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REPORT
SAFETY DEPARTMENT
YEAR 1947

This is a report of the Director of Safety for the year 1947. It covers the activities of the General Office Safety Department in it's work with the manufacturing and commercial divisions of our company.

There was no similar report made for the year 1946. This in part was due to the fact that I was not assigned to this position until the middle of June, 1946, and did not devote my full time to it until October of that year.

Consequently, it was not practical for me to attempt to compile such a report but of necessity, some of the activities of the latter months of 1946 will be entered in this report.

During the last six months of 1946, we continued to function in a similar manner as far as we were able to determine as had been the practice prior to this time. However, our monthly and quarterly reports were delayed due to not having any stenographic force until the latter part of October, and these reports lost whatever value they might have had due to the time elapsed before being issued.

Having been engaged in industrial relations work in the Chemical Division since January, 1941, it was necessary for me, in assuming this position, to determine the functioning of the safety department in it's relations with the various units of our company, other companies and organizations.

In order to gain first-hand knowledge of the organizations, for safety and fire prevention in our plants, it was necessary to visit most of the operations with which I was not familiar. This survey was very enlightening coming as it did a short time after the end of the war, during which period the morale of the employees suffered greatly due to the general let-down in employment procedures, plant physical and housekeeping conditions and enforcement of safety rules and regulations. This is not to assess blame against local managements as I was very familiar with the labor situation during the war years. In some plants, there was no safety organization functioning as such. In others, personnel responsible for safety activities has been changed necessitating induction and training. Some organizations had expanded during the war years and some were continuing to expand. It was apparent that we needed practically a reorganization of our safety and fire prevention program.

No program can be successful without the interest of those in authority whose organization it will affect and the cooperation of such officials in promoting and backing the program in their respective organizations. I am very grateful to the Vice Presidents of our various divisions, others in Executive positions in our general office and the managers and superintendents of our individual organizations for their interest and cooperation, without which it would have been impossible for this office to function.

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I do not consider it the function of a staff organization to attempt to conduct or operate at the plant level. Consequently, in setting up a tentative program, I endeavored to keep in mind the staff function of coordination of activities, correlation of information, counselling, analyzing, advising and rendering all assistance possible.

In setting up a tentative program, it was necessary to take into consideration the general organization of our company, which is comprised of two main divisions, the Manufacturing and Commercial. The Manufacturing division is split into four sub-divisions, namely, Glass, Paint, Brush and Chemical. The Commercial division has two sub-divisions, Warehouses and Stores.

In these various sub-divisions the individual organizations are confronted with hazards incident to their own operation. However, most of them have a common exposure in general maintenance and labor work. Individual organizations vary in size from 56 employees to approximately 4100 employees. There could be no standard safety organization which would function efficiently in all plants. Consequently, it was necessary to develop a program broad enough in scope to cover all operations and flexible enough to meet the demands of the individual plants. Following is an outline of the tentative program formulated.

1. To acquaint management with their responsibility for the safe condition and operation of their plant.
2. To assist management in all educational and promotional activities.
3. To organize each plant in a manner suitable to that plant.
4. To maintain channels of flow of safety material to all concerned.
5. To assist management in building up and maintaining a high state of morale through plant condition-Reduction in injuries-Improved employee services and working conditions.
6. To assist management in the development of guards, safe practices and body protective equipment.
7. To create spirit of friendly competition.
8. Standardization and enforcement of safe practices and policies.
9. Improved first aid and medical service where necessary.
10. A continual and practical program of housekeeping and fire protection and prevention.
11. The elimination of or protection from Occupational Disease hazards.
12. The development of manuals.

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Operating under this tentative program, I wish to make the following comments regarding these various topics:

1. We have continually stressed to management their responsibility in furnishing and maintaining safe practices throughout the plants. In the letter accompanying the monthly reports, we have continually called this matter to the attention of superintendents and general managers, and on my visits to the respective plants, we have discussed some of the state regulations, insurance regulations and company policies.

