A chart showing the variation over a seven-year period of the number of disabling injuries and the days lost from these injuries will show your performance over a long period of time. The peaks and valleys of a chart like this can be smoothed out by making your report, a "moving average" type of chart. I won't take the time to describe this technique, as you can readily learn it by talking to any of your associates who have some familiarity with statistics.

Here are some other types of reports that will help you to sell your safety program and assist you with your efforts. A "man-hours worked since last disabling injury" report enables you to rank your departments by both length of time and total number of man-hours worked.

Another report illustrates how you can show injuries reported to the Medical Department cross indexed between departments and types of injuries. All that is needed here is the names of the departments and the numbers of injuries by types. A simple type of chart which has had wide use throughout industry shows the percentages of injury types by accident frequency.

Another report which should produce support for your safety programs is in the area of reporting accident costs. Although most executives want to make their companies safe places in which to work, they also have a strong sense of responsibility to run their business profitably.

As a result, they may "drag their feet" when it comes to spending money for accident prevention activities, unless they see that they can save at least as much money as they spend. Without information on the costs of accidents, it is just not possible for them to decide intelligently how much they should be spending versus how much they can save. For this reason, it is very important that the top management, right down to the immediate supervisor, know how much they are losing as the result of injuries.

To help you decide which types of cost reports you wish to make, I would like to mention some representative types in general use. One report charts the average costs of disabling injuries over a seven-year span. These average costs are compared with the national average workmen's compensation costs for the same periods, as reported by the National Safety Council.

Another type shows the average workmen's compensation losses per average hourly employee for a seven-year period. These losses are compared to an objective loss rate of $16 per hourly employee. A chart that measures workmen's compensation losses should be of special interest to labor relations personnel who negotiate with unions if it talks in terms of added costs of doing business on a manhour basis.

There are situations where a substantial percentage of your accident losses are caused by a specific situation, or a particular operation or machine. If you can show these losses as percentages of your total losses, it might be all you need to obtain action and support.

Another form of chart shows a type of accident analysis based on accident costs. For example, using information from the National Safety Council's "Accident Facts," suppose your company is making a net profit of 3 per cent and direct losses due to accidents are slightly less than a quarter of a million dollars. This report shows that the company would need eight million additional dollars in sales to pay for these losses.

Still referring to the chart, suppose you were able to reduce your losses to $100,000. This would be the same as your adding four million dollars in sales to the companies total sales picture. Not bad! With a three per cent net profit margin, a company must book $33,000 in additional sales to pay for every $1,000 loss due to accidents. In these days of intense competition and profit squeezes, it is just possible that an effective safety program can contribute more to profits than the company's best salesman.

Now that we have discussed costs and how you can use this information to prepare loss reports in various forms, let's look at another type of accident reporting.

Instead of basing your frequency and severity rates on disabling injuries, you can also use a system of reporting commonly known as the "serious injury index." There are many variations to the index, but the basic concept is the same in all of them. At the bottom of the page you see the types of "injuries" which are most commonly used to compute your index. The index is nothing more than a frequency and severity rate based on the factors you see listed at the bottom.

The advantage of using an index of this type is that you are provided with a much more sensitive index of safety performance than if you used frequency and severity rates based on disabling injuries alone. You might be interested in, knowing that the Industrial Conference of the National Safety Council has recommended to the American Standards Association that the Index be included as a part of A. S. A. Code Z16.1.

An actual report issued at the Carrier Air Conditioning Company shows you that eye injuries requiring the attention of a physician are by far the most predominant type of "serious injury." Since no eye injuries resulted in disabling injuries, you can see that this index has given us a clue to possible serious injuries involving the eye that an index based on disabling injuries would never have shown us—without a detailed analysis of all first-aid cases.

In order to assist you in comparing your accident prevention results with those of like industries, you have several readily available references to help you. Your State Department of Labor issues periodic reports showing disabling injury frequency and severity rates by industries. Similar reports are issued by the Bureau of Labor Statistics, U. S. Department of Labor.

Each year the National Safety Council issues two booklets which are loaded with facts and figures which, if used, can help you in many ways. These booklets are entitled "Accident Rates" and "Accident Facts."

The "Accident Rates" booklet contains frequency and severity rates for all major industries and most minor industries, as well as no injury rates and historical rates for both major and minor industries. These rates can help you in determining how well your plant or company is doing safety wise in comparison with the combined rates of other companies in your industry.

A chart shows the average charge per injury by industries. The table is broken down to show average injury charges in days by (a) all disabling injuries, (b) temporary total disabilities, and (c) permanent partial disabilities.

An annual feature in the "Accident Facts" booklet is a chart that shows what per cent, the injuries to each part of the body were of all injuries, and the per cent of compensation paid for each part of the body as compared with the total compensation costs. Another chart, appearing annually in "Accident Facts," shows the average compensation costs of injuries for various parts of the body, as reported to the National Safety Council by six state labor departments.

It is worthwhile to summarize the various ways in which accident reports can help you.

1. Records give us the information needed to plan programs to control conditions and situations causing accidents.

2. They provide us with a means of determining our progress, or lack of it, in controlling accidents.

3. We can determine how we are doing in comparison to other departments, plants, companies, and industries.

4. We can help interest our management by providing them with information on the accidents that are occurring in our companies.

5. Our records can be used to provide information to supervisors and safety committees about the most frequent unsafe practices and unsafe conditions occurring in their departments or buildings.

6. Finally, we can show our management the costs that are involved in our accidents occurrences.

Accident records are basic to any safety program. Without records we cannot function in an intelligent manner. With records, we are in a position to develop specific programs which will create interest in the safety program, as well as provide us with the tools necessary to control our accidents.