

December 30, 1960

TO: G. E. EARLOW, JR.
T. O. RICE, SR.
W. B. EANKER
C. J. JENNINGS
G. P. HENKLE
→ LEO ZEISE

FROM: C. S. HAMILTON *CSH*
SUBJECT: FORMAL ORIENTATION

Attached is a schedule for the Formal Orientation Program which is to be attended by our four recently employed non-manual employees.

The program will consist of nine separate sessions covering a variety of topics relating to the Du Pont Company, Engineering Department and the Construction Division. They will be held in the Conference Room on Tuesdays and Thursdays at 2.30 p.m. starting Tuesday, January 10th and continuing until completion on Tuesday, February 7th, 1961.

Also attached is a foreword explaining the purpose of the sessions and an outline of your particular topic. This outline can be deviated from to suit your particular situation as mentioned in the last paragraph of the foreword.

No time limitations have been established for each topic, however, it is recommended for the sake of maintaining interest, they be limited to one hour maximum.

A forty minute film "The Du Pont Story" will be included in Session I. Personnel in your department are welcome to attend this or any other session you feel may be beneficial to them.

Please advise if I can be of any assistance in preparing or presenting your portion of the program.

JSE:csr

Attach.

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FORMAL EMPLOYEE ORIENTATION

	<u>TOPIC</u>	<u>CONDUCTED BY</u>	<u>DATE</u>
I.	Origin and growth of the Du Pont Company.	T. O. Rice, Sr. J. S. Hamilton	Tuesday 1-10-61
II.	Organization - Company, Engineering Dept., Construction Division.	J. S. Hamilton	Wednesday 1-11-61
III.	The Construction Industry & Du Pont Construction.	G. E. Barlow, Jr.	Tuesday 1-17-61
IV.	Safety.	Ingo Zeiss	Thursday 1-19-61
V.	Field Organization & Functions.	C. A. Hampstead	Tuesday 1-24-61
VI.	The Engineering Office Department.	H. B. Banker	Thursday 1-26-61
VII.	Control & Employee Relations Department.	O. J. Jennings J. S. Hamilton	Tuesday 1-31-61
VIII.	Industrial Relations Plans & Policies.	J. S. Hamilton	Thursday 2-2-61
IX.	Division Policy	J. S. Hamilton	Tuesday 2-7-61

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CONSTRUCTION DIVISION
FORMAL EMPLOYEE ORIENTATION

FOREWORD

The purpose of this program is to help a new employee identify himself with the du Pont Company. We attempt to do this through providing a better understanding of the organization and functions of the Company with particular emphasis on the Engineering Department, Construction Division, and the Project. As a general rule, the employee should participate in the program during the first six months of employment. However, we suggest that consideration be given to employees having as much as two or three years' service, since they may not have had an opportunity to participate in a program of this type on their previous assignments.

Each topic should be presented by the person on the project who is best qualified to speak on the subject through his experience and current assignment. The outline suggests significant points concerning the topic and provides continuity. The value to the participants will depend to a great extent on the use of specific examples from the experience of the person conducting the meeting. This points up the need for thorough preparation on the part of the person conducting the meeting.

For maximum benefit, discussion of functions should cover specific practices at the site and the deviations from that practice that may be expected in other cases due to factors such as project size. In this way a participant will be better able to perform his functions in either situation. Forms, charts, reports, and other materials should be used wherever applicable to illustrate the points of the discussion.

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CONSTRUCTION DIVISION
FORMAL EMPLOYEE ORIENTATION
TOPIC IV

SAFETY

I. Introduction

- A. The position of Safety in the du Pont Company
 - 1. First consideration in any situation
 - 2. Discussed as first function in this program

II. Objective

- A. To emphasize the importance of safety and each individual's participation for safe performance

III. The Scope of Safety

- A. All departments - no exceptions
- B. Origin in early days of Company operation
 - 1. Illustrated by "The Du Pont Story"
- C. Constant attention at all levels - "lip service" won't do

IV. Company Philosophy

- A. Accidents can be eliminated
 - 1. Avoid suffering and loss to worker and family
 - 2. Cost to Company is returned through reduction in lost time, maintaining production, and a happier protected work force

V. The Positive Approach to Safety

- A. Elimination of physical hazards
 - 1. Handrails - guard rails, and the like
 - 2. Guards on machinery and equipment, and the like
 - 3. Inspection and adequate maintenance of equipment and tools
 - 4. Shoring of trenches
 - 5. Fumes, acid, and chemical controls

