ever, also can issue attractive booklets, leaflets, and personalized messages, and at negligible expense

The National Safety Council, trade associations, and professional organizations publish a wide variety of booklets and leaflets that are authoritative, attractive, and inexpensive They cover a large range of subjects—handling materials, first aid, housekeeping, fire prevention, vacation safety, safe driving, and the like Such materials, carefully selected and distributed on a regular basis, effectively supplement company prepared publications

Letters commending meritorious service, signed by the manager and addressed to individuals, make an excellent impression upon workers Safety calendars, published by the National Safety Council, together with Christmas letters from the manager have a direct appeal that reaches the workers' homes Such mailing lists should include every employee




**Fig 7-16** It's name makes this well-known confection a "natural" for conveying a safety message Paper cups, pencils, notebooks, and other items have also been used with good effect

Courtesy Philadelphia Electric Company

Buttons, blotters, book matches, pencils, and other small novelties, all conveying a safety message, also may be used Giving such a token to each employee with whom the safety man has contact can contribute to good relationships (*See* Fig 7-16 )

## Public address systems

Public address systems often are used to broadcast announcements and page employees Many companies have taken advantage of these installations to broadcast safety information

Such messages should be planned carefully Employees might readily lose interest in long speeches or too-frequent safety reminders When the public address system is used for broadcasting music, safety announcements can be made between numbers

The National Safety Council, local councils, and other organizations can furnish suggested brief announcements prepared for radio and TV use and equally appropriate for public address systems

## Suggestion systems

Since accident prevention is closely associated with efficiency, many safety suggestions help not only in preventing accidents but also in lowering the cost of production, in improving manufacturing conditions and methods, and in bettering the health and raising the morale of the workers

Companies operating general suggestion systems pay out considerable sums for employee suggestions They feel that it is money well spent because of the value of the suggestions themselves Improved employee interest and morale are additional benefits, and these benefits have been the primary consideration in the setting up of many suggestion plans

If a company does not have a general suggestion system, it is probably better not to establish one for safety suggestions alone To do so sets safety aside from ordinary operating procedures

The work in connection with receiving and passing on suggestions is considerable, and under a system for safety suggestions only, the suggestions suitable for awards are comparatively few Moreover, the awards usually are small, and this fact does not add to the prestige of safety

Getting safety suggestions informally, however, is important and should be encouraged by all ranks of management Posters and other propaganda should urge employees to tell their supervisors or members of the safety committee if they have good ideas about safety Recognition for these suggestions should be given by the supervisors, and noteworthy cases should be publicized in the plant paper and on the bulletin boards

Safety suggestions, like production sug-