

FILE NAME: Caterpillar (CAT)

DATE: 1963

DOC#: CAT013

DOCUMENT DESCRIPTION: Published Article from the Transactions of the National Safety Congress

## 1963 National Safety Congress

If at any time you have questions regarding your job, either when you are first instructed or later on, check with your foreman and find out the proper way before you go ahead. We have learned from past experience that new people are usually a little over-anxious to get going on the job and reluctant to ask questions. So, they sometimes go ahead on their own without fully understanding the job, unaware of the risks involved.

Remember—the best safety device is a careful worker. So again, if there's any doubt in your mind, don't hesitate to ask questions.

In our plant manager's message at the start of this presentation, you were told about our determination to make your hours here the safest part of your day. Since then you've heard so much serious talk about hazards that you may have begun to question our ability to deliver on this promise. We can—and we have.

This Award of Honor presented to General Motors Corporation by the National Safety Council for an outstanding safety performance is a source of pride to us and should be reassuring to you. We have received this annual award on seventeen different occasions. We know how this record has been built. By eliminating as many hazards as possible, by educating our employees to work safely, and by being completely intolerant of unsafe practices and methods. Make no mistake, no employee will be permitted to work long in this plant if he violates our safety practices and procedures.

The public sees this trademark as a symbol of quality. However, to us in the plant, it also means "a safe place to work." To keep it this way, we need your help. Whatever your job may be, learn how to do it the safe way, then do it that way every time. By following this practice, your hours in Fisher Body will always be the safest part of your day.

Now, I would like to point out some of the advantages we have found with this type of orientation program.

First, we feel that it gives a good impression of our plant and immediately demonstrates to new employees our concern for their safety.

Each slide represents a different thought that has been carefully planned as important enough for discussion. The slide then serves as a cue, making certain that each subject is covered regardless of who gives the presentation. Also, despite interruptions that occur when questions are asked, it's nearly impossible to omit anything since the cues are right there on the screen.

If you're wondering about the cost of developing such a program, these facts are worth considering. Due to the recent introduction of the new 35mm high speed Ektachrome film, we did not require the services of a professional photographer for the in-plant shots. With this film we found that no special lights were required for satisfactory indoor color pictures. To take the in-plant pictures you have just seen, a 35 mm camera, mounted on a tripod for steadiness, did the job with only the available plant lighting.

Another real advantage is its flexibility and the ease of making changes. Obsolete slides can simply be replaced with new ones whenever changes in processes or methods require it. Since the cost of making a new slide, including film and processing, totals only 17¢, there's no major project involved. This low cost even permitted a few errors and retakes found necessary by my amateur photography.

And finally, in actual practice at our plant, this new employee safety induction program is strictly a one-man show. We use a 35mm projector equipped with a remote control cord. This allows the one giving the presentation to stand beside the screen with a pointer, face the new employees, operate the projector and point out the object discussed with no difficulty.

Judging from our experiences with this method, we feel certain that the benefits gained by our new employees is certainly a big step in the right direction as we try to "Start 'Em Right".

## BEGIN AT THE BEGINNING— ON THE RIGHT TRACT

By JOHN E. SPROWLS

Safety Supvr., Caterpillar Tractor Co., Peoria, Ill.

The old adage that a good beginning is half the job, has no truer application than the safety orientation of a new employee.

Before starting to develop a program for orientating the new employee, take a few minutes and think back, go back to the first day you were hired on your first job.

What was your major concern?

How many awards for safety has this company won? What is their safety policy? How do I get fringe benefits? What is the retirement plan?

What is the accident frequency of this organization?

Isn't this what you were most concerned about?

Hack no! If you were like most of us you were nervous, half scared, and you were probably wondering if you could find the "privy."

Who do you remember from that first day? I will bet it's the first person who gave you a friendly smile, a warm handshake, a word of encouragement. This was the person who made you feel like you belonged.

As we look back, these things may seem trivial and unimportant, but they were not at the time we were hired. Remember, they are still very important to the newly hired. A friendly smile, a warm handshake, an encouraging word are our best tools in putting the new employee into the proper frame of mind to get the most out of any orientation program.

At Caterpillar, we place the responsibility for safety squarely upon the first line supervisor. We immediately start to impress this on the new employee, that his safety depends upon himself and his foreman.

Our induction program for new employees is handled by the employment division. During this program, the employee is told about a lot of things.

First we give him some general information about the company. A film on company

operations better acquaints him with our whole organization, the products we make and where they are made.

We then familiarize him with such things as streets and bridges leading to and from the plant, parking lots and traffic routes. He is told about bus service, buildings and entrance gates, badges and passes needed to get in and out.

He learns of services available, such as cafeterias where he can obtain a meal, or a credit union where he can save money or float a loan. How to get a locker or a temporary pass is explained, as are some of the activities available for employee participation.

We make sure he knows when he'll get paid and from whom he gets his pay check. We also impress upon him the need for keeping a current address on file.

Insurance and benefits are explained. Group hospitalization and life, health, and accident coverage are pointed out. He is then given an opportunity to enroll in the programs.

Next we show him a film on Caterpillar safety entitled, "Safety Is Always Our No. 1 Business." After viewing the safety film, the new employee is given a booklet, "Welcome To Caterpillar."

This book contains much valuable information including five pages on safety. Here is a list of 14 suggestions for safety listed in the book.

