

SAFE PRACTICES

NATIONAL SAFETY COUNCIL

*Being an orderly presentation in loose-leaf form
of accident hazards and the best prac-
tices for their elimination.*

NATIONAL SAFETY COUNCIL
Headquarters: CHICAGO, ILLINOIS

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Announcement

INFORMATIONAL SERIES ON SAFE PRACTICES.

The National Safety Council was established to help free mankind from accidents, and, to that end, to gather to itself as members all those concerned and interested in the Safety Movement, and to bring about an understanding of accident causes and find and apply remedial measures.

The field has been new and the various services rendered have met the need, in so far as the Council's modest income from its nominal fees, its experience and the experience of its members, have permitted. The time has now come when the pioneering period has partially passed and our accumulated experiences permit, and the awakening needs require, that the great amount of collected and obtainable Safety information be put into concrete and popular form for the benefit of the cause.

The Executive Committee has, therefore, decided to compile the best information obtainable about Safe Practices of all kinds and to present same in a logical and orderly form. It is hoped it will become an encyclopedia of information on all phases of the subject. It is fully realized that this is a very large undertaking, but this need not deter us if the accomplishment is necessary to the progress of the Council's purpose and its service to its members. The Council will simply do the best it can with such a large and important subject, relying upon the co-operation of the members for the success of the plan.

The gathering and compiling of data will have to be sectionalized to cover the field.

PLAINTIFF'S
EXHIBIT
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This work will have three phases, founded on the idea that the Council is a co-operative clearing-house of information. The plan must be laid out wisely and broadly enough to meet the situation, and the Council's disinterested position puts it in the unique way of enabling it to get fullest information from all sources and give this great service to the cause and to mankind.

FIRST: The National Safety Council requests all of its members to send it, as they can, full information about all their accident prevention problems and their respective Safety Practices. *Would you, Mr. Safety Man, like to have all the hazards of your own particular industry covered and presented in the same form as shown by the attached sample of this work? Insofar as it is possible, the Council will, in the same thorough manner, cover the entire field of accident prevention—if you will help us do it.*

SECOND: The National Safety Council will, from information so received or otherwise gathered, rough out a compilation of the best Safe Practices on each subject as rapidly as it can arrange them, and it will then submit the same to those best informed on the specific problems involved, with the request that they make all possible suggestions and improvements—to see that the information is correct and complete.

THIRD: The National Safety Council will issue the completed material to its members on the most economical basis possible. The attached sheets will show what is intended.

The work will be handled in loose-leaf form and thus be open to constant improvement and addition, as the Council's information and the development of Safe Practices will permit. A temporary binder is herewith sent to each member to bind the sheets of this encyclopedic work for orderly preservation and reference. The Council will furnish each member a better binder made of fibre board at a cost of 50 cents. These binders are now ready for delivery. Indices will be issued from time to time to facilitate ready reference.

THE EXECUTIVE COMMITTEE DESIRES TO CALL PARTICULAR ATTENTION TO THE FACT THAT THIS IS NOT AN ATTEMPT TO FIND, COMPILE OR DECIDE STANDARDS. The compilation of standards is difficult and fraught with conditions that it would seem unnecessary for the Council to assume. The work of the Council would seem to be best served by stating as clearly as possible the particular accident prevention problem involved and the common and best known practice for its solution. The minimum and maximum practices will be stated, when desirable, and insurance company and state and local requirements clearly given when practicable. This presentation will be an invaluable aid to the beginner in Safety work and a valuable reference to the veteran.

Congratulating the membership that the National Safety Council has reached the point of rendering such an important service for the good of the cause and feeling sure of the co-operation of all toward its success,

Yours for Safety, through service,

THE EXECUTIVE COMMITTEE
OF THE NATIONAL SAFETY COUNCIL.

Chicago, Ill., October 1, 1916.

General Phases of the Safety Movement

FIRST, THE HUMANITARIAN REASON.

All our instincts rebel at the thought of maiming and killing men for business reasons. Industrial accidents were once thought inevitable, but now Safety work has shown that accidents can largely be prevented and are no part of the successful conduct of business. Now that accidents can be largely eliminated, no employer who is informed of what Safety work can accomplish will accept the responsibility of old, slipshod methods, knowing that the lives and limbs of his fellowmen are being jeopardized by him. Present-day business men are not of the kind to permit it to be said that they could but didn't save their men from possible injury or death. The public conscience has at last crystalized the Safety idea into the public policy:

"That the workman shall live to enjoy the fruits of his labor; that his mother shall have the comfort of his arm in her age; that his wife shall not be untimely a widow; that his children shall have a father, and that crippled and helpless wrecks who were once strong men shall no longer be a by-product of industry."

