

*take
the
extra*



PROGRAM PLANNING GUIDE

SC

10460

LAM011676

It's human nature to take the easy way out, isn't it?

"Too much trouble."

"Can't be bothered."

"It's only temporary."

People can find many reasons to short cut safety for convenience sake. Strange, too, how often nothing happens and we are encouraged to believe we can always get away with chance taking!

Unfortunately, safety by chance brings disaster sooner or later. Luck runs out and the short cut turns out to be the quickest way to an accident.

Actually, accident prevention is a planned "best way" method of doing anything . . . whether it's working, driving, participating in recreation or just plain loafing. The safe way is the best way and the only way!

The TAKE THE EXTRA STEP special emphasis program points up the fact that safety is deliberate. It just doesn't happen by chance. And it isn't minimum safety — only what the OSHA standard demands, only what the rule book calls for. Safety needs THE EXTRA STEP—avoiding the short cut, going beyond the bare minimum of rules, giving the extra thought and dedication that is the hallmark of a successful accident prevention effort.

How do you convince employees to take the extra step for safety?

First, you must get their attention. Theme programs such as TAKE THE EXTRA STEP are designed to provide visibility to your safety program much in the fashion of an advertising campaign.

Whether it's soup or soap . . . advertising sells. It can sell safety, too!

Repetition of a theme or slogan, backed up by meaningful suggestions, is the formula for getting an idea implanted in everyone's consciousness and for spurring them to action.

KNOWING IS NOT ENOUGH

Often job instructions and safety rules provide the basic essentials to help prevent accidents. Such instructions are usually based on standards, past experience or common practices. Sometimes, though, this is not enough. Frequently, some situations need to be sidestepped or an extra step for safety taken . . . to be absolutely sure of procedures or to double check that an important step has not been overlooked.

Omitting the extra precaution—the ounce of prevention — is a mistake many accident victims

make. If you don't think so . . . ask the person who has just had an accident. The reply will often be, "If I had only checked to make sure." Or perhaps, "If I had it to do over again, it would be different."

Sure it would! Hindsight is 20-20 in recognizing the step omitted that would have made the difference.

So that's what this emphasis campaign is all about . . . awareness beyond the rules, taking the extra step.

HOW TO USE AN EMPHASIS THEME

How can you use the theme idea to improve or reinforce your safety program?

First, you must decide what accident problems are the most critical. Only you can do this, based on your own accident experience.

Good accident investigation and reporting provide the foundation for fact finding and mistake analysis. And fact finding is much more productive than fault finding.

Accident experience can provide facts, but you don't have to wait for accidents to start on the road to safety. Organize a hazard hunt! Find out how conditions or employee behavior can spring the accident trap. Job analysis for safety is an extra step that provides fact finding in a positive way.

Job safety analysis is that extra step that helps you select the shortest path to accident prevention practiced by safety professionals everywhere.

Second, determine from your accidents and job safety analysis just what countermeasures must be taken to safeguard your employees.

Next take the training step. Investment in training helps protect workers and profit dollars.

One step for safety can prevent a costly accident detour . . . a detour that results in idle time, lost production, costly medical expense, increased insurance and a lot more trouble than any company can really afford.

Pinpoint your safety targets—the most frequent, the most costly, the most damaging incidents that have happened or could happen. Give priority to special emphasis on the solution to those problems.

One approach is to select emphasis areas offered in this program planning guide. The subjects cover the most frequent types of mishaps reported to the National Safety Council every year.

By establishing monthly topics, you will provide variety and interest. Make your special emphasis items meaningful. Help your people to relate to the problems. Point out ways such occurrences can be prevented.

A few starter ideas are indicated for each topic. By using the Council's Catalog-Poster Directory and the many references found in the Council's library of accident prevention manuals, you can develop a program that best fits you.

One of the first steps you will take for safety begins with your hazard hunt. The Council's Self-Evaluation Checklists will help you start on the road to discovery that can pay off handsomely in your campaign.

HOW TO USE THE CAMPAIGN MATERIALS

Your first step is to plan the campaign. Allow at least 30 to 60 days lead time before launching it. The following suggestions may be helpful in your planning:

1. Block out the program that fits your needs.
2. Obtain program, budget and other approvals from management.
3. Establish a workable timetable that covers the targets you have chosen.
4. Organize your campaign—materials, timing, etc.