On several occasions, I have attended meetings of the general safety committees, foremen's committee meetings, plant policy committee meetings, and several dinner meetings of foremen at which I have given talks regarding the safety program of our company, and in all of these talks have tried to be specific in assessing responsibility for compliance with all rules, regulations, state codes covering safety and fire prevention as a direct function of local management.

2. On plant visits it was apparent that some of the organizations did not have literature covering the latest in safety and fire prevention pamphlets and consequently, in order to build up the files in all of our manufacturing operations, the following information was furnished to them.

A complete set of Factory Mutual Loss Prevention Bulletins
National Fire Protection Ass. book on Industrial Fire
Brigades Training Manual
bound volume of Industrial Data Sheets from the National
Safety Council
Accident Prevention Manual for industrial organizations
from the National Safety Council
bound volume of Manufacturing Chemists' Ass. Data Sheets

Where volumes are loose leaf and other material is supplied periodically these books are kept up to date through distribution by this office.

We have also furnished moving picture films, slide projector films, posters and other information to all organizations in order to assist them in their educational and promotional activities.

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3. In most of our larger plants, a definite safety organization existed and in most of them a safety program was being carried on. Other plants had safety men but no safety committee program or any definite outlined program.

In discussing safety organization with the local plant managers, I have stressed the necessity of a definite program which would be followed in their organization and I have suggested the holding of meetings from the top management standpoint as a general committee meeting, meetings with foremen and the plant Safety Engineer, and department committees or plant representative committees according to the size of the plant and the size of the various departments. As a result of these suggestions, we now have committee organizations in some of the plants that did not have them before, and some that had previously had them, but had not kept their meetings up for some time, and I feel that with the revival of these meetings, we will get much better results in these respective organizations.

4. We continually mail various safety and fire prevention literature to all organizations which we feel would be instructive and may assist them in their activities. Such material would include booklets, posters, pamphlets, codes, and any reports which we may obtain from our plants or other plants, and which we determine should be called to the attention of all plants of our company. At present we receive reports from some of our own plants on occurrences which they feel we may wish to broadcast immediately to all of our organizations, and this spirit of cooperation on the part of the individual organization should bring us good results.
5. We have continually stressed housekeeping conditions, sanitary conditions, improving wash and toilet room facilities and the reduction in injuries as the best means of building up a high standard of morale among our employees. However, in this respect, we must depend upon the employee for their cooperation in helping us to maintain good conditions in our plant, and for compliance with rules and regulations which will assist us to reduce injuries.
6. In most plants where a safety engineer has been employed, most of the machine guards have been taken care of but in some plants especially woodworking plants, we do need protective guards at point of operation, and as yet I have not been able to convince some local managements as to the necessity for such guards. In some of the smaller organizations, and also in some other organizations where new men have been assigned to safety work, it has been necessary to give more assistance and education for compliance with state and insurance regulations and company policies as regards mechanical guards and furnishing of body protective equipment. We have also assisted, and at present are working, on the development of safe practices and improved body protective equipment in our various organizations.

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7. As of January 1, 1947, we made a change in our monthly reports endeavoring to give fullest coverage to each division, sub-division, and individual plant. In so doing, it was our idea that we would stimulate competition between the individual plants of a division, or sub-division, and also create additional interest of the Vice Presidents in the standing of their respective divisions.

In the plants, we have continually stressed this point of friendly competition, and have asked most of them to endeavor to create this same spirit from a department standpoint. Some plants have done this in the past, and have obtained very good results, and I feel that the plants just starting to do so will benefit.

