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Safety meetings

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SAFETY MEETINGS

INDUSTRIAL SAFETY

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Industrial
Safety Meetings
Throughout the
Country

1934

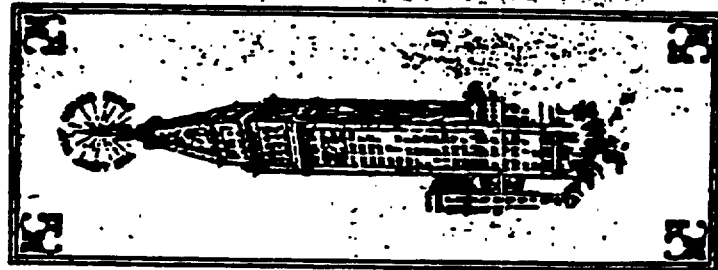
WELFARE DIVISION

MANHATTAN LIFE INSURANCE COMPANY

HOME OFFICE—NEW YORK

Pacific Coast Head Office—San Francisco

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SAFETY MEETINGS

METHODS OF STIMULATING
INTEREST THROUGH MEETINGS



WELFARE DIVISION
METROPOLITAN LIFE INSURANCE COMPANY
HOME OFFICE—NEW YORK
Pacific Coast Head Office—San Francisco
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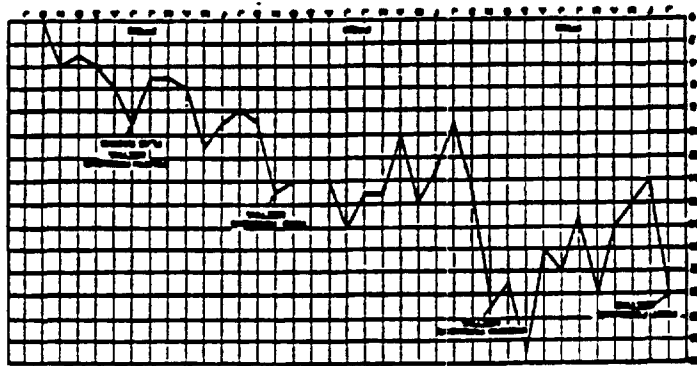
*Progress depends more on collective
experience and combined judgment
than on individual opinion.*

FOREWORD

MOST of the successful safety records obtained in industry have resulted from the proper application of a few simple principles. To review these principles and briefly to discuss methods of applying them, the Metropolitan Life Insurance Company has published a series of booklets addressed primarily to executives and supervisors.

In this, the eighth of the series, there are presented methods of stimulating interest in safety by conducting foremen's and employees' meetings, other than safety committee meetings which are discussed in the fifth of this series.

LOST TIME ACCIDENT FREQUENCY CHART
CHEMICAL MANUFACTURING COMPANY



A Method of Indicating the Effect of Safety Activities on Accident Records

SAFETY MEETINGS

MASS APPEAL

THE greatest reductions in industrial accidents have been made by those organizations which have conducted intensive safety educational activities among all employees. In addition, some companies have analyzed the accident experiences of individual employees who are particularly prone to accident and, following a study of their working characteristics, have aided them to overcome unsafe practices through personal instruction or change of duties. This procedure, however, has been followed merely as a supplement to the general educational work of the entire organization.

The conduct of employee safety meetings has proved an effective activity in the educational program because of the mass appeal involved. Some employees react more quickly to the accident prevention efforts of the employing company when appealed to in the presence of other employees in a mass meeting than they do to methods of individual appeal. The enthusiasm aroused in a meeting and the indication that the executives, supervisors, and employees alike are interested in the movement usually has a pronounced effect, even upon the more skeptical employees. Such meetings also aid to develop plant spirit and cooperative effort.

Mass Appeal Is Effective

TYPES OF EMPLOYEE MEETINGS

INDUSTRIAL executives have found that, to be effective, employee safety meetings must be full of action and so planned that continuous interest will be maintained. For this reason, it is customary to prepare a definite program in advance, adhering to a schedule and closing the meeting promptly at the predetermined time, or sooner if the program is completed or interest lags. Short, lively meetings usually prove more productive of results than do long meetings which are apparently prolonged to consume a set period.

When meetings are held too frequently or at definite intervals, they often become a mechanical procedure to the working force, thus losing the desired effect and considerable inspirational value. On some properties, meetings are held only when there are definite reasons for them. For example, at the time of presenting awards during a safety contest, or as an opportunity officially to appoint new safety committees.

Although the employee safety meetings are educational in character and conducted for the very definite purpose of stimulating interest in accident prevention, certain forms of entertainment are often included.

