst Brewing Co., Milwaukee, Wis. (Member-at-Large)
T. A. Kraklow, Deere & Co., Moline, Ill. (Board of Directors)
C. S. Kruger, Carlisle Tire & Rubber Div., Carlisle, Pa. (General Chairman, Rubber Section)
E. Kryszak, Montgomery Ward & Co., Chicago, Ill. (General Chairman, Trades and Services Section)
G. F. Kubas, Illinois Division of Highways, Springfield, Ill. (Vice Chairman, Public Employee Section)
H. A. Kuschmann, United Air Lines, San Francisco, Calif. (Vice Chairman, Air Transport Section)
J. W. Lake, Michigan Mutual Liability Co., Detroit, Mich. (General Chairman, Automotive and Machine Shop Section)
I. F. LeGore, Portland Cement Assn., Chicago, Ill. (Board of Directors)
H. S. McFarland, General Motors Corp., Detroit, Mich. (Board of Directors)
D. D. Mateer, Jones & Laughlin Steel Corp., Pittsburgh, Pa. (Member-at-Large)
J. Mark, Farm Bureau Coop. Assn., Inc., Columbus, Ohio (General Chairman, Fertilizer Section)
E. O. Mattocks, American Petroleum Institute, New York, N. Y. (Member-at-Large)
E. G. Meiter, Ph. D., Employers Mutuals of Wausau, Milwaukee, Wis. (Member-at-Large)
G. R. Merriman, International Paper Co., Mobile, Ala. (Member-at-Large)
J. C. Mohay, National Independent Meat Packers Assn., Washington, D. C. (General Chairman, Meat Packing, Tanning and Leather Products Section)
R. L. Moore, Lumbermens Mutual Casualty Co., Chicago, Ill. (Member-at-Large)
J. E. Morrison, Pittsburgh Plate Glass Co., Pittsburgh, Pa. (General Chairman, Glass and Ceramics Section)
G. R. Orth, Westinghouse Electric Corp., Pittsburgh, Pa. (General Chairman, Power Press and Forging Section)

R. N. Papich, American Gas Assn., New York, N. Y. (Board of Directors)
 J. C. Radcliffe, Ford Motor Co., Dearborn, Mich. (Member-at-Large)
 H. Riefenstahl, Alpha Portland Cement Co., Easton, Pa. (Member-at-Large)
 E. A. Roles, Weyerhaeuser Co., Longview, Wash. (Vice Chairman, Wood Products Section)
 C. C. Ruddick, Pittsburgh Plate Glass Co., Pittsburgh, Pa. (Member-at-Large)
 D. P. Russell, Canadian Pacific Railway, Montreal, Que., Canada (General Chairman, Railroad Section)
 A. L. Schuhl, Associated General Contractors of America, Inc., Washington, D. C. (Member-at-Large)
 I. M. Stett, Joseph E. Seagram & Sons, New York, N. Y. (Member-at-Large)
 T. S. Simpson, Caterpillar Tractor Co., Peoria, Ill. (Member-at-Large)
 J. B. Skinner, American Mutual Liability Insurance Co., Wakefield, Mass. (Vice Chairman, Textile Section)
 G. R. Smith, Champion Lamp Works, Lynn, Mass. (General Chairman, Electrical Equipment Section)
 J. E. Smith, Spencer Chemical Co., Pittsburg, Kans. (Member-at-Large)
 J. H. Snyder, Hiram Walker & Sons, Peoria, Ill. (Vice Chairman, Food and Beverage Section)
 S. F. Spence, American Cyanamid Co., Wayne, N. J. (Board of Directors)
 F. C. Starbird, Firestone Synthetic Rubber & Latex Co., Akron, Ohio (Vice Chairman, Rubber Section)
 G. H. Steel, Ralston Purina Co., St. Louis, Mo. (Board of Directors)
 D. W. Stitt, Continental Can Co., New York, N. Y. (Member-at-Large)
 F. E. Storch, Whitehall Cement Manufacturing Co., Cementon, Pa. (Member-at-Large)
 G. C. Stromcoe, Atlantic Coast Line Railroad Co., Jacksonville, Fla. (Member-at-Large)
 W. E. Sturting, Carrier Corp., Syracuse, N. Y. (Member-at-Large)
 G. E. Teal, Ph. D., Public Service Research Institute, Inc., Stamford, Conn. (Member-at-Large)
 E. J. Turton, Westinghouse Electric Corp., Buffalo, N. Y. (Member-at-Large)
 J. W. Tysee, Republic Steel Corp., Cleveland, Ohio (Vice Chairman, Metals Section)
 J. Van Namee, Westinghouse Electric Corp., Pittsburgh, Pa. (Member-at-Large)
 E. R. Wallace, Eastman Kodak Co., Rochester, N. Y. (General Chairman, Chemical Section)
 H. H. Waryn, Trans-World Airlines Inc., Kansas City, Mo. (General Chairman, Air Transport Section)
 E. A. Wendell, U. S. Army, Engineers Div., Atlanta, Ga. (General Chairman, Construction Section)
 J. R. Whitener, Pope's Cafeterias, Inc., St. Louis, Mo. (Vice Chairman, Trades and Services Section)
 P. Windsor, Bureau of Safety, Chicago, Ill. (Vice Chairman, Public Utilities Section)
 E. Clark Woodward, A. O. Smith Corp., Milwaukee, Wis. (Board of Directors)
 C. R. Zeskey, Jr., Safety Consultant, Shawnee, Kans. (Member-at-Large)

GUESTS

A. C. Blackman, Director, American Society of Safety Engineers, Chicago, Ill.
 V. S. Coles, Jabez Burns & Sons, Inc., New York, N. Y.
 J. D. Dunlop, National Association of Manufacturers, New York, N. Y.
 H. G. Lamb, American Standards Assn., New York, N. Y.

P. W. Logan, Liberty Mutual Insurance Co., Atlanta, Ga. (Member of the Associations Committee)
R. W. Moulton, Ball Bros. & Co., Inc., Muncie, Ind.
G. H. Wickman, American Society of Safety Engineers, Chicago, Ill.

STAFF

A. M. Baltzer, Director, Visual Aids, National Safety Council, Chicago, Ill.
R. G. Belknap, Director, Off-The-Job Safety, National Safety Council, Chicago, Ill.
Helen Bernstein, Assistant Secretary, Industrial Conference, National Safety Council, Chicago, Ill.
H. W. Champlin, Director, Membership Department, National Safety Council, Chicago, Ill.
R. Currie, Director, Industrial Hygiene Div., National Safety Council, Chicago, Ill.
L. W. Dutton, Director, Special Projects Div., National Safety Council, Chicago, Ill.
J. Epperson, Staff Representative, National Safety Council, Chicago, Ill.
C. H. Koch, Staff Representative, National Safety Council, Chicago, Ill.
General H. J. Hoeffler, Assistant General Manager, National Safety Council, Chicago, Ill.
A. S. Kelly, Assistant Manager, Industrial Department, National Safety Council, Chicago, Ill.
E. E. Koch, Staff Representative, National Safety Council, Chicago, Ill.
C. J. Luspke, Staff Representative, National Safety Council, Chicago, Ill.
H. McRae, Staff Representative, National Safety Council, Chicago, Ill.
Gene Miller, Director, Statistical Div., National Safety Council, Chicago, Ill.
M. Petersen, Staff Representative, National Safety Council, Chicago, Ill.
P. Schleich, Staff Representative, National Safety Council, Chicago, Ill.
P. Sheppard, Director, Associations Div., National Safety Council, Chicago, Ill.
L. C. Smith, Director, Training Div., National Safety Council, Chicago, Ill.
J. Siedlecki, Industrial Hygienist, National Safety Council, Chicago, Ill.
J. VanSickle, Staff Representative, National Safety Council, Chicago, Ill.
J. E. Wahl, Statistician, National Safety Council, Chicago, Ill.
C. Wolff, Staff Representative, National Safety Council, Chicago, Ill.

I. CALL TO ORDER AND REMARKS OF CHAIRMAN

Mr. C. F. Schlueter welcomed those present and introduced the two new Industrial Conference Group Vice Chairmen:

Mr. W. R. Gilliland
Manager, Safety & Security
Aluminum Company of America
Pittsburgh 19, Pa.
Group Vice Chairman "A" of Sections.

Mr. R. N. Papich
Safety Consultant
American Gas Association
420 Lexington Ave.
New York, N. Y.

Group Vice Chairman "A" of Committees.

Those present were requested to sign their attendance record cards.

II. APPROVAL OF MINUTES OF THE OCTOBER 28, 1962 MEETING

The Minutes were approved as mailed.

III. INDUSTRIAL DEPARTMENT REPORT - Roy C. Benson

Mr. Roy Benson, Secretary of the Conference reported that in the Industrial Department in order to alleviate the work load, Paul Schleich had been assigned as Staff Representative for the Textile Section. This was the position formerly handled by Robert Belknap - Mr. Belknap is now Director of the Off-The-Job Safety Activities and his added work will not permit him to handle two Sections. Mr. Belknap will retain his affiliation with the Rubber Section - there is some difficulty being encountered in getting a man with electrical experience to relieve Mr. Sheppard of his work, it may eventually be necessary to hire a man without experience in this field and at least shift the administrative load.