SECOND, THE EFFICIENCY AND FINANCIAL REASON.

Safety work is the study of the right and orderly way of doing things and is, therefore, a great constructive aid to shop efficiency and economy. This movement comes to modern industry as one well suited to assist production. It teaches workmen to be alert, thoughtful and considerate—to observe conditions and to study how to do things the safe and right way. Men are better workmen when, because of the safeguards, they can move with confidence about their machines. The testimony of employers who have taken up Safety work is that the cost of the work is much less than the cost of accidents.

THIRD, THE SOCIOLOGICAL REASON.

Nothing has come into industrial life that has better served to bring men and managements closer together. The meeting of employer and employes through Safety work has brought about understanding, team-work and good feeling—an invaluable esprit de corps—that could not have been accomplished in any other way. The fraternizing on Safety Committees, the human interest of the employer, the awakening of interest in shop conditions and methods in the workmen, have all served a great economic purpose and aroused a loyalty and co-operation of great economic value.

The estimated annual loss of 35,000 killed and 2,000,000 injured workmen and citizens of the United States has been a great economic waste. The conservation of the workmen of the country is of the highest importance. The pauperizing of individuals and families through incapacitating or the removing of the bread-winning power through accidents, is a serious community problem. It has meant deprivation of schooling to numberless children, privations to the women, public charges, beggars, poorhouses, orphan asylums, old folks' homes and hospitals. Poverty and loss of opportunity thus occasioned have often had a relationship to crime.

From all viewpoints, therefore—the humanitarian, economic and sociological—the Safety Movement is one of the most vitally important issues in our National life.

Safe Practices Pamphlets

NATIONAL SAFETY COUNCIL

1. Ladders.
2. Stairs and Stairways.
3. Boiler Rooms.
4. Overhead Traveling Cranes.
5. Belt Shifters and Belt Shippers.
6. Knots, Bends, Hitches and Slings.
7. Belts and Belt Guards.
8. Shafting, Coupling, Pulleys, Gears, Sprockets and Chains.
9. Engine Guarding and Engine Stops.
10. Oiling Devices and Oilers.
11. Floors and Flooring.
12. Scaffolds (for industrial plant use).
13. Grinding Wheels.
14. Goggles.
15. Freight Elevators.
16. Safe Clothing.
17. Yards.
18. Power Presses.
19. Exits, Fire Alarms, and Fire Drills.
20. Woodworking Machinery and Equipment.
21. Industrial Accident Statistics—How to Compile Them.
22. Shop Lighting.
23. Gas and Electric Welding.
24. Fire Extinguishment.
25. Acids and Caustics.
26. Manila and Wire Rope.
27. Drinking Water, Wash and Locker Rooms and Toilet Facilities.
28. Commercial Explosives.
29. Electrical Equipment in Industrial Plants.
30. Trucks and Wheelbarrows.
31. Fire Causes and Prevention.
32. Exhaust Systems.
33. Hoisting Apparatus.
34. Industrial Explosion Hazards.
35. Conveyors.
36. Fire Brigades.
37. Industrial Ventilation.
38. Safety Posters and Bulletin Boards.
39. Machine Shop Machinery.
40. Suggestion Systems.
41. Hand Tools.
42. Industrial Safety Organization.
43. Passenger Elevators.
44. Skin Troubles From Cutting Oils and Emulsions.
45. Industrial Housekeeping.
46. Fuel Handling, Storing and Firing.
47. Compressed Air Machinery and Equipment.
48. Railroads in Industrial Plants.
49. Equipment and Operation of Steam Boilers.
50. Practical Methods for Reducing Fatigue.
51. Planning an Industrial Safety Campaign.
52. Static Electricity.
53. Checking Plans and Specifications for Safety.
54. Handling Material. (Hand and Truck.)
55. Handling Material. (Mechanical Equipment.)
56. Investigation of Accidents.
57. Health Service for Small Plants.
58. Construction of Machinery Guards.
59. Warehouses and Shipping Rooms.
60. Chemical Laboratories.
61. Mechanical Refrigeration.
62. Motion Pictures in Educational Work.
63. Storage Tanks for Oils, Acids and Dry Materials.
64. Respirators, Gas Masks, Hose Masks and Breathing Apparatus.
65. Teaching Safety to New Employees.
66. Pressure Vessels. (Air Receivers and Hot Water Tanks.)
67. Maintaining Interest in Safety.
68. Pressure Vessels. (Steam Jacketed, Digesters, etc.)
69. Getting Safety Across to the Commercial Driver.
70. Maintenance and Repair Men.
71. Safe Handling of Chlorine.
72. Safety Committees.
73. Safety in Foundries.
74. Competition as an Aid in Promoting Accident Prevention.
75. Safety Inspections.
76. Portable Electric Hand Tools.
77. Safety Meetings.
78. Mathematical Tables and Data for the Safety Engineer.
79. Engineering—A Factor in Accident Prevention.
80. Safety Rules—Their Formulation and Enforcement.
81. Warning Signs—Their Use and Maintenance.
82. Caring for the Injured Worker.
83. Training for First Aid.
84. Safety Man in Industry.
85. Safe Practices in Forging and Hot Metal Stamping.
86. Industrial Accident Statistics—How to Analyze and Use Them.
87. Safety in the Medium-Sized Plant.
88. Identification of Piping Systems.