ANSWER THE FOLLOWING QUESTIONS

1. How much ground should be covered?
2. How long should the campaign run?
3. Who and what should be involved?
4. How much money do I need?
5. What steps should be taken to carry out the campaign?

WHAT APPROVALS ARE NEEDED?

Get program, budget and other approvals from management. They should include:

1. Program needs.
2. Itemized campaign objectives.
3. Allotment of time and personnel.
4. Estimated cost. (Be realistic and include man-hours, planning time, meeting time, work interruptions, etc.).
5. Estimate cost-benefit factors to help sell the program to management.

ESTABLISH A TIMETABLE

Provide adequate lead time to:

1. Organize your campaign strategy.
2. Order and receive materials.
3. Prepare employee publication support.
4. Organize and train members of the campaign team (including supervisor training).

NOTE: Use the check-off system to avoid oversights and to stay on schedule. The following suggested check list can be used.

PROGRAM PLANNING CHECK LIST	
DESCRIPTION	DATE SCHEDULED
a) Management announcements (see attached copy)	
b) Employee publication articles (see suggested copy)	
c) Take the Extra Step 16mm color film.	
d) Take the Extra Step employee booklet.	
e) Take the Extra Step banners—indoor and outdoor.	
f) Take the Extra Step posters.	
g) Take the Extra Step scoreboard.	
h) Take the Extra Step lapel buttons.	
i) Take the Extra Step pocket protector.	
j) Take the Extra Step hard hat sticker.	
k) Take the Extra Step bumper strip.	

ORGANIZE YOUR CAMPAIGN

The extra step for safety campaign should involve all levels of management. Every manager and supervisor should participate. Be sure to follow up. Make sure that everyone participates as intended.

Set appropriate time intervals between the initial announcement and the featured safety topic of the month. Too-frequent change will not provide complete saturation. Leaving too much time between topic changes can be bad, too. The suggested program allows one month for each topic.

CAMPAIGN SAFETY TOPICS

Following your announcement of the program (about two weeks), introduce the first of the safety topics. These can be rearranged to provide timeliness and seasonal support depending on the time of the year your program is launched. Holiday topics, vacation and motor vehicle subjects are best scheduled when they are appropriate.

In addition to the special campaign materials, the National Safety Council Catalog-Poster Directory and the National Safety Council's National Directory of Safety Films provide a wealth of audio visual aids, training aids and booklets that can be used to supplement the special campaign materials.

There are slide shows available to cover most topics and safety brief leaflets can be used to reinforce them.

Use additional posters, POP posters and booklets that are available as needed. Many of these are listed among supplementary selections in the topic outlines.

In addition to the campaign topics you will want to conduct special supervisory training. This will, of course, cover responsibilities of supervisors in the campaign.

I. FALLS

Falls lead the list each year as the most frequent cause of accidents and injuries. Walking-working surfaces, footwear, spills and haste are most often identified with falls.

There is also an obligation to protect visitors, customers and others on your property. Falls most frequently are the reason for liability judgments.

Take every means to insure that the steps taken by employees and guests do not lead to accidents.

FALLS CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Wipe up Spills (5701-A)	
Poster: Use Hand Rails (5702-A)	
Poster: Extension Cords (5700-A)	
Poster: Ladder Use (5699-A)	
POP Poster: Walk—Don't Run (197.70)	
Safety Talk: Falls (197.53)	
Safety Talk: Office Accidents (197.53)	
Booklet: Take the Extra Step for Safety (197.52)	
Supplementary Materials:	
Safety Brief: Fall Guy Follies (193.22)	
Booklet: A Visit to Office Falls (195.56)	
Booklet: Spotlight on Falls (192.16)	
Booklet: The Dangerous Four (192.18)	
Slide Show: How To Prevent Falls (176.17)	
Slide Show: Portable Ladders (176.05)	
16mm Film: Down and Out (171.20)	

Ladder P Bul

2. MATERIAL HANDLING—MANUAL

High on the list of lost-time injury causes is improper lifting. The subject is complex—age, physical condition, posture, muscular development and fatigue enter the picture—but many injuries can be prevented by proper lifting technique. Do you have the right people for the job, and have they been taught how to lift properly?