The work load of our Industrial Hygienist is reaching a point where it may be necessary to shift his staff responsibility to the Chemical Section to someone else on the staff. The individual we hope to obtain will have a Chemical background and be able to relieve Mr. Siedlecki of the necessity of answering some of the more common chemical questions as sent in by members, in addition to the routine clerical work. This will give our Hygienist a better opportunity to attend professional meetings without being penalized by a tremendous correspondence back-log each time he returns.

With regard to the Congress Program, it is reported that two different types of surveys were conducted by the staff. One was a card questionnaire used at one session of each of the Industrial Sectional meetings. The session where the largest group was anticipated was used for this card survey. More than 2,500 cards were received as a result of this work - with this large sampling we confirmed one question definitely about one-third of our Congress audience is composed of individuals who are attending the Congress for the first time. This indicates that Sections should not overlook the novice in their program planning. In some of the Sections it was found that the percentage of full-time safety people attending the Congress was as low as 25 per cent. This too should be given thought in designing an acceptable program. The information revealed for each Section will be conveyed to the Executive Committee by the staff representative.

The other survey, was a face-to-face interview that was conducted by the Industrial Department Staff during the Congress and over 100 attendees were surveyed. One question asked of individuals interviewed was whether they would attend any evening meetings. It was found that 60 per cent of the people interviewed would be willing to attend an evening session. In planning for next October's Subject Sessions, one such meeting will be tried. When discussed in our staff meetings, after the Congress, it was found that there was a demand for a "family safety session." It seemed natural, therefore, that our Off-The-Job Industrial

Session and the Home Division's Family Session should be combined. This meeting has been planned for Monday night, and will be publicized fully so that we can hope to fill the Hilton's Grand Ballroom. Inter-Conference sessions have been staged in the past, but usually they come as afterthoughts and have not received the publicity, and naturally the audience, they deserved. With increasing interest in off-the-job safety by industry, sessions on home, recreational, traffic and community safety should attract a large industrial audience if properly planned.

At the 1963 Congress we shall attempt a different type of survey. The face-to-face type interview proved extremely beneficial, but with a crowded staff schedule it proved difficult to find time to do the interviewing. Each morning the Early Morning Session audience gathers in the International Ballroom almost one hour before the speaker is scheduled to speak. If we warn this group that on Thursday morning it is our intention to conduct a half-hour survey on the Congress - we can in all probability interview hundreds of people at one sitting. This will be attempted at the 1963 October Congress.

It is also planned to monitor all of the Subject Sessions, scheduled for the October Congress. To accomplish this, three Industrial Conference members will be requested to attend each one of the Sessions and to complete a report, this report would then be turned over to the Congress Program Committee for their consideration when planning the next Congress.

The March Congress Program Committee Meeting has been eliminated for this year. There has been so little difficulty over meeting room arrangements that it is felt that the assignments can be settled by correspondence. One further item with regard to the Congress Program - if we plan a survey on Thursday morning it would be impossible to have all the information tallied and ready before Friday morning (in the past the Congress Program Committee Meeting has always met on Thursday mornings). It is now suggested that this group meet on Friday morning. By Friday they will have participated in the entire Congress, the Executive Committees will have met and all should be ready to begin planning for the 1964 Congress with intelligence.

Another group that meets during Congress week under rather unsatisfactory conditions has been the Newsletter Editors. If we want this service to improve we should be willing to get the new editors off to a proper start. At present, we hold a luncheon on Monday, during Congress week. There is barely enough time to have everyone introduced, pass out certificates to the editors and then disband because the afternoon Sectional meetings are ready to start. We would like to have the Newsletter Editors meet on Friday morning. Given sufficient time the staff could do a better job explaining the kit of materials that is prepared, experienced past editors would have time to explain their news-gathering procedures - and areas that cause some misunderstandings during the year on matters of policy could be clearly explained. A half-day, so devoted would save many days time as far as the new editor and their problems are concerned.

With these two groups meeting it would seem natural that we add the one other Sectional group that now meets during Congress week to these Friday morning meetings. The Membership Chairmen have annually held a breakfast meeting. In checking with the Membership Department we found that they have had the same problem as we encountered with our Newsletter Editors' luncheon. Trying to get business done during an "eating session" with time being confined because of regular Congress Sessions that followed.

If these groups could meet on Friday morning, in separate sessions, it would be possible to culminate the three meetings with a combined luncheon. Reverting once again to the surveys made we found that most people do not leave Chicago until Friday p.m. - which should allow time to remain for a luncheon and still meet their travel schedule for the trip home.

The Department's Safety Training Institute continues to find favor with our members. The first two "Fundamentals of Safety" courses, both the November and January courses, were filled to capacity. The training facilities continue to be improved in our classrooms. Early in December some of the staff, under the guidance of Len Smith, Training Director, put on a visual aid demonstration for the entire staff in order to clearly illustrate the potentialities of the new equipment in our Conference classrooms.

The Home Study Course has reached a total enrollment of over 2,800 students. In January 1962 we had set our sights for a three-year goal of 1,000 students, we have not only reached our three-year goal but have exceeded it by about 200 students. There are now 1,200 supervisors in the active student list, this means that the Industrial Department Staff has to correct, record and return more than 200 lesson units each week to keep up the schedule. Up to the present, this is being accomplished without any extra help - however, in analyzing the situation in anticipation of further enrollments it was felt that those now doing the checking would be best qualified to correct additional exams, given sufficient time. This time, not being available during the day, the staff will do it on their own time on a "fee per lesson" unit basis.

Mr. Ivan LeGore who was in our office recently, told us that over 400 supervisors have been enrolled from the cement industry. The Training Committee of the Portland Cement Association has endorsed the course and now that they had received so many favorable comments from foremen who have taken the course, they are anxious to give it additional promotion. They also requested that a plant in their association be used as a test unit in the new STEP (Self-Teaching Educational Program) when it is ready to be launched.

For the last couple of years we have been publicizing both Sectional and Conference elections by announcements in local papers and house organs. We have never seen a great many of the releases published, but we do know that they must appear in magazines and newspapers all over the country. This year we are going to ask members of the Sections and the Conference to send us clippings or reproductions to try and get an evaluation as to the total effect of this publicity effort.

Within the Construction Industry there is a new campaign recently initiated, "Prevent Falls Program," this is a special emphasis program pointed at the leading cause of injury in the construction industry. Because so many companies, in addition to those in the construction industry, have maintenance and construction operations others may find the material in this program useful. We are calling it a program rather than a campaign because no time limit has been set - the signs, posters, booklets and stickers are meant to be used by an organization over any period of time that they find suitable.

IV. REPORT FROM THE MEMBERSHIP DEPARTMENT - H. W. Champlin

Mr. Champlin, Director of the Membership Department, reported that the transition in the Council's method of advertising space sales from an agency arrangement to a staff sales group is now nearing completion. Three qualified representatives have been employed since the October 1962 Congress to bring the manning of this function to four persons - two to be based in New York City and two to work out of the Council office in Chicago.

The Council is obligated under its termination agreement with the former commercial representatives to pay commissions on advertising sales through June. Apart from this non-recurring expense, the salary and travel cost for this new function will be virtually identical to the commissions that would have been paid on the advertising revenue estimated for 1963.

Based on the performance of the first representative who was employed for all of 1962, the Council will benefit by substantially improved advertising sales representation to say nothing of the potential results that are anticipated from this groups' field work in the even broader area of membership services.

Year-end membership results were brighter than the deficit situation reported at the last meeting. The cancellation toll of 660 members was the lowest numerical loss since 1956, and was 22 per cent below the average annual cancellation total of the previous five years. Disappointing new membership figures in combination with the higher than normal unit dues value of cancelled memberships combined to produce a negligible net gain of 56 members of \$2,189.00 in dues. Perhaps the most significant membership result of the year, and certainly a factor in the improved cancellation picture, was the performance of the membership committees of the various Sections whose follow-up efforts resulted in the reinstatement of 96 memberships of the gross total of 756 cancellations. Gaining reversal of the business decisions of one out of seven organizations who had requested cancellation is an accomplishment of which all involved can be justly proud.

Dues and sales earnings for 1962, although not yet final, should exceed the estimate shown in the budget document as a result of better than anticipated sale of some of the new materials released late in the year. The probable final total of \$4,975,000 represents a gain of nearly \$200,000 or four per cent over 1961.

By way of alerting you to an important item of future interest, I want to briefly outline a proposal which is nearing finalization, and will probably be considered by the Board of Directors in April.

The instructions for determining employer organization dues has always specified that only production personnel be reported - all levels of supervision and other "white collar" workers were to be excluded. Such a policy now seems archaic. It in no way reflects industry's concern for the safety of all employees on and off-the-job, nor is it consistent with the overall character of the Council's program and services.

