FILE NAME: National Safety Council (NSC)

DATE: 1966 Feb 10

DOC#: NSC141

DOCUMENT DESCRIPTION: Meeting Minutes with Attendee List - NSC Technical Publications Committee; Industrial Conference

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MINUTES
TECHNICAL PUBLICATIONS COMMITTEE MEETING
INDUSTRIAL CONFERENCE
FEBRUARY 10, 1966
WENTWORTH ROOM, LAKE SHORE CLUB
CHICAGO, ILLINOIS

Presiding: E. O. Mattocks

ATTENDING:	ABSENT:
E. O. Mattocks	W. F. Brown
W. T. McLean	J. V. Grimaldi
Tom Wilkensen	R. L. Moore
	G. R. Orth
	C. C. Ruddick

GUESTS:

Stuart Hopkins, National Safety News
Frank McElroy, Publications Department

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I. The meeting was called to order at 9:15 a.m., by Chairman Mattocks.

II. Minutes of Previous Meeting. Mr. Mattocks called for corrections concerning the minutes of the October 24 meeting. It was mentioned that the name of John Skinner had been left off of the list of those attending the October 24 meeting. Otherwise, the minutes were satisfactory and were approved unanimously.

III. Progress Report - Industrial Conference Survey of the NATIONAL SAFETY NEWS. Stu Hopkins reported that since we had exhausted the Industrial Conference members, so far as finding new reviewers is concerned, he had been selecting reviewers from the Executive Committeemen of the 26 Sections.

Mr. Hopkins reported that the quality of the reviews were good, but the number replying was poor. The first two months that this facility was used, only 50 per cent of the reviewers complied as requested.

John Skinner suggested that Stu Hopkins use only the subcommittee Chairmen of the Executive Committees of the 26 Sections.

Mr. McLean asked Mr. Hopkins if it were possible that data sheets, when published in the NATIONAL SAFETY NEWS, might be bound in such a way that the entire Data Sheet Section could be torn out as a unit, rather than as tear sheets. Mr. Hopkins replied that this could be done, and he thought it would not add greatly to the cost. He pointed out that there might be an advertisement or two in this section.

IV. Progress Report on New Technical Publications. It was reported that the Forging Safety Manual had been reprinted in August following the original printing of 1,000 copies in February.

Frank McElroy reported the completion of the Third Edition of the Handbook for Accident Prevention.

PLAINTIFF'S EXHIBIT
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McElroy also reported on the Data Sheet Series on Visual Aids. The data sheets included are:

556 Motion Pictures for Safetymen

574 Projected Still Pictures

564 Non-Projected Visual Aids

V. New Data Sheet Appraisal and Ballot Form. In general, the Committee approved of the new format. However, it was mentioned that when the present supply is exhausted, it should be revised to include some indication that the draft also should be returned and not kept in file, since it was not intended for permanent reference.

The Technical Publications Committee requested that two copies of the Appraisal and Ballot Draft be sent to each member of this Committee, instead of one. Arrangements have been made to comply with this request.

It also was mentioned that the Committee had requested, and the Council had agreed, to send two copies of each new data sheet to members of the Technical Publications Committee. In the past, this has been done at the end of the year. By now, the members have received copies of the new data sheets published in 1965 and two copies each of those published so far in 1966. Routinely, two copies will be sent as soon as they are published rather than postponing this until after the year is ended.

VI. Accident Prevention Manual Review

Credit To Reviewers. There was considerable discussion concerning how much credit should be given to reviewers and how credit would be indicated in the Accident Prevention Manual. Kelly pointed out that thank you letters were written to reviewers routinely as their comments were received.

There was no definite conclusion made except that the subject will be discussed again at the May 1966 meeting and some method of credit will be determined based on that discussion.

The Committee reviewed the Suggested Organizations Review Chapters of the APM, Fifth Edition, which had been developed by the Committee in June 1965. Each chapter listing was reviewed and a number of organizations were deleted, and in some cases the names of one or two organizations were added.

It also was determined in the discussion that there were basically five types of reviewers as follows:

1. Industrial Conference Members
2. Trade Associations
3. Professional Societies (weak respondents)
4. Professional People
5. Government Services

It was pointed out that the Armed Services and the United States Department of Labor had been omitted. Where pertinent, these have been added to the lists.

Further discussion brought out that the Technical Publications Committee recommended that this list of reviewers be used and that we not go through the Industrial Conference to select a Captain for each chapter as has been done in the past two editions.

It was agreed that the Secretary of the Technical Publications Committee, by July 1, would write to each organization asking if they were willing to review specific chapters as shown on the list. If no replies were received by January 1, 1967, another selection would be made. It was indicated that by January 1, 1967, we should have an active list of organizations willing to review one or more chapters.

Frank McElroy suggested that we might run a pilot test review, sending the ten chapters out to ten organizations.

VII. Data Sheet Review. The Technical Publications Committee was pleased with the work done by the Industrial Department staff in evaluating the existing data sheets. They recommend that the procedure be followed through immediately. The Staff Representatives are to work from the list of those which they felt should be revised requesting immediate review and revision by the Executive Committee concerned.

VIII. Design Handbook

There was some discussion on the proposal that we consider development of the design handbook. However, it was decided to postpone further discussion on it until the meeting in May.

Respectfully submitted,

Arthur B. Kelly
Secretary

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