MATERIAL HANDLING—MANUAL CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Get Help (5680-A)	
Poster: Ask Questions (5697-A)	
Safety Talk: Material Handling (197.53)	
Safety Talk: Lifting (197.53)	
Safety Talk: Back Injuries (197.53)	
Supplementary Materials:	
POP Poster (189.22-200)	
Safety Brief: A New Way To Lift (193.19)	
Booklet: A Moving Story (195.61)	
Booklet: The Hand Traps (195.13)	
Booklet: How To Lift and Carry (195.62)	
Booklet: Facts About Backs (195.65)	
Slide Show: Guard Your Hands (176.16)	
Slide Show: Oh My Aching Back (176.75)	
Slide Show: Manual Lifting and Handling (176.13)	
16mm Film: The Big Lift (171.39)	
16mm Film: A New Way To Lift (171.26)	

3. MATERIAL HANDLING—MECHANICAL

Fork lift trucks and other types of mechanical assists to lifting and moving objects can, through improper use, lead to accidents. If your operators need training, now is the time to take that step to help them.

MATERIAL HANDLING—MECHANICAL CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Sound Horn (5673-B)	
Poster: Protect Others (5683-A)	
Safety Talk: Follow the Rules (197.53)	
Safety Talk: Foot Protection (197.53)	
Booklet: Take the Extra Step for Safety (197.52)	
Supplementary Materials:	
Booklet: The In-Plant Pedestrian (195.71)	
Booklet: A Moving Story (195.61)	
16mm Film: The Last Round (171.61)	
Training Course: Fork Lift Truck Operators (199.70)	

*For
Whse etc*

Lock outs

SC

10464

LAM011680

4. GUARDING

Most people think of guarding as something you do to machines. That's true enough, and many machine guarding problems still exist despite attempts to design hazards out of equipment and provide built-in safeguards.

But machines are not the only place guards are needed. Guarding should also relate to protecting employees and the public from hazardous areas or conditions in the plant, plant grounds and service areas. Take the extra step to guard against those kinds of accidents.

GUARDING CHECK LIST	
DESCRIPTION	DATE SCHEDULED
Poster: Lockout (5678-A)	
Poster: Protect Others (5683-A)	
Poster: Everyone Clear (5696-A)	
POP Poster: Guards in Place (197.71)	
POP Poster: Lock It Out (197.74)	
Safety Talk: Hand Traps (197.53)	
Safety Talk: Machinery Hazards (197.53)	
Supplementary Materials:	
Safety Brief: Machine Hazards (193.17)	
Booklet: Did George Do It (159.06)	
Booklet: The Hand Traps (195.13)	
Slide Show: How To Tame A Machine (176.21)	
Slide Show: Lockout (176.12)	
16mm Film: Guard Duty (148.17)	

5. PERSONAL PROTECTION

The extra step for safety theme is a natural to emphasize the need for eye, foot, hearing and other personal protection. Employees should get in the habit of wearing personal protection wherever and whenever it is needed.

Get them to take the extra step to use eye protection, foot protection, hearing protection without fail.

If your personal protection program has been limping along, now is the time to rejuvenate it. Are your methods to get employees to wear personal protection effective? If not, now is the time to find out about programs that have successfully met this problem.

PERSONAL PROTECTION CHECK LIST	
DESCRIPTION	DATE SCHEDULED
Poster: Keep Lenses Clean (5687-A)	
Poster: Confine Long Hair (5692-A)	
Poster: Wear Head Protection (5693-A)	
Safety Talk: Eye Protection (197.53)	
Safety Talk: Foot Protection (197.53)	
Safety Talk: Poisoning (197.53)	
Safety Talk: Head Protection (197.53)	
Hard Hat Stickers (197.62)	
Supplementary Materials:	
Safety Brief: Take Care of Your Safety Glasses (193.07)	
Safety Brief: Foot Hazards (193.14)	
Safety Brief: A Sound Idea (193.20)	
Booklet: Dress Right for Safety (159.07)	
Slide Show: Safe Work Dress (176.74)	
Slide Show: There's Something in the Air (176.77)	
Slide Show: Head Protection (176.73)	
16mm Film: On Every Hand (171.25)	
16mm Film: Bare Minimum (148.16)	

SC

10465

LAM011681

6. HEALTH HAZARD

Although health hazards have perhaps received less attention than injuries in the past, special emphasis by regulatory agencies have focused sharply on the subject in recent years.

Events have spotlighted the need to better protect employees from environmental hazards. Discomfort or chronic ailments from prolonged exposure to conditions injurious to health have led to this increased emphasis.