Sectional Pamphlets

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|--------|--|-------|---|
| Chem-1 | Pipe Lines and Tank Cars as Causes of Accidents. | P&P-1 | Paper and Pulp Mills. |
| Cn-1 | Construction Work. | PS-1 | Radio Hazards. |
| Me-1 | Cleaning and Finishing Rooms in Foundries. | PU-1 | Protection of the Public (In Public Utilities Operations). |
| Me-2 | Blast Furnaces. | PU-2 | Grounding Practices. |
| M-1 | Underground Mine Cars and Haulage. | Rb-1 | Rubber Compounding. (Accelerators and Dry Organic Compounds.) |
| M-2 | Mine Rescue Work. | T-1 | Cotton Mills. |
| Pet-1 | Safe Practices in Pulling Wells. | | |
| Pet-2 | Safety in Gasoline Service Stations. | | |
| Pet-3 | Loading Tank Cars (Gasoline). | | |
| Pet-4 | Handling and Laying Pipe. | | |

Helpful Miscellaneous Publications

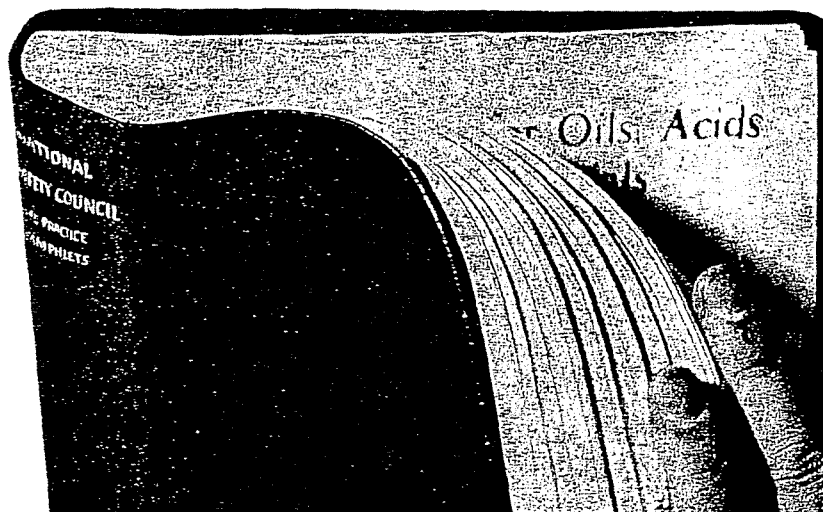
NATIONAL SAFETY COUNCIL

- Accident Facts—1929** Free
Pamphlet, 48 p. Annual report of Statistics Committee of the National Safety Council.
- Accident Prevention and the Engineer** . . . 15c
Pamphlet, 8 p.
- Industrial Accident Statistics, 1929 Edition**
 Free
- Artificial Respiration, Prone Pressure Method** Sample Free
Size suitable for payroll inclosure. Write for quantity prices.
- Benzol Poisoning** 25c
Pamphlet, 128 p. Progress report of Committee on Benzol Poisoning, Chemical Section.
- Buyer's Guide for the Safety Man** Free
Pamphlet, 32 p. A directory of manufacturers and dealers furnishing equipment, service and supplies helpful in accident prevention work.
- Chemical Data Sheets** Free
Set, eight leaflets, information on industrial chemicals.
- Congress Transactions** \$5.00
Annual publication of the National Safety Council (current issue).
- Corporation Head Asks Some Questions** . Free
Pamphlet, 4 p. Salient features of the National Safety Council.
- Employees' Magazine** 25c
Pamphlet, 12 p., containing a summary of its Duties and Opportunities, as reported by the Plant Publications Section.
- Essentials of a Community Safety Program** . 5c
Pamphlet, 32 p., illustrated. An analysis based on the experience of the National Safety Council and its over sixty affiliated local organizations.
- Film Slide Service** Free
Pamphlet, 44 p. A catalog of the approximately 1,500 film slides available to members. Classified according to Section and hazard.
- Good Health and How to Keep It** 10c
Pamphlet, 32 p., illustrated. For distribution to employees.
- Industrial Poisons** Free
Set, six sheets, information on Safe Practices with industrial poisons.
- Inner Meaning of the Safety Movement** . Free
Address by A. W. Whitney, Pamphlet, 12 p.
- Manual for Speakers** 50c
Pamphlet, 66 p. Full of valuable hints, suggestions and data for speakers on accident prevention.
- Motion Picture Film List** Free
Pamphlet.
- Posters—Safety—Annual.** Free
Pamphlet. A catalog, miniature reproductions of selected posters. Sectional poster catalogs have also been issued for many of the sections.
- Protecting School Children Against Traffic Hazards** Free
Pamphlet, 8 p. A report based on a study of the child traffic accident problem.
- Public Accident Reporting** 20c
Pamphlet. A manual on the collection, classification and tabulation of accident statistics, for police and motor vehicle departments; 40 p., illustrated.
- "Public Safety" (Annual Subscription)** . \$1.00
Monthly paper, 4 p., illustrated. News bulletin on public accidents and their prevention.
- Regional Safety Conferences—Why and How?** Free
Pamphlet, 8 p. Information helpful in planning the conference.
- Safety Activities for Supervised Playgrounds** 15c
Pamphlet, 16 p., illustrated.