A change to an all-employee basis of setting dues will amount to an increase averaging about 17 per cent. Our study shows that the impact will vary widely among various types of industries, and that the largest increases will be experienced by smaller organizations. This problem can be eased by re-structuring the employee brackets at the lower end of the scale, and by adding several new dues brackets at the top.

The staff also feels that a corollary step of increasing the member discount from 10 to 20 per cent should be taken to enhance the economic advantage of membership and thus serve as a deterrent to cancellations which might result from the dues increase. List or non member prices would be increased so that the net member prices would not be affected or revenue reduced. Under this plan, we will further suggest that governmental employers be granted a 10 per cent discount.

V. REPORT RE STANDING COMMITTEE MEETINGS - G. L. Gorbell

Mr. Gorbell, Chairman of Committees, reported that the various Standing Committees of the Conference had held their meetings on the morning of January 22. Each meeting had been well attended with the exception of the Nuclear Energy Committee. As Chairman of Committees, Mr. Gorbell had been requested by the Conference Chairman to study the Standing Committees and their activities and present a report on his findings at the time of the May 1963 meeting.

Mr. Papich, Group Vice Chairman "A" of Committees, presented the following reports covering the committees under his jurisdiction.

Audio Visual Aids Committee - W. C. Stuffins, Chairman

This committee will sponsor one of the Subject Sessions for the October 1963 Congress.

They reported that two sets of 35mm safety slides had been completed:

1. Attitudes
2. Hand Tools

Yet to be completed:

Ladders
Hard Hats
Fire Extinguishers
Electrical Hazards

The Audio Visual Aids Committee wished to go on record to include more information on the subject of Visual Aids in the 5th Edition of the Accident Prevention Manual.

The committee referred a request for a study to determine the effectiveness of existing posters and the present availability of measuring devices which can be used to determine the effectiveness of posters to the Research Committee.

Industrial Safety Training Committee - E. S. Hannaford

This committee had covered the following items of business.

- (a) Standards for Instructors of Industrial Safety to be certified by the National Safety Council.

The standard, as revised in accordance with suggestions of the Executive Committee, is now complete and ready for release awaiting the application blank. A subcommittee is preparing the application blank and it will shortly be submitted to the members of the committee for their comments and approval, the target date set for completion and release is just prior to the May 1963 meeting.

- (b) Development of new and extended areas for promoting the Council's Training Courses.

The subcommittee presented a dozen or more new promotional objectives to reach potential users of the:

Home Study Course
Field Courses - Fundamentals
Safety Training Institute Courses

In addition, to the list of organizations, associations and publications developed by the subcommittee, a supplementary list was developed by committee discussion and a combined list will be prepared, reviewed and submitted with recommendations to the appropriate department of the National Safety Council. This is in addition to the 300 trade journal contacts already made by the Public Relations Department, as a result of the committee's action at the 1962 May meeting. Results from this pilot effort have been good and warrant the proceeding with the full-scale promotional program. On this too, the target date set for completion is just prior to the May meeting of the Industrial Conference.

- (c) Field Course on Fundamentals of Safety:

Based on the subcommittee report the committee voted in favor of having at least one field course on the West Coast this year. Steps to achieve this will be initiated and Don Stitt, committee member will make personal contacts during his forthcoming trip to the West Coast. Target date set for one field course in the West Coast area to be arrived at by October 1963.

(d) Improved liaison with Industrial Sections.

A tentative approach and plan for improved liaison was submitted by the subcommittee concerned. The report on this is readied for study by the entire committee, after which a full-scale discussion and possible steps of procedure will be scheduled for the May meeting. The target date is to have a detailed liaison plan available for release at the October meeting.

(e) Proposed Seminar for Corporate Level Safety Personnel and Policy Level Executives to whom they report.

The scope and nature of a high-level course to be attended jointly by corporate level safety personnel and corporate level executives was discussed - it was the consensus that this seminar would have to be on a par with the highest type of management courses currently available. A subcommittee made up of members with extended experience in management development training was appointed. This subcommittee is to explore the field completely and present a first draft of a seminar outline for the May 1963 meeting, at which time a provisional outline for review by selected executives will be formulated - target date for completion set for the October 1964 meeting.

(f) Possible Projects for 1964.

In a "brain storming" session the committee developed a number of items for consideration in 1963-64. Between now and the May meeting, members of the committee will develop additional projects on their own so that a carefully prepared list will be available for consideration of next year's training committee.

In conclusion, it was reported that the "Program Learning Course" is now ready for its pilot-trial on January 30.

Off-The-Job Safety Committee - J. E. Smith, Chairman

One further attempt will be initiated to secure a sponsor for the Seat Belt Award Program - if this proves unsuccessful no further attempts will be made.

The committee reports continuous efforts to improve Sectional interest and activity in the area of Off-The-Job Safety. A guide on how to conduct a plant off-the-job program is being prepared by the committee.

Standards Committee - A. Cobb, Acting Chairman

The committee reviewed the statement of objectives set for the group and the following items were discussed:

- (a) Periodic progress reports - Art Kelly of the Council staff has reviewed progress of safety standard projects on which the National Safety Council had representation - a statement had been prepared and this was distributed to committee members present. It was agreed that such a report should be made biennially.
- (b) Encouraging effective use of safety standards - there was considerable discussion on methods to encourage the effective use of safety standards, particularly by the enforcement agencies of several states. Mr. Cobb would prepare an article for the NATIONAL SAFETY NEWS outlining the methods of using safety standards effectively by legal bodies, especially enforcement agencies - the article would call particular attention to the desirability of including a discussion of these safety standards in State Government sponsored Conferences and will be scheduled to appear in a 1963 issue of the NEWS.

It was also agreed to recommend to the Program Committee of the 1964 President's Conference on Occupational Safety that the subject of the proper use of safety standards be a topic for discussion.

- (c) There was some discussion of the item relating to the instruction of Council Code representatives in regard to the A.S.A. procedures and those of other standard making agencies. It was felt that this was adequately covered as far as A.S.A. is concerned by the information supplied to new appointees of Code Committees. A letter was to be prepared indicating the responsibilities of Council representatives - in the article which is to appear in the NEWS in respect to Standard Codes, there will be discussion of the procedures used by some other standard-making agencies, especially the National Fire Prevention Association.
- (d) Action by the Council in regard to code projects - there was considerable discussion on the progress of projects in process.

At the time, however, there is no indication of a project which should be initiated with A.S.A.

Also to be included in an article in the NATIONAL SAFETY NEWS will be ways and means to encourage wider, more effective use of safety standards. It was agreed that greater contact will be sought with State Enforcement Agencies and this will be brought to the attention of the IACIO.

Regarding Status of Codes, discussion centered around work now being done on the ASA Z16 Code and the ASA Z41 (Safety Shoes) Code.

Mr. Allen Cobb referred to the ASA Committee meeting on Z41 which had voted to recommend three types of protective footwear. Class A, would withstand an impact blow of 75 pounds, which would be essentially the safety shoe that we know of today. Class B, will withstand a 50 pound impact loading and the Class C, with a 30 pound impact would make up the three classes of safety shoes. Some member of the committee felt that if Class B and C were adopted and known as Safety Shoes, there would be pressure on industry to allow them for wear in the industrial plants.

The Conference Chairman was requested to obtain an expression of opinion from the members of the Industrial Conference.

Due to limitation of time and the many items still to be covered on the Agenda - it was decided that a survey be initiated and the information from the survey be submitted to the ASA Committee.

Since the Z16 Code was scheduled for further discussion later in the Conference reference to this Code was deferred.

Technical Publications Committee - R. L. Moore, Chairman

This committee is scheduled to complete a revision of the "Data Sheet Story."

The task of reviewing all the Chapters of the 4th Edition of the Accident Prevention Manual, in preparation for publication of the 5th Edition in 1964 is scheduled for completion by October, 1963.

Mr. Moore had called attention to the data sheet review made by the Industrial Department Staff. The survey had been made to determine what data sheets need to be up-dated or revised.

The committee felt that this was an area of vital interest to all Conference members. If we want to make certain that the data sheets are brought up-to-date, it is necessary to establish some agreed upon procedure whereby a data sheet should be revised at least every five years.

It was suggested by the Technical Publications Committee that at the end of a three-year period, the Section Chairman concerned would be notified that a particular data sheet was in need of up-dating or complete revision, the Sections would then be given a two-year period to act upon the publication.

clear
9/16/2/3.2.12

A request was made that those who had been asked to submit the names of ten reviewers for the 5th Edition of the Accident Prevention Manual and had not as yet done so, please submit the names without delay in order that the review could proceed on schedule.

Mr. T. A. Kraklow, Group Vice Chairman "R" of Committees presented the following reports covering the committees under his jurisdiction:

Contests and Awards Committee - R. Hartman, Chairman

Members of the committee discussed the revision of the Wm. H. Cameron Award Rules. The rules as adopted will now be presented to the Board of Directors at their April meeting to meet Council policy.