Interesting Meetings Are Essential

SAFETY MEETINGS

DEPARTMENTAL MEETINGS

RECENT developments in the field of industrial safety have emphasized the necessity for close cooperation between foremen and employees in regard to accident prevention. Many companies have found that this cooperation can be encouraged by short informal meetings between each foreman and his respective employees.

Meetings held on company time are considered preferable and are usually limited in duration. In most cases, the foreman calls and conducts the meeting without other supervisors or executives present, thus enabling him to talk directly with his workers regarding departmental practices. These meetings provide opportunities to review the recent accident experience of the unit and to compare it with that of other units or the entire plant. They also enable the foreman to indicate his personal interest in safety and his determination to eliminate accidents.

Departmental meetings usually are not held at regular intervals, but only when the foreman has a definite message to deliver as, for instance, when he wishes to comment on having passed through a month without an accident, or to discuss a serious accident or a poor accident record.

Departmental Meetings Encourage Cooperation Between Foremen and Men

PLANT MEETINGS OF EMPLOYEES

AS DEPARTMENTAL meetings between foremen and workers encourage cooperative safety work in the various plant units, so has it been found that plant safety meetings can be used successfully to stimulate interest throughout the entire working force. Such meetings are generally held during working hours, although in cases where the nature of the operations prohibit the temporary shutting down of the plant, meetings are held in the evening. The evening meetings are often thrown open to employees' families and friends.

Employees' meetings provide excellent opportunities for executives to emphasize the company's safety policy and to indicate their own personal interest in the prevention of accidents. They also permit supervisors to address employees on specific accident problems. Some organizations use these meetings to indicate to the general public the efforts which the executives and employees alike are exerting for safety.

Plant meetings customarily are held at irregular intervals to prevent them from being accepted as routine and are called to mark some special occurrence, to give credit for a good record or to announce the appointment of new safety committees.

Plant Meetings Develop Plant Spirit

SAFETY MEETINGS

PLANT MEETINGS OF FOREMEN

IN ADDITION to meetings of all employees, it is often advisable for the plant manager, superintendent or other official to hold meetings of foremen for the purpose of discussing the safety policy of the company. At times the discussions are made a regular part of production meetings. In other instances, special safety meetings are called for the purpose.

Some industrial organizations conduct regular training courses for foremen in which several lectures pertaining to safety are included. Others hold foremen's training courses which are confined entirely to safety meetings.

Foremen's meetings usually are called and presided over by a company executive. Training courses are conducted customarily by the director of personnel or by a representative of his office.

General meetings of foremen provide an opportunity to present and discuss the accident standings of the plant and the various departments, to review recent serious accidents and to consider methods for the prevention of recurrences. At times representatives of casualty companies, state labor departments, or others interested in safety are invited to address these meetings.

Safety Conferences Between Executives and Foremen Are Effective

METROPOLITAN LIFE INSURANCE COMPANY

TOPICS—FOREMEN'S PLANT MEETINGS

The following are typical of subjects which have been used successfully in foremen's safety meetings or as titles of lectures presented in foremen's courses:

1. EFFICIENT SUPERVISION INCLUDES SAFETY
2. THE FOREMAN AND HIS MEN
3. FITTING THE WORKER TO THE JOB
4. STUDYING THE CAUSES OF ACCIDENTS
5. THE WHY AND HOW OF SAFEGUARDING
6. GOOD HOUSEKEEPING AND SAFETY
7. EYE PROTECTION
8. FIRST AID TREATMENT
9. EFFECT OF GOOD LIGHTING ON SAFETY AND EFFICIENCY
10. PREVENTING MATERIAL HANDLING ACCIDENTS

Definite Plans Assure Best Results

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SAFETY MEETINGS

COMMUNITY INDUSTRIAL SAFETY MEETINGS

IN MANY communities, industrial plants unite in conducting safety rallies or mass meetings. These are necessarily held at times when the greatest number of workers can attend. In some communities they are conducted under the auspices of the Chamber of Commerce, Manufacturers Association, local Safety Council, a Civic Club, or other interested agency.

Community industrial meetings emphasize the fact that safety work is not confined to one plant or industry, but is undertaken in all types of manufacturing establishments. The meetings also tend to encourage employees' families to become interested in industrial safety measures and often aid in developing local interest in the prevention of public as well as industrial accidents.

Meetings of this nature are frequently called at the beginning or completion of a local safety contest, in order to announce it or to present awards. At times the meetings are held to celebrate a particularly good record or to call attention to certain outstanding hazards generally encountered in the local industries. In some instances, good results have been secured from community meetings held at occasional intervals with no particular purpose other than general safety interest.

