

15—Office Safety

Supervisors should personally investigate each accidental injury and they should report what caused the accident and what steps have been taken to prevent a recurrence. Also, when safety inspections are made and accident hazards are found, the report of these hazards should go to the vice president or other top

officer in charge of the department. This top executive should then request a report of corrective measures directly from the supervisor responsible for the hazard. This procedure will go a long way to making a safety expert of every company supervisor, and to reducing the office accident problem to negligible size.

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