Any further proposed changes in these rules must be made available for the Contests and Awards Committee as promptly as possible to meet the time schedule.

The time limit for nominations regarding the "Distinguished Service to Safety" award was reaffirmed, these must be submitted 15 days prior to the May meeting of the Industrial Conference.

Mechanical Safeguarding Committee - T. H. Bullard, Chairman

It had been planned at this meeting to discuss the development of a standard for Inspection of Overhead Suspended Equipment, due however to Mr. Huntington's absence this was left for discussion at the May meeting.

Representatives from the Society of Automotive Engineers and from the Power Crane Shovel Association were present at the meeting and discussed the problems of their organizations regarding the development of a standard for safety on power cranes and shovels. Due to lack of time, this matter is to be further pursued at the May meeting and acting on Mr. Kraklow's suggestions it was decided to contact the Construction Section of the Council to ask for their participation on this subject.

Nuclear Energy Committee - D. F. Hayes, Chairman

The committee discussed a data sheet on the subject of "Sources of Information on Nuclear Energy" to be submitted in February.

An article on the use of X-rays in physical exams given by industry to employees will be considered for the NATIONAL SAFETY NEWS. A further article on fall-out was considered for publication in "FAMILY SAFETY."

The Nuclear Energy Committee is also planning to establish liaison relations with the Health Physics Society for mutual benefit and assistance.

It was decided to present a proposal to the Z16 Committee with regard to adding a definition for Radiation Injuries.

The following definition was suggested:

"Any injury or industrial health illness following cumulative or massive exposure to internal or external ionizing radiation which might reasonably be expected to have caused the illness or injury and when so diagnosed by a physician competent in nuclear radiation."

The committee requested that consideration be given to enlarging the scope of the Nuclear Energy Committee to include all industrial health hazards. The committee might then be called the Environmental Health Hazards Committee and encompass in its scope, problems relating to noise, air pollution, waste disposal, radiation, industrial hygiene and related fields.

Research Projects Committee - S. F. Spence, Chairman

2420-
5/12/31
The committee was gratified to learn that the newly created industrial research position on the National Safety Council Staff had been filled by a Mr. T. Planek.

The Council's role in the evaluation of advertising that appears in its publications was discussed - it was pointed out that the Council has an editorial policy on advertising which perhaps can be made more effective now that we have our own field representatives.

The problem of a program to study poster effectiveness had been referred by the Visual Aids Committee for consideration. This, it was felt, would be one area that might be considered by Mr. Planek in his staff approach.

The subject of adequate back-up alarm systems for construction vehicles was also discussed and it was decided to initiate a survey on this subject.

Associations Committee - J. Convery, Chairman

2420-
5/12/31
The new brochure announcing the Association Award has been completed and a mailing will now be made to some 800 associations. The Industrial Sections are also being asked to assist in the wide promotion of this Association Award Program.

It is the intention of the committee to prepare an insert sheet to accompany the next Newsletter - portions of this insert will be comments from last year's winners, outlining the value of participation.

Health Committee - A. Kloiber, R. N., Chairman

Anne Kloiber, R. N., Chairman, read the objectives of this committee:

Because of the recent dissolution of the Occupational Health Nursing Section and the subsequent formation of the Health Committee, the group wanted to establish their goals for their first year under the new organization.

- (a) Develop programs either for the Congress or other Conference meetings that relate to health-nursing aspects.
- (b) Produce and distribute materials of interest to individuals in the health-nursing profession.
- (c) Act in an advisory capacity to the Industrial Conference and the Industrial Department on matters of interest and concern to professional nurses.
- (d) Represent the Conference and keep it informed on activities of associations in the occupational health field.

Mr. R. H. Albisser, Group Vice Chairman for Congress Programs called upon Dan Farrell to report on the Subject Sessions for the 1963 Congress.

Dan Farrell referred to the survey made during the October 1962 Congress and the analysis from said survey which had been of real interest and assistance in making plans for the 1963 Subject Sessions. An outline had been prepared and subjects to be covered were as follows:

- | | |
|--------------------|---|
| Monday Evening: | Off-The-Job and Family Safety
(this will be a co-sponsored session between the Industrial Conference and the Home Conference). |
| Tuesday Morning: | Basics of Safety (Part I)
Industrial Hygiene
Evaluation of a Safety Program |
| Wednesday Morning: | Basics of Safety (Part II)
Visual Aids
Multi-Plant |
| Thursday Morning: | Motivation
Training
Industrial Health |

Speakers for these Subject Sessions are being contacted. Moderators have been selected and staff coordinators have been appointed.

VI. REPORTS RE INDUSTRIAL DEPARTMENT SECTIONS - J. S. Queener

Mr. J. S. Queener, Chairman of Sections reported that the four Group Vice Chairmen of Sections had met with their respective groups during the afternoon of January 22, with excellent attendance. Bob Wendell had taken over as Group Vice Chairman pro tem for Virgil Womeldorff who had been unable to attend.

At these meetings of Sectional Chairmen the main topic of discussion had been the objectives presented on flip-charts outlining the objectives of each Section. These flip-charts had served to intensify interest and create a spirit of competition among the twenty-six Sections.

The Group Vice Chairmen were then asked to comment on their respective meetings:

Mr. W. R. Gilliland, Vice Chairman Group "A" read off the names of the Sections under his jurisdiction and referred to the 100 per cent attendance.

The flip-charts had served an excellent use in creating an interesting exchange of ideas and suggestions.

The Wood Products Section had requested permission to present a resolution regarding the revision of the Z16 Code. They were asked to hold the matter until this scheduled item came up on the Conference Agenda. (Appendix B)

Mr. M. F. Biancardi, Group Vice Chairman "B" also named those Sections under his jurisdiction.

At their meeting it was established that good progress was being made in the Sectional Objectives - although it appeared that some of the target dates had to be more firmly fixed.

In the area of data sheets within the Sections there are seven new ones and ten revisions.

The Power Press and Forging Section had completed a Manual on Forging Operation.

Four of the Sections will complete a 2" x 2" slide presentation. Mr. Biancardi felt that the system of meeting as groups is proving to be most effective and helpful.

Mr. Ivan LeGore, Group Vice Chairman "C" of Sections had the following comments to make regarding Sections under his jurisdiction. Each one of these Sections is proceeding with their plans at an accelerated pace.

Technical material especially in the nature of data sheets is being developed with more emphasis to be placed on completion rather than having a large number under consideration.

Mr. LeGore commenting on the value of these meetings, pointed out that each Sectional General Chairman does get an opportunity to report in full, and of even more value, was the noted fact that the more active Sections tend to influence the weaker groups.

It was suggested by Mr. Clyde Schlueter, Chairman of the Industrial Conference, that Mr. Queener, as Chairman of Sections, review the procedures to see if any further improvements could be made on our present meeting arrangements.

It is thought that the time lapse between the October Conference and the January Conference is so short that full reports from the Sections are not very informative. Perhaps consideration should be given to switching the meetings to February and June, thereby achieving a more even balance of time between meetings.

VII. REPORT ON THE VICE CHAIRMEN'S TRAINING SESSION - J. S. Queener

Mr. Queener reported he had attended this Training Session for the newly elected Vice Chairmen and that attendance at this training type meeting had been very good - congratulations were extended to staff members participating for an excellent job of indoctrination.

VIII. STATUS OF REPORT ON WALSH-HEALEY ACT - M. F. Biancardi

As Chairman of the Special Committee, Mr. Biancardi reported on the December 14 meeting with Mr. Reynolds, Under Secretary, Department of Labor - a copy of the interim report is attached (Appendix A). The performance chart presentation at the meeting had been excellent and considerable interest was displayed by the Department of Labor.

Mr. Reynolds said that the report would receive consideration and that a definite answer would be received by May 1. This would permit the committee to make a report at the May meeting of both the Executive Committee of the Industrial Conference and the Industrial Conference on the Department of Labor's action with regard to the Walsh-Healey Report.

IX. PRESENTATION OF AWARD FROM AMERICAN SOCIETY OF SAFETY ENGINEERS - M. F. Biancardi

In his capacity of President of the American Society of Safety Engineers, Mr. Biancardi noted that this year the National Safety Council is observing its Golden Anniversary, 50 years of efficient operation in the field of accident prevention. It seemed especially significant that recognition of this event take place before the Industrial Conference for it was industry that provided the impetus so that the National Safety Council could get started. Members of the Industrial Conference provided the initial incentive and are still giving it its present status and leadership.

also
off. ext. conf.
Industrial Conf.
on Federal
Safety Regs. etc.

also
A-7324
on file
in file

It is appropriate today at this meeting, that the American Society of Safety Engineers visibly demonstrate its appreciation of the leadership provided by the Council, and it symbolizes the great respect for the National Safety Council. To adequately demonstrate this respect and affection, Mr. Biancardi, as President of the A.S.S.E. wished to present the plaque to Governor Howard Pyle.

