

Organization and Committees

porting of unsafe conditions and practices. They should be given a more active part in the work and made to feel that the success of the committee depends upon the individual support of each member. The primary aim is to arouse interest in the work among all employees to the extent that they will realize that safety is just as important to them as the work they perform.

Among the ways of arousing and maintaining interest among committeemen, none is more effective than supplying members with informative material, such as data from outside sources, frequency of certain classes of accidents, and comparative statements with other months of the year, other years, and other organizations. Pamphlets published by the National Safety Council and information gained through the columns of the *National Safety News* provide helpful information for committee members and may be used to advantage in promoting a safety spirit.

Monthly newsletters, consisting of contributions from members of safety committees, information concerning certain classes of accidents noticeable by their frequency, their causes and methods for overcoming them, and interesting articles taken from other magazines and plant publications, are often used to advantage.

Knowledge in every occupation is the surest basis of success. The value of educating employees in accident prevention lies in their automatically watching out for ways in which men are injured, and coming to realize that the personal causes of accidents are just as serious as the mechanical causes.

There are many other ways of maintaining interest among committeemen, such as well-prepared posters, safety rallies, proper and prompt handling of suggestions by chairmen, rotation of members, membership cards, safety buttons and emblems, and awards for special accomplishments in connection with the safety program.

More details are in Chapter 8, "Maintaining Interest in Safety."

Recognition by management

It is important that management indicate in some way or other its appreciation of the service rendered by safety committee members. The method employed to do this need not involve undue expense or difficulty. The following suggestions are worthy of careful consideration.

- 1 Letter of appreciation signed by the general superintendent, plant manager, or an officer of the company
- 2 Certificate of service that can be framed and displayed in the worker's home
- 3 Card or badge of membership
- 4 Expression of appreciation at a general employee group meeting
- 5 Special dinner or small gifts for safety committee members

Carrying out one or more of the above suggestions is one definite way to encourage the members of a safety committee. Other methods should be employed, too, to convince these men—and through them the whole body of workers—that safety is a serious matter, that the management is sincerely interested, that the executives are more than eager to do their part, and that worker cooperation is essential for success.

Self-motivation

A committeeman needs to keep reminding himself how important his work is because results can't always be seen. He may notice and report some condition that appears dangerous. The person responsible acts on his report and the condition is made safe. An accident that may have occurred doesn't occur. The committeeman may have helped to save somebody from injury and that ought to make him feel pretty good.

References

National Safety Council, 425 N. Michigan Ave., Chicago, Ill. 60611
An Accident Prevention Program for School Shops and Laboratories
Management Policies on Occupational Safety, Industrial Data Sheet 585
Meat Industry Safety Guidelines
You and the Safety Committee

Taintor, Sarah A., and Kate M. Monroe. *The Secretary's Handbook*, 8th ed. New York, The Macmillan Co., 1964.