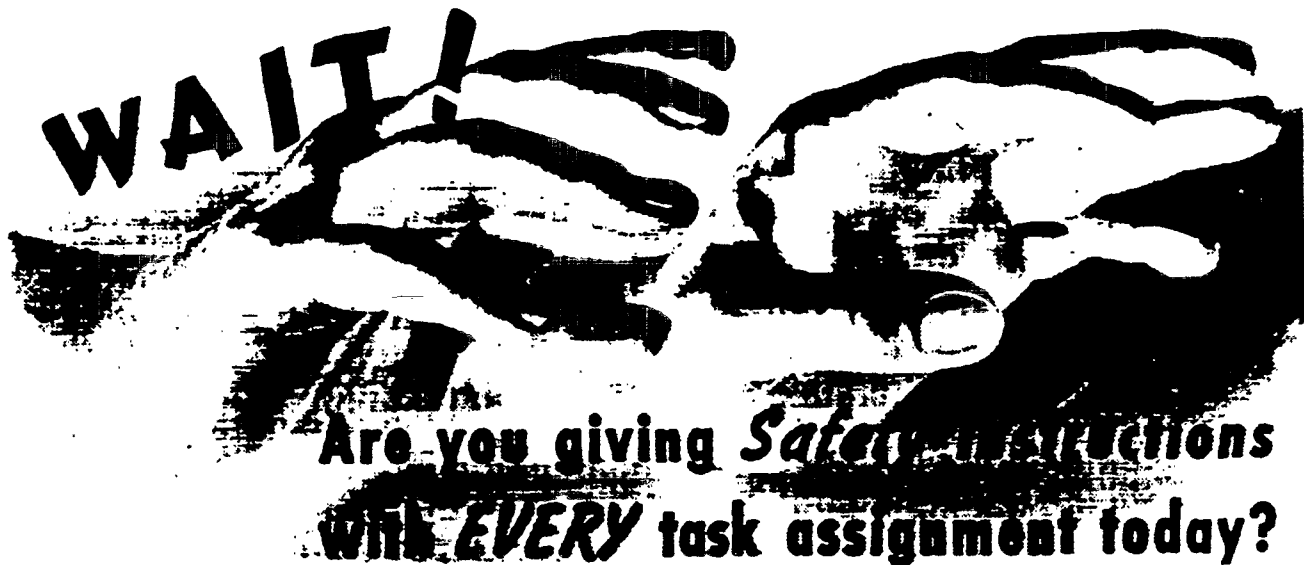


Safety Program • 1955



DUP 0918621

Engineering Department
CONSTRUCTION DIVISION

ENGINEERING DEPARTMENT CONSTRUCTION DIVISION

SAFETY PROGRAM

1955

Divisional and Field management have stated their opinion that our Annual Program for 1955 should emphasize and require improvement in the use of our primary and secondary techniques. Everyone is, or should be, aware of the fact that we have never discarded any of our techniques and that it has always been in the province of responsibility and opportunity for all sites to operate the methods at maximum productivity.

For the sake of review, our primary techniques operate under the following broader headings:

- I. PLACEMENT—Employment "Screening" with realistic "Job Placement."
- II. TRAINING—Effectual divisional and job site extended employee orientation.
- III. GROUP INSTRUCTION—Monday Morning "Tool Box" Meetings by foremen (with factual Proctor System assistance).
- IV. ORGANIZATION AND PERSONAL INSTRUCTION—Consistent line organization—S.T.A. practice and V.F.R. control.
- V. FOLLOW-UP—Daily and weekly "Job Inspection" (including V.F.R. tabulation and control).

The Division Safety Office is herewith delineating specific ways and means of improving fundamentals for detailed application in 1955. Such delineations in effect are to be construed as the "new phase" of the program rather than any other new applications, such as were used in recent years, like the "Personal Contact" requirement, the "This I Did" cards requirement, and the most recent "Individual File Folder" requirement.

Following in the order of the above listed basic techniques, we indicate how each activity may be improved on more specific, more factual, more thorough, and more consistent application at all sites alike. Supervision is expected to delineate further under each subject, by its own extended analysis, as each set of conditions at each site may require.

1. Placement - Employment Screening

(Selection)

A specific and uniform policy has been framed which will emanate from the District Superintendents and the Service Superintendent resulting from analysis of divisional needs as well as local conditions so as to get the maximum in potential employee effectiveness. This you will obtain from the Division Service Superintendent's Office.

No one should expect management to assume liabilities under the present compensation law

obligations without some attempt to avoid liabilities often traceable to other previous employers or previous circumstances or conditions.

No workman should be permitted to assume the hazards of construction work who might injure himself critically or lose his life in so doing. Selection should, therefore, embrace two important considerations:

- (a) Basic physical objections and risks, and secondly,
- (b) Aptitude and attitude risks.

Job placement will be the daily responsibility of each foreman, craft superintendent, with assistance by area and division engineer, at employment and thereafter.