1. See your supervisor when you are in doubt about the safe way to do your job.
2. Wear the proper safety equipment.
3. Dress in a safe way; wear short sleeves, no ties and no jewelry.
4. Lift and handle material properly.
5. Use the proper tools and use them correctly.
6. Operate only equipment which your foreman has authorized you to use.
7. Keep your hands away from the point

### 1963 National Safety Congress

of operation of a machine while it is running.

8. Keep your work area orderly and clean.
9. Walk—don't run through the plant.
10. Use the marked aisles and walk-ways inside and outside the plant.
11. Don't engage in horseplay.
12. Report all injuries to first aid immediately.
13. Practice safety at work, at home, at play.
14. If you have any questions or if you see any unsafe conditions, talk to your supervisor about them.

At this point we feel we have put safety into the proper perspective—that it must be the responsibility of each employee and his supervisor.

Now let's follow the new hire to his first day on the job.

The supervisor will more firmly establish his position by emphasizing to the employee the importance of safety on the job. At this time he makes an on-the-job application of the points covered in the film and the booklet. He puts these to practical use in job instructions.

The supervisor needs to make and keep a list of things to cover with the new employee. They will be basically the same with each man. However, the approach may differ. In making his initial instructions and subsequent follow-up, a number of things must be considered.

If he determines that this is the first job for the new employee, then he may assume that: 1). He has had very little exposure to safety, 2). he may be afraid of machinery,

3). he may be a "cocky" know-it-all, too sure of himself to ask questions.

What if he has had previous experience? 1). Determine the kind of jobs held. 2). What is his safety attitude? 3). Was safety minimized on previous jobs? 4). Who was responsible for safety? 5). Does his past job indicate habits he might have developed? For example, we once hired an employee who had worked around a milk bottling plant back when glass bottles were used. He had developed a habit of using his foot and ankle to catch and break the fall of bottles which were knocked off the tables during handling. He probably saved many bottles from breaking with this little trick. But habits well established stay with us. He was assigned a job of hanging steel castings on a conveyor. When a casting fell, he stuck out the foot, by habit, caught the casting, broke the foot.

The supervisor needs to make and keep a ployee should include an evaluation of his safety attitude and performance. This should be one of the criteria in determining if the man will be kept on the job and with the company.

Our new employee has viewed the film on safety. He has received a booklet containing many safety suggestions, and has seen safety applied to the job.

Remember, let him know that you're interested in him as a person, and in his welfare as an individual. Make certain he understands what you expect of him.

Be sure he is acquainted with company rules, provide a written copy, if possible, and above all, follow up.

Put these things to work and the new employee will get started "on the right tract."

## SAFETY ENGINEERING: A CAREER AND A CHALLENGE

By EDWIN D. O'LEARY

Vice Pres., Personnel & Organization, Ford Motor Co., Dearborn, Mich.

Certain kinds of work, or certain aspects of our work, provide more personal satisfaction than others. I should think your continuing concern with human safety should give all of you immense satisfaction. There are not many occupations that have as direct and recognizable an effect on human happiness.

I want to congratulate you who are representing companies that are receiving awards. And I also wish to congratulate the employees of those companies. It is highly appropriate that we honor those who have achieved outstanding results in this important field.

Just how appropriate it is for me to be addressing this meeting is another matter. I sincerely appreciated the invitation you extended to me. But it seems a little odd for a son of Mrs. O'Leary to be addressing a safety meeting—and in Chicago, of all places. For the record, neither my mother nor my grandmother owned a car.

Even so, my training and experience have not equipped me to discuss with you the technical aspects of safety engineering. Many of you are trained safety engineers. I am not. That leaves me feeling somewhat the way Bob Hope said he felt when President Kennedy presented him a medal for entertaining service personnel overseas. Hope said he felt very humble—but added that he thought he had "the strength of character to overcome it."

One way for me to meet this test of character is to talk about a subject with which I am familiar. During the past few years, my primary responsibilities have been personnel management and development. This experience suggests some thoughts that, I hope, will be useful to you in your approach to your work.

Briefly, what I suggest is that a thoroughly professional approach enables the safety engineers, first to work effectively for his company's objectives; second, to achieve the best results in safety itself; and, third, to contribute most fully to his own development, stature and progress in his career.

That's a pretty tall order. Perhaps it sounds like the old ads that promised to make a wallflower into the life of the party in ten easy lessons. However, it is possible, in a rather brief span, to outline what is meant by a professional approach, even though developing that approach may be the work of years.

As in other companies, we at Ford have conducted considerable research to determine what qualities are necessary in a man if he is to achieve success. Here I am not talking about specific technical abilities, but rather those general qualities that are required for success in almost any line of endeavor. It isn't easy to isolate them. It is even harder to get people to agree on all of them. But here we have arrived at some conclusions that we believe are valid, even though we do not pretend that our list is exhaustive. Let me tell you about some of these conclusions, especially insofar as they might affect you and your work.

The quality that comes first and underlies all the others is integrity. Integrity means that there is a certain wholeness or completeness about a man's character. No matter how narrow his interests are, they must be broad enough to include justice and honor. No matter how selfish his ambition, he must at least have enough rudimentary generosity to recognize the rights of others to truth and fair dealing. There is something monstrous and misshapen about a man who possesses knowledge, executive ability or professional skill but lacks integrity. He's only part of a man, not a whole man. And nothing else can substitute for what he lacks.

What part does integrity play in the professional approach to one's work in industry? That's what we're concerned with here. First of all, I believe I asked the question wrong. Integrity doesn't play a part; it permeates the whole job. It doesn't consist simply in the avoidance of gross dishonesty, deception or double-dealing.

The integrity I'm talking about is a positive quality you can recognize in a man. He