HEALTH HAZARD CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Infection (5695-A)	
POP Poster: Infection (197.73)	
Safety Talk: First Aid (197.53)	
Safety Talk: Poison Hazards (197.53)	
Safety Talk: Heat and Cold (197.53)	
Supplementary Materials:	
Safety Brief: Dermatitis (193.05)	
Safety Brief: Chemical Hazards (193.18)	
Booklet: The Pocket Emergency Handbook (192.23)	
Booklet: Pocket Guide To First Aid (195.06)	
Slide Show: Safety's Other Side (176.76)	

7. HAZARD HUNT (INCLUDING OFFICE HAZARDS)

If hunting for hazards could be as popular as prospecting for gold, we could rest a lot easier about unsafe conditions that lead to accidents.

Unfortunately, the search for accident producing problems is an extra step for safety that too often no one finds time to do. Yet hazard hunts are an important step in accident prevention. If you wait until an OSHA compliance officer appears, it could be embarrassing—as well as expensive.

While you're at it, don't overlook offices. "Nice, safe offices" have their share of injuries—primarily from haste and the human element.

HAZARD HUNT (Including the office) CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Take the Extra Step (5674-B)	
Poster: Remove Jewelry (5682-A)	
Poster: Take the Extra Step (5689-A)	
Poster: Obey Safety Rules (5690-A)	
POP Poster: Open Door Slowly (197.75)	
Banner: For Yourself and Others (Indoor—197.76) (Outdoor—197.78)	
Safety Talk: Think (197.53)	
Safety Talk: Office Accidents (197.53)	
Safety Talk: What is Your Safety Attitude? (197.53)	
Pocket Protector (197.57)	
Supplementary Materials:	
Booklet: You're In the Act (192.15)	
Guide for Supervisors: Supervisor's Safety Observation Handbook (159.01)	
Slide Show: Tips For New Employees (176.10)	
Slide Show: Safety Attitudes (176.01)	
16mm Film: Take the Extra Step (197.51)	
16mm Film: Aftermath (171.38)	

SC

10466

LAM011682

8. VEHICLE OPERATION

The motor vehicle collision is just as costly when it occurs to a valued employee in his own car on his own time as it is to an employee operating a company motor vehicle. Again, take the extra step to cover all drivers—your sales and supervisory people as well as your commercial drivers who operate trucks, buses or other passenger conveyances.

Remember, more than 90 per cent of drivers still have not received defensive driver training. Why not make sure yours are not among them?

VEHICLE OPERATION CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Walk Around Inspection (5676-B)	
Poster: Check Blind Zone (5681-A)	
Poster: Clean Headlights (5685-A)	
Poster: Passengers Belted (5686-A)	
Safety Talk: Blind Spots (197.53)	
Safety Talk: Driving Tips (197.53)	
Safety Talk: Motor Vehicles (197.53)	
Bumper Sticker (197.61)	
Supplementary Materials:	
Safety Brief: A Following Distance You Can Count On (294.52)	
Safety Brief: Too Fast For Conditions (294.53)	
Safety Brief: See-Think-Do (Driving Technique) (294.57)	
Safety Brief: City Driving (294.58)	
Booklet: Highway Winter Ways (399.64)	
Booklet: Fatigue Can Be Fatal (294.37)	
Booklet: The In-Plant Pedestrian (195.71)	
Booklet: The Other Half (294.36)	
Slide Show: What Do You Know? (279.90)	
Slide Show: Get the Edge On Emergencies (279.88)	
Slide Show: The Perfect Pass (279.89)	
16mm Film: Big Blind Spot (276.10)	
16mm Film: The Magic Circles of Defensive Driving (278.09)	
16mm Film: Five Points of Pride (278.08)	
NSC's Defensive Driving Course (330.05)	

9. FIRE PROTECTION AND ELECTRICAL HAZARDS

Once again, it is the extra step for safety that counts when it comes to preventing fires or checking electrical equipment.

Fire destroys property, people, jobs and production. Fire prevention is a "must" if your campaign program is to be complete.

Smoking and bad housekeeping rank high in contributing to fires. Fires do not start by themselves and they often go undetected until they become unmanageable.

Proper fire protection procedures should be developed and evacuation practiced on a regular basis.