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B. Personal Safety

1. Safety orientation of each employee
 - a. Explanation of the Safety Program in detail for each craft or work station
 - b. Requirements of individual performance
 - c. Follow rules and regulations consistently - every day
 - d. Proper use of protective equipment - be dependable in this
2. The Company's part
 - a. Examination for physical fitness of its employees
 - b. Treatment, reporting and investigation of minor injuries
 - c. Provide personal safety equipment - before accidents happen
 - d. Safe equipment and tools - kept in repair at all times

C. Supervisory Responsibility

1. All levels accountable for safety of their people
 - a. Important point in evaluation of supervisory performance
 - b. Responsibility fixed in all accidents - intensive investigations
2. Specific responsibilities of the supervisor
 - a. Include safety in instructions - STA (explain meaning of STA)
 - b. Follow up to see instructions are followed
 - c. See that proper protective equipment is used
 - d. Induce "safe" attitude in his people
 - e. Consider qualifications of men in making assignments
 - f. Constantly observe men for any changes that may indicate man is unsafe (health, worry, etc.)
 - g. Alert to potential hazards due to weather, work location, etc.
 - h. Constantly focus attention on safety through an aggressive program of planned meetings and individual discussions
 - i. Abstracts
 - j. Safety - Off-the-job

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D. Staff Responsibility

1. Division Safety Superintendent and Assistant

- a. Advise and assist in development and promotion of overall Safety Program
- b. Evaluate safety performance of projects
- c. Source of safety "know-how" on technical problems
- d. Maintain uniformity among project safety programs

2. Local Safety Department

- a. Establish and issue safety procedures
- b. Advise project management on safety matters
- c. Assist supervision in developing safety morale
- d. Inspect work areas for potential hazards
- e. Provide safety education material
- f. Stimulate active participation of personnel at all levels of organization
- g. Investigate injuries and accidents to determine responsibility and necessary corrective action

VI. Measurement of Safety Performance

A. Major Injury Frequency Rate = $\frac{\text{Lost-time accidents} \times 1,000,000}{\text{Exposure hours}}$

B. Severity Rate = $\frac{\text{Days lost} \times 1,000,000}{\text{Exposure hours}}$

C. Minor Injury Frequency Rate = $\frac{\text{Minor Injuries} \times 10,000}{\text{Exposure hours}}$ 40% force

(Other systems developed and used by the Division Safety Office for specific purposes.)

TFR - used by Comd. to give more realistic measurement.

3,000 less no injuries.
approx. 20 per million

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VII. Recognition for Safe Performance

A. Company plan of awards

1. Basis of awards

- a. Accumulated working hours without lost-time injury
- b. Each site competes independently

2. Progressive nature of awards

a. Chief Engineer's

b. President's

c. Board of Directors'

3. Interim period competitions as best suited or as needed

VIII. The Investment in Safety

A. Savings through a sound safety program

1. Statistical information

Over a 15-year period, 1940-1955, we have accumulated over 600,000,000 exposure hours (includes on Port and contract work on commercial and Government projects). Our earned premium charge for the period is from one-tenth (on the Port commercial) to one-half (contract work) of the industry normal. (The premium charge is "weighted" on the basis of past performance.)

The national average insurance cost for 600,000,000 man-hours is approximately 80 times as great as our cost in aggregate losses.

B. Direct costs of accidents

- 1. Compensation
- 2. Medical - hospital
- 3. Lost time of injured employee
- 4. Indemnity in case of death

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- C. Indirect costs of accidents (4 times as great as direct costs)
 - 1. Lost time of other employees who stop work
 - a. To aid injured worker
 - b. Out of sympathy
 - c. Out of curiosity
 - 2. Lost time of supervisors and staff personnel
 - a. Helping injured employee
 - b. Investigating cause of accident
 - c. Selecting and training replacement
 - d. Reporting accident
 - 3. Lost production time to upset and diverted attention of others
 - 4. Loss of production on injured's job
 - 5. Direct damage to machines, equipment or material
 - 6. Reduced effectiveness of injured after return to work
 - 7. Legal expenses and judgments in case of law

II. The Employee's Function in Safety

- A. Give full consideration to safety in planning and scheduling work
- B. Solicit safety engineer's ideas in early stages of job plans
- C. Frequent discussion of safety problems with safety engineer
- D. In the case of engineers coordinate crafts to eliminate congestion and poor housekeeping
- E. Demand compliance with safety regulations
- F. Participate in formal safety activities (i.e., meetings and inspection tours)
- G. Provide safe and orderly work areas

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