"With this plaque we wish to convey to you as President of the National Safety Council, personally and on behalf of the entire A.S.S.E. membership our expression of deep appreciation for the cooperation and the leadership developed by the Council. The American Society of Safety Engineers in making this presentation also wishes to extend its best wishes for continued success of the Council in the next 50 years!"

Wording on the plaque is as follows:

SCROLL OF HONOR
TO THE NATIONAL SAFETY COUNCIL
ON THE OCCASION OF ITS
50TH ANNIVERSARY

IN RECOGNITION OF ITS EXCEPTIONAL DEVOTION
TO AND ACCOMPLISHMENT IN THE PREVENTION OF
ACCIDENTAL INJURY AND DEATH TO MEN, WOMEN
AND CHILDREN IN PLACES OF WORK, IN THE HOME,
ON FARMS, ON THE HIGHWAYS, IN SCHOOLS AND IN
RECREATIONAL PURSUITS, AND IN THE SINCERE
BELIEF THAT ITS CONTRIBUTIONS TO SAFETY
DURING THE NEXT 50 YEARS WILL EXCEED EVEN
THOSE OF THE PAST.

Presented, January 1963

Governor H. Pyle thanked Mr. Biancardi for the award and for the fine words of commendation regarding the National Safety Council's success in its 50 year history.....with the assurance that the next 50 years would show even more progress.

X. REPORT FROM THE EXECUTIVE COMMITTEE - C. F. Schluster

The attached Terms of Reference for the Industrial Conference had been approved by the Executive Committee and would now be submitted to the Board of Directors for their approval at the April, 1963 meeting.

Considerable discussion had taken place on the subject and need for an "Accelerated Action Program" - figures recently released indicated that fatalities from motor vehicles in 1962 reached the 41,000 figure. This is the first time vehicle deaths exceeded 40,000 in a single year. It is apparent that an "Accelerated Action Program" is required. Support of Industrial Conference members is enlisted. In a letter mailed on January 21 each Conference member had been requested to review the Action Program of the President's Committee for Traffic Safety,

along with this letter went the specific needs of the various states. Members were asked to do what they could nationally and to extend full support for traffic safety in states where the individual member and the company that they represent has influence.

Regarding Walsh-Henley, the scope of the committee that had worked on the Walsh-Healey Act report was extended to include all Federal legislation having to do with industrial safety.

XI. DISCUSSION AND INTERPRETATION OF THE Z16 CODE - C. F. Schlueter

Mr. Schlueter opened this discussion by reporting on a Criteria for an American Standard Method of Recording and Measuring Work Injury Experience.

"As a basis for initiating discussion on this subject, Mr. Schlueter suggested that the Conference consider what various people seem to feel that an American Standard Method of Recording and Measuring Experience should provide.

"Considering the various existing uses of measurements of work injury experience, it would appear that a standard method should provide:

- "1. A fair and accurate measurement of total national work injury experience for all employment and for individual industries. If the public is going to judge the accomplishment of various industries or industry in total, a fair and consistent measuring stick must be applied.
- "2. A fair basis of evaluating and comparing the records of individual companies or individual units of a company.
- "3. A fair basis of evaluating managerial performance.

"The existing Z16.1 American Standard Method of Recording and Measuring Work Injury Experience indicates its purpose to be a four-fold evaluation to determine (1) the need for accident prevention activity, (2) the seriousness of the accident prevention problems, (3) the effectiveness of safety activities and (4) the progress made in accident prevention.

"This would indicate that the intent is to measure that work injury experience about which something can be done. This stated purpose appears to be sound. Certainly, a sound measure of managerial performance should include only those things for which a man can be held accountable - things he can do something about.

"Similarly, the safety performance of industry as a whole, as measured by work injury experience, should deal only in the area of work injuries which industry can do something about. If published injury statistics include a lot of injuries counted according to an established standard, but about which industry can do nothing, then the apparent performance is always going to look worse than the actual. Further, legislation, or more

liberal administration of Workmen's Compensation Laws, could readily offset actual progress made in the reduction of preventable injuries. One wonders whether the supposed leveling off of accident frequency and severity rates in recent years isn't the result of such offsetting action.

"Although the existing American Standards says: 'The method outlined in this standard for classifying work injuries are independent of Workmen's Compensation Laws and the rulings of Workmen's Compensation agencies,' in practice, this doesn't mean too much. Granted that decisions about counting individual cases as disabling injuries are not based on compensability as such, but the decisions are based on many of the same factors that are used in deciding compensability. For example, decisions by the Z16 Committee on Interpretations of Industrial Injury Cases in heart cases are based largely upon the same medical opinion which result in the rulings by the Workmen's Compensation authorities that declare such cases or similar questionable cases would ever be referred to the committee for decision unless claims had been made or allowed to begin with.

"Obviously, particularly in the field of certain physical disabilities such as heart failure, back conditions, hernias, bursitis and others that become symptomatic on the job, in jurisdiction where these are often judged compensable, the end result is that these same cases will be considered as disabling injuries under the existing American Standard.

"On the other hand, if in other jurisdiction these cases are not generally compensable, no question is going to arise as to whether they are to be counted as disabling injuries under the existing standard.

"While it is obvious that Z16.1 is intended to measure injury experience which is under control of management or of an enterprise, does it really achieve that purpose?

"With this introductory statement, what are your views concerning the existing Z16.1 as it is now constituted and interpreted?"

Mr. E. Roles, Vice Chairman of the Wood Products Section had a statement and resolution to present, this is attached as Appendix B, to these Minutes.

Mr. D. F. Hayes, Chairman of the Nuclear Energy Committee, as discussed at his committee meeting again stressed the hope that the Z16 Code Committee would consider the addition of a definition for radiation injury, which would read as follows:

"Any injury or industrial health illness following cumulative or massive exposure to internal or external ionizing radiation which might reasonably be expected to have caused the illness or injury and when so diagnosed by a physician competent in nuclear radiation."

(over)

Mr. Hayes also wished to go on record that the existing Code is far preferable to no Code at all.

The Conference Chairman felt that enough interest had been shown both before and during the Conference to now turn the matter over to the Standards Committee of the Industrial Conference for study. If the Conference agreed, he would entertain a MOTION to that effect.

MOTION: That the Standards Committee of the Industrial Conference gather all the viewpoints possible on the Z16 Code and if necessary make a survey of all Industrial Conference members for presentation to the Z16 Committee when they consider revising the Code.

XII. TIME AND PLACE OF NEXT MEETING

The next meeting of the Industrial Conference is scheduled for

May 22, 1963
Lake Shore Club
Chicago, Ill.

XIII. ADJOURNMENT

The meeting adjourned at 12:15 p.m.

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Industrial Council
on 7 Dec 1962 Page 46

Appendix A

December 28, 1962

Interim Report Regarding Walsh-Healey Safety Regulations

On December 14 a group representing the National Safety Council met with representatives of the U. S. Department of Labor. Attendance was as follows:
Representing the U. S. Department of Labor

James J. Reynolds, Assistant Secretary of Labor

Clarence T. Lundquist, Administrator, Wage and Hour and Public Contracts Division

Nelson Borts, Deputy Assistant Secretary of Labor

E. L. Newman, Chief Safety Engineer, Wage and Hour and Public Contracts Divisions

George T. Brown, Deputy Director, Bureau of Labor Standards

Representing the National Safety Council

Industrial Conference

N. F. Biancardi, Manager, Safety Services Department, Allis-Chalmers Manufacturing Company, Milwaukee, Wisconsin

Chairman, Special Committee, Industrial Conference

President, American Society of Safety Engineers

J. E. Quenzer, Manager, Safety and Fire Protection Division,

W. I. du Pont de Nemours and Company, Inc., Wilmington, Delaware

Member, Special Committee, Industrial Conference

President, National Fire Protection Association

Labor Conference

F. A. Van Atta, Industrial Hygienist, United Auto Workers, Detroit, Michigan

Chairman, Special Committee, Labor Conference

Chairman, Occupational Health and Research Committee, Labor Conference

Runter P. Wharton, President, International Union of Operating Engineers, Washington, D. C.

Member, Special Committee, Labor Conference

Newly-elected Chairman, Labor Conference

(over)

Staff

W. G. Johnson, General Manager

Harry N. Rosenfield, General Counsel

The National Safety Council representatives briefly summarized the deliberations and considerations which led to the preparation of the Council's report on the Walsh-Healey Safety Regulations, and then presented in simplified, flip-chart form the principal features of the Council's report. A simple chart indicating the method of applying a performance standard to a specific industry was included in the presentation and was a focal point for a considerable part of the discussion.

The Department of Labor representatives seemed to be in full accord on the desirability of focusing principal attention on high rate operations. However, there was not any great acceptance of the thought that low rate operations can be deemed to be in compliance with the simple, basic policy of the Walsh-Healey Act.

There still seemed to be a substantial feeling in the minds of the Labor Department people that some regulation of the minimum specifications for physical conditions was necessary, despite the efforts of the Council people to argue that performance regulations would attain the same objectives while avoiding some of the difficulties and inequities which are inevitable in attempting to enforce specifications.