8. Throughout the various divisions and the individual plants comprising them, there has been very little standardization of safe practices except in outstanding or hazardous jobs. Also there has not been standardization of enforcement policies as regards compliance with safety rules and regulations in regards to methods of proper performance and wearing of body protective equipment. We have attempted to improve this condition through meetings of safety engineers in identical plants in our company. In November, we had a three - day meeting at our Works #9, Crystal City, Mo. plant with the safety engineers from Works #1, Works #4, Works #6 and Works #9 and myself present at which time we discussed various parts of our safety program covering meetings, housekeeping, standardized safety practices, enforcement procedure. In December, we had a similar meeting at our Works #11, Mt. Vernon, Ohio plant, for the safety inspectors from Works #10, Works #11, and Works #12 and myself. I feel that much good has been accomplished by having these meetings and discussing our mutual problems in the glass plants, and that by a continuance of these types of meetings, we will be able to obtain some degree of standardization in our safety policies and practices. I hope to continue these meetings and to also cover the other divisions of our company. We have in our Crystal City plant and Creighton organization set up a policy of definite equipment to be worn on certain occupations and a disciplinary procedure for failure to comply to such regulations. Where it is necessary, I feel that we should extend this procedure. However, at the present time it is not feasible to do so in our window glass plants due to the unions existing in these plants, one of which, the Cutters' League, has never been convinced that the wearing of protective equipment is obligatory on certain jobs.

However, I am still pressing this matter and hope some time in the future to be able to control same in our plants the same as we control the wearing of equipment on men in other organizations.

9. In most of our large organizations, we are very well equipped from the standpoint of first-aid hospitals located in the plants, and in most instances the doctors who take care of our injury cases are on call, when an emergency exists. We have equipped the first-aid hospitals at the suggestions of the local doctors and upon the request or suggestion for additional equipment, same has generally been procured. In the larger organizations, we have registered nurses who, according to the operating schedules, may work only the day shift or may work the three shifts giving full coverage seven days a week - 24 hours a day. In our glass plants, I would say we are very well taken care of from the nursing standpoint, but in some of our smaller plants, we do not have first-aid rooms, as such, nor do we have nurses even on the day turn. Since some of these plants have been in operation for years, and have never had nurses' service they feel it is not necessary to have it. It would be my recommendation in those plants where we deem it necessary, that this service should be installed.

I feel that in practically all locations, the doctors handling our work are very competent, and have rendered us excellent service during times of emergency. There may be one or two instances where we are not completely satisfied with the doctor handling our work, but I feel that in the future, this matter can be straightened out in cooperation with local plant management. As regards our physical examination program, most of our plants and organizations have had pre-employment physical examination and recheck examination for specific operations. However, this has not been the case in our Brush Division. In the Keene, N. H. plant, we have no physical examinations and in the Baltimore plant only the colored applicants were given examinations. This matter will no doubt be corrected in the future.

10. We are continually stressing the need of a practical program of house-keeping in all of our plants, and I do feel that we have made progress in some organizations. However, we still have a long way to go in getting our plants in the condition in which we feel they should be maintained. We have stressed the point of committee inspection and attention to recommendations which would not only improve the conditions in the plant but would also assist us in building morale.

Although the fire protection and fire prevention program was formerly handled through the insurance department of our company, I have continually pressed this point in all of my dealings with local management as I have found in many instances our fire protection program had lagged very much during the war years, and we have been very fortunate that no serious fires have occurred. In many instances, the safety engineer or inspector in the plant is also in charge of fire protection and we have worked together during my visits making a complete inspection.

of the fire equipment in the plant along with our safety inspection. We have made many recommendations regarding additional fire protection equipment. It is my contention that the safety and fire protection program must go hand in hand in all organizations.

11. A survey was made ten or twelve years ago of all of our operations as regards occupational disease hazards, and a follow up has been made in our various organizations from time to time concerning hazards existing. Through the safety engineer in the plants, we are carrying on a program of elimination of dust and fume hazards in order to give maximum protection to our workmen. Exposures are probably greatest in our Paint, Glass and Chemical plants. The Glass plants have a silicosis hazard, the Paint plants have lead and solvent exposures and the Chemical plants, solvent and other chemical compound exposures.