- Safety At Home** 10c
Booklet, 32 p., illustrated. Written for the home and containing valuable information on the prevention of accidents in the home. (Special rates in quantities.)
- Safety Poems** 35c
Booklet, 40 p. Anthology.
- Safety Slogans** 15c
Pamphlet, 32 p. Collection of slogans, aphorisms, jingles, etc.
- Safe Use of Gas in the Home** 10c
Pamphlet, 16 p., illustrated. Containing valuable information on the prevention of accidents through gas hazards.
- Safety—the First Essential for Progress in Air Transport** Free
Pamphlet, 8 p. An address by Harry F. Guggenheim, President, The Daniel Guggenheim Fund for Aeronautics.
- Shop Safety** 10c
Booklet, 40 p., illustrated. For distribution by industrial management to workers, pointing out how to avoid the common hazards of industry. (Special rates in quantities on application.)
- Spray Painting Report—An Investigation** \$1.00
Pamphlet, 60 p.
- Sure Pop and the Safety Scouts (Bailey)** . 60c
Book, cloth bound, 132 p., illustrated. Published under auspices of the National Safety Council.
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A unique illustrated safety magazine for workers, teaching accident hazards and common sense safe practices in an interesting way. (Write for special prices, descriptive circular and sample copies.)

LESSON OUTLINES

- Course of Study in Home Accident Prevention (Set)** 10c
Six leaflets containing instruction on how to reduce accidents in the home.
- Fire Prevention School** 10c
Six four-page outlines comprising a course of safety instruction in industrial fire prevention. (Set, complete, 60c.)
- Schools for Elevator Operators** 10c
Four four-page outlines containing information and instruction for safe elevator operation. (Set, complete, 40c.)
- School for Foremen** 10c
Nine four-page outlines, comprising a course of safety instruction for foremen. (Set, complete, 90c.)
- School for Safety Supervisors** 10c
Fourteen four-page outlines used in connection with lecture courses for safety supervisors. (Set, complete, \$1.40.)
- You and Your Car** Set, 15c
A series of six leaflets on safe driving.
- Where Shall They Park?** 25c
Pamphlet, 20 p., illustrated. An answer to the problem approached from a safety standpoint.

Safety Engineering Loose-Leaf Handbook



Are You Acquainted With The Wealth of Safety Information Contained In These Pamphlets?

Members who are too busy to familiarize themselves with what services the Council has to offer will be interested in the following note:

"I am writing to tell you that I have not realized until this morning the wealth of practical, constructive material contained in the 'Safe Practices Pamphlets.' I have just spent a couple of hours looking through my recently acquired volume and I am mentally kicking myself for not having utilized more of these pamphlets as educational material for our field men. Our order for four more bound volumes which will supply each of these men is enclosed."

Every member purchasing a complete set of general Safe Practices Pamphlets may select pamphlets from the special industries series to be included with the general set at no additional cost and will also receive without further cost a copy of each completely revised or new pamphlet of the general series, as it comes from the press. The complete set of general Safe Practices Pamphlets is available at \$12.00 f.o.b. Chicago and \$6.00 for the set of Health Practices Pamphlets.

(For members only)

NATIONAL SAFETY COUNCIL INC.
20 NORTH WACKER DRIVE
CHICAGO



Complete List is Shown on next page.

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