Another substantial point voiced by the Council people was that there should be, in the negotiations prior to letting of a contract, a determination of the occupational safety and health performance of the prospective contractor precisely as there is a pre-contract determination of the prospective contractor's financial responsibility and physical capability for carrying out the terms.

Assistant Secretary Reynolds expressed the feeling that many of the points made in the Council's report were quite persuasive. He promised an answer on the acceptance or non-acceptance of the Council's recommendations in the near future, and if it should be non-acceptance he promised to furnish the reasons for such action.

It was the consensus of the National Safety Council representatives that the meeting had been very constructive.

W. G. Johnson
General Manager

D
Edgar

Subject: REVISION OF Z16.1-1954 (REAFFIRMED 1959)
"AMERICAN STANDARD METHOD OF RECORDING AND
MEASURING WORK INJURY EXPERIENCE"

GENTLEMEN:

PARTICULAR REFERENCE IS MADE TO "RATE BY THE RECORD," PAGE 17, NATIONAL SAFETY NEWS, APRIL, 1962, AND THE FOUR ELEMENTS SUGGESTED AS NECESSARY TO IDENTIFY HIGH-ACCIDENT GROUPS: "1) UNIFORM APPLICABLE DEFINITION OF ACCIDENTS AND ACCIDENT RATES, 2) A RELIABLE STATISTICAL SOURCE, 3) A STANDARD OF ACCEPTABLE PERFORMANCE, AND 4) A RELIABLE STATISTICAL SAMPLE." IT IS FURTHER SUGGESTED IN THIS ARTICLE THAT, "UNIFORM DEFINITIONS OF ACCIDENTS AND ACCIDENT RATES ALREADY EXIST IN THE AMERICAN SAFETY STANDARD Z16.1, THE AMERICAN STANDARD METHOD OF RECORDING AND MEASURING WORK INJURY EXPERIENCE."

THE AVOWED PURPOSE OF THIS STANDARD IS TO PROVIDE A PRACTICAL AND UNIFORM METHOD FOR RECORDING AND MEASURING WORK INJURY EXPERIENCES. INJURY RATES COMPILED IN ACCORDANCE WITH THIS STANDARD ... IT IS ALLEGED ... MAY BE USED TO EVALUATE:

1. THE RELATIVE NEED FOR ACCIDENT PREVENTION ACTIVITY IN DIFFERENT DEPARTMENTS OF AN ESTABLISHMENT OR INDUSTRY.
2. THE SERIOUSNESS OF THE ACCIDENT PROBLEM IN AN ESTABLISHMENT OR INDUSTRY.
3. THE EFFECTIVENESS OF SAFETY ACTIVITIES IN ESTABLISHMENTS WITH COMPARABLE HAZARDS.
4. THE PROGRESS MADE IN ACCIDENT PREVENTION WITHIN AN ESTABLISHMENT OR INDUSTRY.

THE VALIDITY OF THIS STANDARD, DEGREE OF ACCEPTANCE, AND UNIFORMITY OF APPLICATION APPEARS QUESTIONABLE ON ALL COUNTS.

RESULTING STATISTICS ARE IN REALITY ONLY INJURY STATISTICS, ALTHOUGH THEY ARE OFTEN REPORTED AS SO-CALLED ACCIDENT STATISTICS. THEY SKIM ONLY A SMALL PORTION OF THE END RESULT OF BASIC PROBLEMS, AND EVEN FURTHER LIMIT THEIR VALUE AS A SAMPLING OF WHAT IS ACTUALLY HAPPENING BY TAKING INTO ACCOUNT ONLY DISABLING INJURIES.

SEVERITY OR DAYS LOST DUE TO INJURY IS ALSO OF QUESTIONABLE VALIDITY OR VALUE AS A MEASURE OF OVERALL DAMAGE OR LOSS AND IS TOO MUCH SUBJECT TO BLIND CHANCE TO BE A RELIABLE INDEX. THE DIFFERENCE BETWEEN A "NEAR-MISS," A MINOR OR MAJOR INJURY, OR A FATALITY IS OFTEN A TENTH OF A SECOND OR A FRACTION OF AN INCH. IT DOES NOT APPEAR LOGICAL TO LIMIT ACTION TO AMOUNT

OR DEGREE OF INJURY, OR TO INJURIES ALONE. ACTIVITY OR CONTROL EFFORT PREDICATED ON THE BASIS OF THE Z16.1 STANDARD CAN ONLY BE AIMED AT END RESULT RATHER THAN AT CAUSE AND CAN ONLY BE PARTIALLY EFFECTIVE AS AN INDEX.

THE RESULT HAS BEEN A SORT OF DOUBLE STANDARD FOR KEEPING BOOK ON SAFETY.

ON THE ONE HAND Z16.1 IS AN UNWIELDY YARDSTICK FOR THE REPORTING OF DISABLING INJURY INCIDENCE AND SEVERITY FOR THE PUBLIC RECORD OR COMPETITIVE PURPOSES: AND ON THE OTHER HAND A MULTITUDE OF INDIVIDUALLY CONTRIVED METHODS FOR RECORDING INCIDENTS, MISHAPS, ACCIDENTS AND RESULTING INJURIES AS A BASIS FOR INITIATING, JUSTIFYING, AND MEASURING THE EFFECTIVENESS OF ACCIDENT PREVENTION EFFORT.

INDUSTRY INJURY STATISTICS DEVELOPED ACCORDING TO THE PROCEDURES OUTLINED IN THE Z16.1 STANDARD ARE HELD BEFORE US AS A MIRROR BY THOSE WHO WOULD DECRY OUR EFFORTS, BY SOME PUBLIC AGENCIES, SOME PUBLIC OFFICIALS AND SOME LABOR ORGANIZATIONS AND OFFICIALS. ONE PURPOSE IS TO ADD WEIGHT TO THE CLAMOR FOR MORE FEDERAL OR STATE REGULATIONS IN THE AREA OF SAFETY. CONGRESS ENACTED AT LEAST 11 MAJOR LAWS DEALING WITH SAFETY IN ONE FORM OR ANOTHER DURING THE LAST SESSION, AND GAVE SERIOUS CONSIDERATION TO MANY OTHERS. SO-CALLED ACCIDENT STATISTICS FIGURED IMPORTANTLY IN ALL OF THESE ACTIONS.

ONE MAJOR PROBLEM IS OF COURSE THAT UNDER THIS STANDARD, AS IT NOW STANDS, WE ARE CHARGED WITH A PUBLIC RECORD CONTAINING MORE AND MORE NON-PREVENTABLE DISABILITIES THAT MAY BE SOCIAL PROBLEMS BUT ARE CERTAINLY NOT PREVENTABLE INDUSTRIAL INJURIES.

WHEN INDUSTRY INCLUDES IN ITS SAFETY STATISTICS THOSE INCIDENTS WHEREIN THE INJURY WAS SIMPLY A PHYSICAL DEFICIENCY WHICH BECAME SYMPTOMATIC ON A JOB THAT HAS BEEN MADE SAFE FOR NORMAL NON-HANDICAPPED PERSONS, WE ARE MAKING OURSELVES VULNERABLE TO UNWARRANTED CRITICISM. A PLATFORM IS BEING CREATED AND AMMUNITION PROVIDED FOR AGITATION FOR UNNECESSARY REGULATIONS AND THE CREATION OF A POOR "PUBLIC IMAGE."

SUCH ILLNESSES AS HEART TROUBLE, CONGENITAL BACK CONDITIONS, HERNIAS, BURSITIS, AND OTHER WORKER DISABILITIES THAT BECOME SYMPTOMATIC ON THE JOB ARE NOT PREVENTABLE EXCEPT BY WORKER ELIMINATION, BUT ARE CURRENTLY COUNTED AGAINST OUR RECORD AS BEING PREVENTABLE INDUSTRIAL INJURIES.

CONSIDER THE PLIGHT OF A SAWMILL THAT HAS OPERATED SOME 300 DAYS WITHOUT A CHARGEABLE INJURY. A SAWMILL THAT HAS A LUMBER CHAIN EQUIPPED WITH SIDE ROLLING CHAINS, LUMBER JACKS, FOOT BOARDS AND EVERY OTHER KNOWN DEVICE AND PROTECTIVE GEAR INTENDED TO MAKE PULLING LUMBER SAFE FOR THE AVERAGE NORMAL PERSON. HOWEVER, THERE IS A CUT-BACK IN OPERATION. A CARRIER DRIVER IS REASSIGNED TO THE LUMBER CHAIN TO CONTINUE EMPLOYMENT. WHAT ISN'T KNOWN IS THAT HE ALSO HAS A PRE-EXISTING BACK CONDITION THAT EXPLODES THE FIRST DAY ON THE JOB ... AND THERE GOES THE RECORD.