Various surveys have been made in our plants by the Industrial Hygiene Foundation as we are a member company of this organization, and recheck surveys have been made to determine the effectiveness of compliance with their recommendations. The Foundation has also done a lot of work for our Barberton organization in the matter of toxicity to various chemicals, during the stage of research and development work. The information secured from the Foundation is not only sent to the plant requesting the investigation or research, but is sent to the various divisions of our company where there may be similar exposures.

We have never been able to develop a satisfactory set up for "stone dressing" in our plate and window glass plants and it has been necessary to attempt to enforce the wearing of respirators when doing this job. However, we are still working through our engineering department, and we hope to be able to control this dust so that men working on this occupation for an eight-hour period will not be forced to work in a dust-laden atmosphere requiring the wearing of respirators.

12. We have assisted the local plants on many instances in taking care of special jobs occurring in their respective organizations. This has been necessary in many of our plants do to the fact that we have never had a complete set of safety manuals developed by the company, and in most plants the safety library has not been kept up to date. We are at the present time developing the following manuals for use in plants where same are applicable:

Industrial Truck Drivers' Training Manual
Overhead Crane Operators Training Manual
Automobile Drivers' Manual
Safety Hand Book for Foremen and Supervisors
revision of Safety and Insurance Manual

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We have worked very close with the engineering departments in the Glass, Paint, and Chemical divisions reviewing blueprints and plans for new installations and revamping of the old installations. In the chemical division this was especially true with regard to the new organic chemical plant installation in New Martinsville. Special conferences were held with insurance company representatives, the engineering departments of both Barberton and New Martinsville, representative of the personnel department in New Martinsville and myself to review all suggestions and recommendations made in connection with safety and fire prevention appliances to be installed and fire equipment and safety equipment to be purchased for this entire project.

This office has supplied much information for the handling and storage of Benzene, said information being secured from other companies and organizations who are familiar with the handling of and the hazards incident thereto. At this time all the engineering on this job is being done in New Martinsville and we are following same closely with their engineering and personnel department. We realize that this is one of our first ventures in the organics field and consequently, we do not wish anything left undone which may reflect unfavorably through accidents or fires after we start operation.

In the glass division, our contacts have been with Mr. R. D. Bole, chief engineer, and many of his assistants who were working on special jobs in the various plate and window glass plants. In the glass division, Mr. Bole has appointed Mr. H. W. Gardner electrical engineer to work with us on dust and fume control in the glass plants. Since Mr. Gardner has been working on the various projects in the different plants over the past several years, he is very familiar with our problems and he and I have worked very close together in some of our dust problems in connection with stone dressing in the glass plants.

In the paint division, we have worked with their engineering department on the various installation in the paint plants and our contact has mainly been through Mr. F. V. Griffin and Mr. P. E. Knudsen. This work has mainly been from the fire protection and ventilation standpoint.

Our work with the Pittsburgh Corning Corporation has been very pleasant. They have complied with a number of suggestions and recommendations made to them during my visits to their plants in Port Allegany, Pa. and Sedalia, Mo. The Sedalia plant started operation in July, 1947 in the production of glass blocks, but the foam glass plant was still under construction and will not be ready for operation until probably March or April of this year. Our surveys in these plants also covered fire protection and we made a number of recommendations concerning first-aid fire protective equipment. These plants do not have a first-aid room as such, and do not have nursing service but I anticipate that some time in the near future we may be able to impress them with the necessity of this type of service due to the number of employees that they have in their organization and the benefits to be derived from providing such service.

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During the past year, I have attended a number of meetings of the board of directors of the Western Pennsylvania Safety Council, of which I am a member, and also the meetings of the Executive Committee of the American Society of Safety Engineers, Western Pennsylvania Chapter. Safety conferences attended were the National Safety Congress held in Chicago, All-Ohio Safety Congress held in Columbus, Ohio, Western Pennsylvania Safety Conference held in Pittsburgh, Industrial Hygiene Foundation meetings held in Pittsburgh, and the organization meeting of the Glass and Ceramic Section of the National Safety Council held in Columbus, Ohio.

