

SAFETY TRAINING

- 7 If an employee suffers an injury, even a slight one, he is required to report it at once

In addition to these points, any safety rules which are a condition of employment, such as wearing of eye protection or hard hats, should be understood and enforced at once

Preliminary instruction

This preliminary safety instruction is most often given to individuals or small groups by the employment department. Sometimes the safety director or a management executive gives the safety instruction. This method may add force and interest, but it has the practical disadvantage that safety directors and executives are busy people and may not always be available or may be so pressed with other duties that they skimp on the induction job or delegate it to subordinates less able to handle it.

More important than who gives the talk is how it is given. The talk should be prepared and presented with the utmost regard for the effect it will have on the new employees. Verbal instruction should be given earnestly and with an attitude of good will and friendly cooperation.

A safety film may do a good job of interesting and instructing new employees. It changes the pace and relieves the monotony of much talking. The film should be brief and should be limited to such essential points as those previously mentioned. Some companies produce their own films. Although the production of a film may seem costly, if it is shown to all new employees, the cost per employee showing may be only a few cents. Films for the purpose may also be purchased.

One important advantage of an induction film is that it always says the same thing. Management can be sure that, whatever its safety message, it is going to be told in exactly the same way to every new employee. A few employers have attempted to gain this advantage by presenting a recorded talk by a company executive, but a record alone generally has low interest value.

Charts illustrating points made in the induction talk add interest and aid both understanding and conviction. Charts should be large enough and simple enough to be seen and understood easily by every member of the group.

If a company has preplacement physical examinations, the doctor or nurse should establish good relations with each new employee when he is examined. The doctor or nurse should tell him about the work of the medical department as it relates to him and should encourage him to make use of its services. They, as well as the person who gives general safety information, should emphasize the importance of reporting all injuries.

The final step in the employment office safety procedure should be to emphasize the importance of the position of the supervisor in the safety program. The employee must understand that his supervisor is interested in safety, that safety instruction and safety supervision will come from him, and that his suggestions and questions should be directed to him.

In order that there will be no gap and no contradiction between the information given in the employment office and that given later, the supervisor should know what has been said in the induction talks.

Make rule books logical, enforceable

The use of rule books or manuals^{*} has long been a part of the early training given to new employees (Fig 6-6). Such rule books should be prepared so the rules are presented in terms that are easily understood. Only logical and enforceable rules should be included. Employees cannot be expected to respect and follow rules that are illogical, unfair, or unrealistic.

Rules that supervisors have had a chance to review are likely to be more effective than those they have had no part in formulating.

Rule books or manuals should contain general instructions as to the employee's responsibility in safety. The rules should cover such items as first aid, personal protective equipment, work clothing, fire fighting, electrical equipment, and housekeeping.

Rule books alone cannot be counted upon to accomplish much in the way of influenc-

^{*}The development, approval, and distribution of printed safety rules by industrial concerns are discussed in Data Sheet 535, *Industrial Safety Rules*, published by the National Safety Council.