IT SHOULD ALSO BE CONSIDERED THAT INCLUSION OF SUCH CASES AS INDUSTRIAL INJURIES HAS CREATED AN UNEMPLOYABLE POOL OF WORKERS WHO CAN NO LONGER PASS EMPLOYMENT SCREENING TESTS, AND YET ARE IN EVERY SENSE OF THE WORD "HANDICAPPED PERSONS" WHO WOULD BE DESIRABLE EMPLOYEES IF MEANS WERE PROVIDED TO LESSEN THE DIRECT IMPACT OF ACCOUNTABILITY, RESPONSIBILITY AND COST FOR THE INDIVIDUAL EMPLOYER.

SOME ORGANIZATIONS THAT ARE ABLE TO SORT OUT THIS TYPE OF DISABILITY CLAIM ESTIMATE THAT THEY ACCOUNT FOR SOME 30 PER CENT OF THE INJURIES CURRENTLY COUNTABLE AGAINST THEIR RECORDS.

WITH A HEAVY BURDEN OF UNCONTROLLABLE, UNPREVENTABLE WORKER DISABILITIES THAT BECOME SYMPTOMATIC OF JOBS THAT ARE SAFE FOR NON-HANDICAPPED PERSONS, IT IS PHYSICALLY IMPOSSIBLE FOR THE EXISTING STANDARD TO BE A TRUE INDEX OF PREVENTABLE INJURY OCCURRENCE. ANY INDEX THAT CANNOT REFLECT THE RESULT OF CONTROL EFFORT OR ACTIVITY HAS LITTLE VALIDITY OR VALUE.

IT IS ALLEGED THAT THE METHODS OUTLINED IN THIS STANDARD FOR CLASSIFYING WORK INJURIES ARE INDEPENDENT OF WORKMEN'S COMPENSATION LAWS AND RULINGS.

HOWEVER, LET'S LOOK AT REALITY. IN MANY STATES DURING THE LAST DECADE, WORKMEN'S COMPENSATION INSURANCE RATES HAVE TRIPLED. EVEN WITH THE BENEFIT OF MAXIMUM REFUNDS, REBATES OR RATE REDUCTIONS, THE LOWEST RATES CURRENTLY OBTAINABLE ARE NOW ALMOST EQUAL TO MAXIMUM RATES OF A FEW YEARS AGO. IT ALSO BECOMES APPARENT THAT POTENTIAL SAVINGS THAT SHOULD RESULT FROM CONTROL EFFORTS DO NOT ACCRUE TO REDUCED INSURANCE RATES BUT ARE TAPPED OFF IN GRANTING MORE LIBERAL CLAIMS, MEDICAL FEES, ATTORNEY FEES, EXPANDED DEPARTMENTS OR IN SOME OTHER WAY. COMPENSATION FOR WORKER DISABILITIES THAT OCCUR ON JOBS THAT HAVE BEEN MADE SAFE FOR NORMAL NON-HANDICAPPED PERSONS ACCOUNTS FOR A LARGE MEASURE OF SKYROCKETING INSURANCE COSTS. A LARGE PORTION OF THESE LIBERALIZED CLAIMS ARE CHALKED UP AGAINST OUR RECORDS AS FURTHER EVIDENCE OF INDUSTRY FAILURE TO PROTECT WORKERS. THE DISABILITY TYPE OF CLAIM IS BEING ADDED TO OUR RECORDS FASTER THAN PREVENTABLE WORK CAUSED INJURIES CAN BE ELIMINATED. THIS MAY ACCOUNT FOR THE SEEMING LACK OF IMPROVEMENT IN INJURY RECORDS IN AREAS WHERE MUCH CONTROL EFFORT HAS BEEN EXPENDED BUT APPEARS TO BE UNSUCCESSFUL ON THE PUBLIC RECORD.

OUR CURRENT PURPOSE IS TO ALERT AS MANY INDUSTRY LEADERS AS POSSIBLE TO SOME OF THE PROBLEMS, AND TO THE URGENT NEED FOR IMMEDIATE REVISION OF THIS STANDARD.

THIS STATEMENT OF THE WOOD PRODUCTS SECTION AS SET FORTH HAS THE SOLID SUPPORT OF THE WOOD PRODUCTS INDUSTRIES, THE ASSOCIATED OREGON INDUSTRIES AND OTHER MEMBERS OF THE NATIONAL INDUSTRIAL COUNCIL, AND MANY OTHERS. WE HOPE THIS ACTION WILL RECEIVE THE ADDITIONAL CONSIDERATION AND SUPPORT OF OTHER INDUSTRIAL SECTIONS OF THE INDUSTRIAL CONFERENCE.

IN SUMMATION, THE WOOD PRODUCTS SECTION EXECUTIVE COMMITTEE OBJECTS TO THE CURRENT AMERICAN STANDARD Z16.1 FOR THESE REASONS:

1. THE CURRENT METHOD OF RECORDING AND MEASURING WORK INJURY EXPERIENCE IS HELPING TO CREATE AN EVEN STRICTER PHYSICAL EXAMINATION PROGRAM WITH THE CONSEQUENCES THAT SOME INDIVIDUALS ARE HAVING DIFFICULTY FINDING EMPLOYMENT DUE TO PHYSICAL DISABILITIES.

A CONSTANTLY INCREASING NUMBER OF INCIDENTS OCCURRING ON-THE-JOB ARE TERMED "DISABLING" UNDER THE CURRENT AMERICAN STANDARD, YET THESE INCIDENTS ARE NOT PREVENTABLE AND HAVE LITTLE OR NO CONNECTION WITH ACCIDENT PREVENTION ACTIVITY.

THE PRESENT CURRENT METHOD DOES NOT PRESENT A TRUE MEASURE OF ACCIDENT PREVENTION PERFORMANCE.

THE CURRENT METHOD WILL NOT PRESENT A TRUE PICTURE FOR THE MEASUREMENT OF PERFORMANCE STANDARDS ESTABLISHED IN THE NATIONAL SAFETY COUNCIL'S DOCUMENT ON THE FEDERAL SAFETY REGULATIONS CONTAINED IN THE WALSH-HEALEY ACT.

THEREFORE: BE IT RESOLVED THAT THE WOOD PRODUCTS SECTION URGES THE INDUSTRIAL CONFERENCE TO:

1. APPOINT A COMMITTEE TO STUDY THESE OBJECTIONS ALONG WITH ANY OTHERS SUBMITTED BY ANY INDUSTRIAL SECTION.
2. REQUEST THIS COMMITTEE TO DRAW UP AN OFFICIAL STATEMENT FOR APPROVAL OF THE INDUSTRIAL CONFERENCE EXPRESSING THE WILL AND RECOMMENDATIONS OF THE INDUSTRIAL CONFERENCE IN THIS MATTER.
3. TRANSMIT THIS OFFICIAL STATEMENT TO THE CHAIRMAN OF THE Z16.1 SECTIONAL COMMITTEE WITH A COPY TO THE SECRETARY OF THAT COMMITTEE, URGING THAT THE WILL AND RECOMMENDATIONS OF THE INDUSTRIAL CONFERENCE BE GIVEN EVERY CONSIDERATION BY THE Z16.1 SECTIONAL COMMITTEE.

STATEMENT PREPARED BY: J. R. GRADY, CHAIRMAN
LOGGING COMMITTEE
WOOD PRODUCTS SECTION
NATIONAL SAFETY COUNCIL

STATEMENT SUBMITTED BY:
E. A. ROLES, VICE CHAIRMAN
WOOD PRODUCTS SECTION
NATIONAL SAFETY COUNCIL

ALL THIS ON BEHALF OF THE EXECUTIVE COMMITTEE, WOOD PRODUCTS SECTION, NATIONAL SAFETY COUNCIL.

T. E. NORTH, GENERAL CHAIRMAN
WOOD PRODUCTS SECTION
NATIONAL SAFETY COUNCIL

TERMS OF REFERENCE

INDUSTRIAL CONFERENCE
NATIONAL SAFETY COUNCIL

Purpose, Function and Operating Procedure

Introduction

The National Safety Council, chartered by the United States Congress, is dedicated to the prevention of accidents. To this end, its Constitution provides a Conference for the purpose of program development and supervision in each broad field of accident prevention covered by the activities of the Council.

Purpose and Function

The Industrial Conference is the National Safety Council in the industrial and business field. Its purpose is to provide assistance to business and industry on all matters relating to accident prevention both at the work place and in whatever area it is felt that the employer can influence the employees safety attitude.

It is the function of the Conference:

1. To originate and supervise the activities of the National Safety Council in the business and industry field.
2. To supervise and coordinate the activities, policies and procedures of the Sections assigned to it.
3. To encourage and promote coordination of all associations and agencies in the field.
4. To work with other Conferences on matters of common interest
5. To encourage business and industry to take an interest in accident prevention beyond the work place and in the community.
6. To present periodically to the Board of Directors, for its approval, a statement of current purpose, function and operating procedure governing the activities of the Conference and of the Sections assigned to it.

Policy and Scope

In the field of business and industry, it is recognized that

1. Responsibilities embrace all levels of the business and industry structure, management, supervision and all employees in the prevention of accidents
2. The responsibility for providing a safe work environment rests with management. That supervision shall direct and

train workers and create a safe attitude in their work areas. That workers shall accept their personal responsibility for safety.