*Public Meetings Encourage
Community Interest*

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FOREMEN'S COMMUNITY COURSES

In a number of industrial centers, Chambers of Commerce, Trade Associations or Safety Councils annually conduct foremen's safety courses, to which all the men and women employed in a supervisory capacity in the community are invited. These courses, which usually include lectures or addresses and open discussions, provide an opportunity to bring to the attention of the foremen important matters pertaining to the prevention of industrial accidents, the relationship between supervision and safety, and the activities which the foreman reasonably can conduct among his men.

It is customary to have an officer of the sponsoring organization or an executive of a local industry preside at the meetings. Speakers of prominence who are well qualified to discuss safety activities are obtained. To provide a definite and well organized course of training, it is considered desirable to prepare a program in advance, assigning subjects for each meeting, inviting speakers and securing acceptances.

In many instances, written or oral examinations are given at the close of the course and diplomas awarded. When examinations are impractical, the awards are made upon attendance records.

Community Meetings Permit Discussion of Mutual Problems

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SAFETY MEETINGS

TOPICS—FOREMEN'S COMMUNITY COURSES

The following are typical of subjects which have been used in community safety courses for foremen:

1. ECONOMIC AND SOCIAL ASPECTS OF SAFETY
2. COMPILING AND USING ACCIDENT STATISTICS
3. CLASSIFICATION OF ACCIDENTS—
(a) Cause (b) Type (c) Injury (d) Costs
4. THE FOREMAN'S PART IN THE SAFETY PROGRAM—
(a) Responsibilities (b) Functions
5. PLANT SAFETY ORGANIZATION
6. SAFETY AND PRODUCTION
7. PHYSICAL CONDITIONS—
(a) Safeguarding (b) Housekeeping
(c) Inspections
8. THE VALUE OF SAFE PRACTICES FOR THE NEW MAN—
(a) Placement (b) Training (c) Supervision (d) Education
9. FIRST AID AND PLANT SANITATION
10. FIRE HAZARDS AND FIRE PREVENTION

Efficient Supervision Requires Safety Training

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PLANS FOR SECURING ATTENDANCE

When safety meetings are held on company time, a full attendance can be expected; when held on employees' time, it is usually considered inadvisable to compel attendance. It is customary, however, to advertise such meetings in advance and to invite each foreman individually. If the meeting is open to all employees, the foreman is requested to invite his men personally. Some organizations post notices of the meetings on bulletin boards and refer to them in their house organ.

Community industrial safety meetings usually are given wide publicity by sponsoring organizations. Poster notices are distributed to local industries, and press notices furnished local papers. Invitations are sent to each industry, and frequently tickets are printed in sufficient quantity for distribution to foremen or employees of each local organization.

In many instances, public meetings are conducted under the auspices of a committee composed of the executives of manufacturing concerns in the community and appointed by the sponsoring organization. The members of such a committee, through their personal contact with other executives, are usually able to secure a large attendance.

Good Attendance Requires Good Publicity

[Page continued]

SAFETY MEETINGS

ENTERTAINMENT

Regardless of the methods used to advertise safety meetings, attendance depends largely on the program and the interest aroused at previous meetings. Many organizations, therefore, include entertainment as well as educational features to attract attendance and overcome the restraint which some employees feel in the presence of those of higher rank.

When safety moving pictures are shown, arrangements are made to show one or two reels of a comic or other popular film. Community singing, band, or orchestral, or vocal music often help to enliven meetings and to overcome formality.

Humorous skits, sleight-of-hand, dancing, or acrobatic acts provide entertainment which is usually acceptable to foremen and workmen and stimulate interest in the meeting. In arranging entertainment, however, it has been found that care must be taken to select features which would not conflict with the spirit and principles of the meeting. It is also desirable to place these features on the program in such a way that they will not permit the audience to leave the meeting more impressed with the entertainment than with the real purpose of the evening.

Proper Entertainment Overcomes
Strict Formality

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Novelty "stunt" featuring local characters are

**TITLES OF THE
INDUSTRIAL SAFETY SERIES**

1. *Getting Results from Safety Work*
2. *Getting Facts About Accidents*
3. *Directing the Plant Safety Work*
4. *The Foreman's Part in Safety*
5. *Workmen's Safety Committees*
6. *Safety Advertising*
7. *Safety Competition*
8. *Safety Meetings*
9. *Making the Plant Safe*
10. *Safety Activities in Small Companies*

PUBLICATIONS SUPPLEMENTING THE SERIES

Foremen's Safety Conferences
Methods of Organizing and Conducting
Industrial Safety Contests

The Safety Section of the Metropolitan Life Insurance Company is in a position to study the accident problems of group insurance policyholders, and to assist in developing that type of safety work which the study indicates is advisable.

Softy Competition

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