FIRE PROTECTION AND ELECTRICAL HAZARDS CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Ground Power Tools (5679-A)	
Poster: Extinguisher Location (5691-A)	
Poster: Use Safety Can (5698-A)	
POP Poster: Make Sure They're Out (197.72)	
Safety Talk: Electrical Current (197.53)	
Safety Talk: Fires, Burns (197.53)	
Supplementary Materials:	
Safety Brief: Look Up and Live (Overhead Wires) (193.13)	
Safety Brief: Shocking Story (Electricity) (193.15)	
Safety Brief: Fire (Home) (593.02)	
Booklet: Operation Firewatch (192.40)	
Booklet: Energy Crisis! (OTJ) (195.41)	
Booklet: Strike Back at Fire (195.82)	
Slide Show: Flashpoint (176.78)	
Slide Show: Fire Extinguishers (176.68)	
Slide Show: Portable Electric Power Tools (176.67)	
16mm Film: Stop A Fire Before It Starts (171.17)	
Fact Sheet on Portable Fire Extinguishers (199.01)	

Open - Fire & Entry

SC

10467

LAM011683

10. OFF-THE-JOB AND RECREATION

Many people use their free time to pursue recreation or to carry out home improvement projects. Unfortunately, these pursuits frequently end in painful and disabling injuries.

Safety rules, readily obeyed at work, are often violated at home. Falls, burns and fractures, as well as sprained backs, lead the off-the-job mishaps.

The ski enthusiast in a cast gets the publicity, but almost every type of recreation from bowling to fishing claims its victims, most of whom suffer from the "too" factors:

Too much . . . too soon (exertion, that is).
Too much enthusiasm for too little skill.
Too little personal protection.
Too much pride to take it easy.

If you omit off-the-job hazards from your campaign, you have overlooked a leading reason for employee "down time." Most companies that keep off-the-job records find that this is so.

OFF-THE-JOB AND RECREATION CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Take the Extra Step (5677-A)	
Poster: Check Vacation Equipment (5675-B)	
Poster: Take the Extra Step (5689-A)	
Banner: Today, Tomorrow, Always (Indoor—197.77) (Outdoor—197.79)	
Safety Talk: Home Safety (197.53)	
Safety Talk: Driving Tips (197.53)	
Supplementary Materials:	
Safety Brief: Beware The Holidays of Summer (193.02)	
Safety Brief: Winter Snow Falls (193.12)	
Safety Brief: Are You Heading for a Fall? (593.01)	
Safety Brief: Electrical Safety (593.03)	
Booklet: Give A Living Christmas (399.46)	
Booklet: Energy Crisis! (195.41)	
Booklet: The Three-Day Getaway (399.49)	
Slide Show: Safety Off The Job (176.06)	
Slide Show: What's Your Home Safety I Q? (576.05)	
Slide Show: Poison Perils (576.04)	
16mm Film: Reachin' For The Lightning (171.16)	
16mm Film: We'll See Tomorrow (171.65)	
16mm Film: Social Drinking: Fun—and Fatal (379.10)	

11. HOUSEKEEPING

Housekeeping is one of the most neglected elements of many safety programs. Just a few "spoilors" can wreck an otherwise successful effort to achieve—

"A place for everything
. . . and everything in its place!"

Too often people fail to relate poor housekeeping to accidents, but accident investigation often reveals how important a contributing factor it is.

Whether it's tools, waste, scrap or just plain packing material, cluttered work areas can be hazardous—and a fire hazard.

Use the campaign to give special emphasis to this age-old problem. Good housekeeping should never be taken for granted.

HOUSEKEEPING CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Keep Work Area Clean (5694-A)	
Poster: Wipe Up Spills (5701-A)	
Poster: Extension Cords (5700-A)	
Safety Talk: Housekeeping (197.53)	
Safety Talk: Follow The Rules (197.53)	
Supplementary Materials:	
Safety Brief: Shipshape Shop (193.11)	
Safety Brief: 12 Steps to Office Safety (193.23)	
Slide Show: Keep It Clean For Safety's Sake (176.09)	
16mm Film: Housekeeping Means Safekeeping (171.36)	
16mm Film: Keep It Clean For Safety's Sake (171.10)	

SC

10468

12. TOOLS

The machine age has never replaced manual operations—and it probably never will. Hand and portable power tools figure heavily in the accident picture. Even machines require tools for repair and servicing.

The proper tool for the job, and its proper use, servicing and storage—all are important in an accident prevention program. Accident reports point to this special area of emphasis on the extra step.