3. That the need for management-labor cooperation is in accordance with the Council's statement of policy (1949) entitled "Safety in Action".
4. Technical information developed by authoritative review is necessary to establish recommendations for safe work environments.
5. Training materials for supervision and employees are required to establish accident prevention programs and provide for their continuity.
6. Promotional literature and materials are necessary to stimulate employees in the continuing accident prevention efforts.
7. The same stimulation that proves effective on an on-the-job program can be extended to off-the-job safety efforts.

The National Safety Council through the Industrial Conference should serve business and industry by providing the direction necessary to recognize and assume these responsibilities.

To provide this direction, the Conference will:

1. Review the business and industry needs and determine where new or additional emphasis is required.
2. Encourage other organizations with business and industry interests to undertake or increase emphasis on accident prevention.
3. Encourage management to take an active interest in community safety.
4. Stimulate business and industry to recognize a safety responsibility for the products or services they produce or provide.

To carry out these objectives the Conference will work through the twenty-six Industrial Sections assigned to the Conference - Standing and Temporary Committees and be guided by the Conference Executive Committee.

Membership

The Conference in accordance with the National Safety Council By-Laws is made up of the following:

1. The Chairman and Vice Chairman of the twenty-six Sections of the Council assigned to the Industrial Conference. If any Section has more than one Vice Chairman its representatives shall be the Chairman and First Vice Chairman.

2. Not more than 100 Members-at-Large appointed by the Vice President for Industry and approved by the Board of Directors. Appointments to the Conference are for the period ending with the next Annual Council meeting. The Vice President for Industry may fill vacancies during the year on the advice of the Conference Executive Committee.
3. Honorary Life Members - each Past Chairman of the Conference is elected as an Honorary Life Member of the Conference. On occasion the Conference also recognizes persons who have made significant contribution to industrial accident prevention by election to Honorary Life Membership.
4. The President of the American Society of Safety Engineers is a member of the Conference.
5. Committees established by the Conference that do not have Section status but do represent important segments of business or industrial activity shall be represented on the Conference by their Chairman.

Officers

The Officers of the Conference:

1. Vice President for Industry and Chairman
2. Chairman-Elect
(also designated as Chairman of Sections or Committees)
3. Chairman of Sections
If Chairman-Elect is designated as Chairman of Committees, this Chairman would be Chairman of Sections and vice-versa
4. Three Vice Chairmen of Committees
5. Four Vice Chairmen of Sections
6. Staff Secretary

The Chairman and Group Vice Chairmen are selected by a Nominating Committee appointed by the Conference Chairman and their names are submitted to the Conference membership at the May meeting for acceptance for election in October.

The Conference Secretary is either the Manager or the Assistant Manager of the Council's Industrial Department by designation.

The new officers are elected and assume their duties just prior to adjournment of the October meeting.

Representation on the Board of Directors

The Conference shall be represented on the Board of Directors of the Council by twenty-seven members of the Conference as prescribed by Constitution. These twenty-seven members will be selected from the Conference membership by the Nominating Committee and the names submitted to the Conference at the May meeting for acceptance. The Nominating Committee will be guided in their selection by naming all Conference Chairmen and Vice Chairmen and the immediate Past Chairman on the list of selections when possible.

Each director will be elected to a three year term, and the terms shall be staggered so approximately one-third of the allotted number will be elected each year (9).

Committees of the Conference

The Standing Committees of the Conference and their scope are as follows:

Audio Visual Aids: Committee is concerned with all audio-visual educational materials produced by the Industrial Department of the National Safety Council, including slidefilms, safetygraphs, posters and motion pictures.

Contests and Awards: Committee is concerned with studying and formulating plans and procedures governing contests and resultant awards from various member groups of the Industrial membership. Report to the Industrial Conference on the progress made in the development of such plans and procedures.

Congress Program: Committee is concerned with annually studying the Congress audience, analyzing the needs and plan future Congresses based on satisfying the needs. Sub-Committee on Subject Sessions is concerned with developing this portion of the program and monitoring the sessions. The Sub-Committee on Sectional Meetings is concerned with coordinating these sessions with the entire program.

Industrial Safety Training: Committee guides the Conference in the development of training materials by the Industrial staff. Advises the staff regarding the Safety Training Institute Courses conducted at Council headquarters. Reviews and suggests changes on other training efforts such as the Home Study Course for Supervisors, Field Courses run through local Councils and new types of training such as program learning.

Mechanical Safeguarding: Committee studies the problems involved in the design of machinery, tools and equipment and processes to include safety as an integral part of design.

Nuclear Energy: Committee is concerned with obtaining, developing and disseminating information related to the control of hazards arising from or associated with nuclear research or technology.

Off-the-Job Safety: Committee is set up to further the rising interest in worker safety away from the work area. Through the development of materials and the sponsoring of Conferences additional companies can be induced to carry on this important function of accident prevention.

Research Project: Committee will work with the Council staff and the Industrial Conference to determine areas in industrial accident prevention where further study is deemed necessary. Will review with staff existing research projects.

Associations: Committee to stimulate and help associations and other business or safety organizations to reach, influence and assist small business in reducing work accidents.

Standards: Committee cooperates fully with the American Standards Association; and acts in the advisory capacity regarding sponsorship of American Standards and approves National Safety Council representation and advises Council representatives on Sectional Committees developing safety standards and codes. The Standards Committee is concerned with the National Safety Council's activities in the development of national safety standards and codes, its interests concern the work of the ASA, NFPA, and similar organizations.

Technical Publications: The Committee will advise the staff on the proper procedures for the processing of technical publications. They will review the procedures from time to time to determine whether the procedures insure careful technical review. Review final drafts of technical publications and check review procedure before publication.

Executive Committee: This Committee is considered the Conference Chairman's cabinet and shall meet subject to the Chairman's call. Traditionally, the Executive Committee meets at a dinner-meeting the evening prior to the Conference meeting to study the Agenda and give the Conference guidance.

The Executive Committee is comprised of the following individuals from the Conference:

1. Chairman of Sections
2. Chairman of Committees
3. Three Vice Chairmen of Committees
4. Four Vice Chairmen of Sections
5. President of A.S.S.E.
6. Immediate Past Chairman of Conference
7. Three to five selections made by the Chairman

Term of office is for one year. The newly elected Chairman announces his new Executive Committee in October.

Nominating Committee: The Chairman of the Nominating Committee will be the Immediate Past Chairman of the Conference.

The new Chairman of the Conference will name five other members to the Nominating Committee at the October meeting.

The Committee will hold two meetings early enough in the year so that they can submit their nominations for Vice President for Industry, Chairman-Elect and Board of Directors representatives from the Conference to the May meeting for approval.

The Committee will make selections, secure approval of candidates for members-at-large to the Conference and submit the list to the Chairman one month prior to the October meeting. Before the submission of the list to the Chairman the Secretary will obtain acceptance from those selected and will secure Committee selections.

The Committee will draw up a list of Standing Committee Chairman and then submit the list to the Chairman-Elect one month prior to the October meeting for his approval and appointment.

Sectional Activities Committee

The Chairman of Sections and the four Vice Chairmen of Sections will constitute the Sectional Activities Committee. The Committee will be called whenever there is a question of creating or dissolving a Section, of settling a question of Sectional dispute. In a question involving one or more Sections, representatives from all Sections involved will be given an opportunity to discuss the problem with the Committee. The Chairman of Sections will report the decision of the Sectional Activities Committee to the Conference Executive Committee. If it is a question of creating or dissolving a Section the Executive Committee through the Conference Chairman will present the problem and ask for necessary action from the Conference.

Medical Advisory Committee

Through a working relationship with the Industrial Medical Association a liaison is maintained with certain medical directors of Council member companies. When professional medical opinion is required this Committee can be called.

Other Committees

The Chairman may appoint other temporary Committees as required by the Conference.

Meetings of the Conference

All meetings of the Conference will be held in Chicago. The Conference will meet on the Sunday prior to the Congress. This meeting will be termed the Annual Meeting of the Industrial Conference and a time when new officers will be elected. A business meeting will be held, followed by meetings of Standing Committees.

There will be a training session for Incoming Sectional Vice Chairmen sponsored by the Conference.

The Conference will hold its winter meeting about the 20th of January of each year.

The Conference will hold its Spring meeting, about the 20th of May of each year.

The Winter and Spring meetings will be two day meetings with Standing Committees meeting on the morning of the first day, groups of Sections and Committees meeting on the afternoon of the first day and the Conference meeting on the morning of the second day.

Revision of these Terms of Reference

The Terms of Reference for the Industrial Conference once adopted by the Conference can be revised as follows:

1. Submission of a proposed revision to the Executive Committee at least 30 days prior to any Conference meeting.
2. Acceptance of the revision by the Executive Committee for submission to the Conference by vote.
3. A majority vote of Conference members present at the meeting when the revision is presented.