This gave me a cross-section of the various programs in localities where our plants are located besides the overall Congress held in Chicago. The speakers and subjects at some of these meetings are the same as at others, but the contacts made with safety engineers and directors from other organizations at some of these meetings is very much worthwhile.

In attendance at some of these meetings were also safety engineers and inspectors from our local plants in the vicinity of the city where the safety conferences were held.

Through my connections with the Western Pennsylvania Safety Council and the American Society of Safety Engineers, I have made many contacts with local organizations and companies regarding safety, hygiene and medical practices in their respective organizations, and I have also fully cooperated with these men when they requested information or data regarding any of our practices or policies. My contacts with the various state departments of labor, inspection bureaus or workmen's compensation bureaus have been very congenial and cooperative and I have at all times tried to work with the state men in assisting them on any matters requested.

Commercial Division

My personal contacts with men of the commercial division has mainly been in our Pittsburgh office as I have not attempted to contact the various managers and superintendents of the warehouses or stores. The men in our Pittsburgh office have been very cooperative with me in matters pertaining to their respective divisions.

We have continually sent safety posters and other literature to all of our warehouses and stores together with reports on automobile accidents occurring in the commercial division.

We are campaigning against the incidence of automobile accidents among drivers of our trucks and automobiles, and I feel that with the interest taken by some of the warehouse managers, we will be able to make a better showing in the future.

During the year we revised the safety manual for use in warehouses and stores and through the cooperation of Mr. G. E. P. Wright we disbursed between 250 and 300 copies of this manual. We are continuing to furnish their material for inclusion in this manual, and as we develop new material it will be forwarded to the various warehouses and stores in order to keep their manual up-to-date.

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With regards to the results of our accident prevention program for the year 1947. At the time of writing this report, I do not have the figures from all the plants, in order to give the exact rates in frequency and severity. An approximate figure for the year would be about 41 million hours of exposure, and total number of lost time injuries occurring 403, giving us an accident frequency rate of 9.8. This gives us an approximate reduction in frequency of 7% over 1946. Due to the fact that at the year's end the respective organizations must give us an estimate on the "open" cases, as to how many days they will lose in the year 1948, and since we do not have this figure, it is impossible to give any approximate rate from the severity standpoint.

To make an exact comparison of the figures of 1947 with those of 1946 is impossible as during the year 1946 there were only 26 organizations shown on the report while during the year 1947, we have included our general office organization, Southern Alkali Corporation and other new organizations which have been brought into the Pittsburgh Plate Glass Company and new plants which have started up during the year, and in December of this year we are listing some 34 units. However, for the year 1946, we showed an exposure of 33,631,842 man hours and the estimated 41 million hours of exposure shows an increase of 22%. This increase is not only due to new organizations being listed but also due to the fact that a number of the older organizations have expanded during the year, increasing the number of employees.

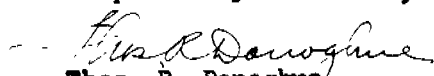
The yearly accident summary report should be completed some time in the first part of February and at that time, we will furnish a copy for attaching to this report.

For the year 1948, our program should be along the same lines as during the year 1947, as I feel that we have included in this program, the basic elements of safety and fire prevention work. I feel that we have created through the past year a safety consciousness in all of our organizations and an incentive to do a better job in accident prevention and housekeeping.

As has been stressed through the past year, we can be materially assisted by the promulgation and installation of procedures of job analysis, job methods, job training, induction training and follow-up. In all of my contacts, I have stressed these matters and feel that our personnel departments in our plants realize that they can do a much better job through these procedures not only from the standpoint of safety but also from the standpoint of building up employee morale, and doing a better job in production.

To sum up my program for the year 1948 - Engineering - Education - Enforcement - with plenty of enthusiasm injected, should bring us much better results and give us a much more favorable experience than we have had in the past years.

Respectfully submitted,


Thos. R. Donoghue
Director of Safety

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