TOOLS CHECK LIST

DESCRIPTION	DATE SCHEDULED
Poster: Grounding Power Tools (5679-A)	
Poster: Avoid Slippery Hands (5688-A)	
Poster: Ladder Safety (5699-A)	
Safety Talk: Portable Power Tools (197.53)	
Safety Talk: Hand Tools (197.53)	
Safety Talk: Eye Protection (197.53)	
Supplementary Materials:	
Safety Brief: Your Hands—They're Valuable (193.16)	
Booklet: Hand Held Hazards (195.14)	
Booklet: The Hand Traps (195.13)	
Slide Show: Air Tool Safety (176.72)	
Slide Show: Hand Tools (176.04)	
Slide Show: Portable Electric Power Tools (176.67)	
16mm Film: On Every Hand (171.25)	

SC

10469

OPEN LETTER TO EMPLOYEES

Labor-saving and step-saving devices are always popular with people. Some devices even help us turn our television sets on and off, change channels and adjust the picture from our easy chairs. Our society is tuned into the "take the easy way" philosophy.

Nevertheless, we're asking each of you to "take the extra step—for safety."

That extra step won't require a physical step necessarily. All this program asks is that you take the extra step beyond the *minimum* demands of safety. We want you to recognize that "good enough" is not good enough—to think about the extra step that often means the difference between safe work and an accident.

No order is so important or the service rendered so urgent that we can afford to omit any step vital to safety.

I pledge to take that extra step for safety. Won't you?

President

ANOTHER OPEN LETTER TO EMPLOYEES

On July 20, 1969, Neil Armstrong set foot on the moon in the most dramatic moment in the history of space exploration.

You probably remember what he said when he stepped out of the lander:

"That's one small step for a man, one giant leap for mankind."

Although none of us will probably ever have an opportunity to take such an historical step, we are all in a position to take a giant step for ourselves. We want you to join in a pledge to take that extra step so necessary for safety.

Take that extra step . . . for safety. For your own sake.

President

MEMORANDUM TO SUPERVISORS

To All Supervisors:

The "Take the Extra Step" campaign can give our safety program the attention and enthusiasm needed to reduce our injury experience to meet our established goal this year.

LAM011685

However, every supervisor has to anticipate that some additional time and effort will be required. You will need to arrange your schedule in order to plan for and carry out the special events as they are scheduled during the year.

We will keep you fully informed of our plans and request your complete cooperation.

President

SUGGESTED NEWS RELEASE

The _____ Company has announced the launching of a new safety campaign, "Take the Extra Step." The program is designed to allow the company to stress a specific hazard on a monthly timetable.

According to _____, the "Take the Extra Step" campaign will call the employees' attention to the fact that they should be aware of the additional things they can do to ensure the safety of themselves and their fellow employees. A good safety record is made one day at a time by each employee, supervisor and member of management taking the extra step. While the main stress of the campaign is safety on the job, it will also cover hazards and activities employees face off the job.

Vincent Tofany, President of the National Safety Council, has said that laws and regulations will not ensure a safe environment. They should be considered the minimum and only the basis for an ongoing safety program.

_____ states, "the _____ Company subscribes to this philosophy and feels that the "Take the Extra Step" campaign will make a substantial contribution to improving our safety program."

MEMORANDUM TO SUPERVISORS

You have been issued a Take the Extra Step scoreboard to be mounted in a prominent place in your department.

The scoreboard is designed for posting your best previous consecutive accident-free days and your current number of days without a recordable accident or illness. Naturally, we hope every department will beat its record. Special Take the Extra Step campaign items will be given to the employees of each department that beats its previous record.

You will use OSHA reporting standards of a "recordable injury or illness" and count only "consecutive work days" without such an incident. Every recordable injury or illness (fatals, lost workday accidents and recordable nonfatal cases without lost work days) will cause the current record to begin over again.

If a delayed death or delayed lost time occurs because of an earlier injury or illness, the original accident date will be used for scoring.

For example:

An employee reports an injury for which he receives first aid on May 1. On June 15 he is hospitalized for infection of the original injury.

If the department had a continuous safe record of 30 days as of May 1 and 74 days as of June 15, the record would be broken on May 1. If no additional accidents had occurred between May 1 and June 15, there would be 44 consecutive work days of current record on June 15.

Failure to report an accident or illness will disqualify the department.

This notice should be posted for all employees to see.

We sincerely hope you beat your record by taking time to be safe.

Safety Department

POST CAMPAIGN POSSIBILITIES

You may find that interest stimulated by the Take the Extra Step program will support a continuation of the theme.

If so, additional subjects and training materials are available from the National Safety Council. Check your National Safety Council catalogs for additional program aids.

SC

10470

LAM011686

SC

10471

