

3—Safety Program Organization

Generally, the following guidelines are suggested. In either case the person responsible for safety should report to an officer of the company.

- 1 Organizations employing 500 or more people and/or with moderate or high hazards or costs should place the safety program in the hands of a full-time safety professional.
- 2 Organizations employing up to 500 people and/or with less severe hazards can place the program in the hands of an industrial relations manager, personnel manager, superintendent, or other responsible person in the organization who has some knowledge of safety procedures and standards.

The number of people employed should not be the main factor in determining whether the safety program will be in the hands of a full-time safety professional or not. In some cases, the nature of the operation may indicate a full-time man is needed regardless of the number of people employed.

The trend is to employment of full-time safety professionals for the following reasons:

- 1 The passage of the Occupational Safety and Health Act of 1970 requires that certain safety standards be met and maintained.
- 2 A better understanding of the safety professional's services and functions is developing. To effectively administer a safety program, the person responsible must be highly trained and/or have many years of experience in the safety field.
- 3 The trend towards the expansion of safety includes involvement in occupational health, product safety, machine design and plant layout, security, and fire prevention—in another term, "the total safety concept."

A careful study and analysis should be made to determine the type of program best suited for the organization's needs. If there is a person in the organization who shows an interest in this field, he can be of great help to management in establishing the best course. Otherwise, it may be necessary to seek outside help to develop a program.

An important item that should not be overlooked or underplayed is that an effective safety program requires money to operate—the safety professional's salary, the salary of staff to help him, and cost of safety equipment, safety training materials, awards, and meetings are just a few of the expense items connected with a good safety program. A budget should be set based on best estimates of safety needs. This budget, once approved, should not be tampered with.

The safety program under the direction of the assigned person should enjoy the same position as other established activities of the organization such as sales, production, engineering, or research.

The duties of the safety professional ordinarily include:

- 1 Formulating, administering, and making necessary changes in the accident prevention program.
- 2 Submitting, directly to the officer in charge, regular monthly, weekly, or daily reports on the status of safety.
- 3 Acting in an advisory capacity on all matters pertaining to safety as required for the guidance of management, the general manager, superintendents, foremen, and such departments as purchasing, engineering, and personnel.
- 4 Maintaining the accident record system, making necessary reports, personal investigation of fatal or serious accidents, investigating accidents through his staff, securing supervisors' accident reports, and checking corrective action taken by supervisors to eliminate accident causes.
- 5 Supervising or closely cooperating with the training supervisor in the safety training of employees.
- 6 Correlating safety work with the work of the medical department. Include proper selection and placement of employees.
- 7 Making personal inspections and supervising inspections by his staff and by special employee committees, for the purpose of discovering and correcting unsafe conditions or unsafe work practices before they cause accidents.