2. Training - Employee Orientation

Each new or reemployed employee shall be required to attend 3 one-half hour orientation classes, at intervals as follows:

Session A—with Safety Engineer—
1st day at work

Session B—with Craft Superintendent—
7th, 8th or 9th
working day

DUP 0918622

Session C—With Safety Engineer—
16th, 17th or 18th
working day

Subject (Session A)—In this meeting it is the Safety Engineer's responsibility to explain safety policy on the site, in the Division and in the Company. Such regulations as medical and First Aid, personal protective equipment and a good sampling of the Blue Book's contents shall be developed and discussed. In any event the newcomer shall be impressed to sufficient dependability.

Subject (Session B)—In this meeting the Craft Superintendent is to make perfectly clear where he stands on safety and where his craft employees stand, man for man. The craft superintendent must impress on the new employee in strong, clear terms, as to what is wanted, who the worker is responsible to and for exactly what. Sincerity, clarity and straight-from-the-shoulder talk is required here at the craft performance level. After a craft superintendent has personally and forcefully made known his stand on safety with his own men "individually" he should later invite other craft superintendents to talk to his craft as a group for a show of solidarity in the supervisory ranks.

Subject (Session C)—In the second meeting with the Safety Department, the principal objective is to get clearer explanations of how techniques are applied to maximum effectiveness in relation to individual workers. What techniques, what old human habits or what short range hazards or remedies are discussed, are left to the good judgment of the Safety Engineer and his supervision and will be subject to local specific work and conditions.

3. Group Instruction -

Tool Box Meetings (Factual
Proctor Assistance)

- (a) These have too often given evidence of need for more thorough preparation on the part of the foreman presiding. The Planning Committee, the Steering Committee and the Safety Office will be more thoroughly critical in the constructive, progressive improvement which we must get from each foreman in every meeting.

The aforementioned committees shall assist more practically in the guidance of each foreman for better quality and practical application of tool box meeting time as it affects the work on hand at the time, craft for craft and gang for gang.

- (b) The established Foreman's Forecast should contain, in the future, more of the major hazards anticipated. To obtain the maximum benefit from this weekly Forecast, it shall be completed for Thursday issue, applicable to the week beginning the following Monday. Planning committees are, therefore, required to sit on Tuesday of each week, so that by mutual discussion of projected work for the site, the material for the Thursday forecast may be adequately covered on time.
- (c) Proctors are to be selected far more critically in the future as indicated in the Blue Book.

They should be rotated not more often than 10-30 days and their performance should be checked by the Safety Office at least twice each week. They shall be identified by the new divisional proctor "insignia-badge" and "matching hat band". (These are supplied by the Division Safety Office.)

4. Organization and Personal Instruction -

Consistent Line Organization—
S.T.A. Practice

The principal improvements of this technique, based on our experience with it over the past twelve years, are as follows:

- (a) Proper S.T.A. must be given in every case with each new task assigned (according to the Blue Book) and it will not be satisfactory to give S.T.A. on some tasks and not on others.
- (b) The context of the S.T.A. for any given task is to be specifically the result of good "eye-to-mind" analysis of every task and never a humdrum generality or repetitive monotony for only token compliance with the S.T.A. obligation. On written blocks of more hazardous work, S.T.A. should be written (10 words or 1,000 as may be required by the risk in the task).
- (c) Top supervision, from Project Manager through Field Superintendent, all Field Engineers, Craft Superintendents and other Supervisors must realize that they, themselves, must give adequate, timely and exemplary S.T.A. creditable to their person and position.

NOTE: Only S.T.A. that results in no accident is "adequate" S.T.A.

5. Follow up - Daily and Weekly "Job Inspection"

- (a) In the past many designated inspection committees did an effective job of the standard tour of activities. On occasion practice has been for one or two committee members to do most of the observing and note-making. In the future each committee will present notes so divided that each inspection committeeman will have evidence of his own findings and recommendations.
- (b) All committees shall be briefed prior to starting out as to what they are to look for, how thoroughly they are to look and that faults are to be recorded and corrected no matter what group they pertain to.
- (c) Inspection teams should be trained to look for things that may develop rather than only that which is obviously and physically before them at the moment of inspection. When possible, as in the past, all objectionable conditions should be ordered corrected on the spot at the time of inspection and reported accordingly for the V.F.R. Tabulation.

DUP 0918623

CONSTRUCTION DIVISION 1955 SAFETY PROGRAM MONTHLY CONTROL REPORT

Attach to Log Sheet

PROGRAM ITEM I.

Following are three examples of practical functions of this Item at this Site for the current month.
(Get from Emp. Supvr.)

1. _____
2. _____
3. _____

PROGRAM ITEM II

Orientation—impressive, instructional.
3 sessions from Program.

	Lab.	Carp.	M.W.	Sh.M.	Elec.	Pipe	Iron W.	Boiler M.	Truss	Painter	Other								
Attendance This Month	Session A																		
	Session B																		
	Session C																		
New Employees This Month																			

PROGRAM ITEM III

S.T.A. practice and control.
Give statement as evidence that field checks are in process.
Done this month.

1. _____
2. _____

PROGRAM ITEM IV.

Tool Box Meetings—Improvement

1. Last Month's (Visitor's score for project) job average _____
2. This Month's (Visitor's score for project) job average _____

PROGRAM ITEM V.

Job Inspection

1. Weekly V.F.R. _____
2. The four greatest hazards corrected were: 1. _____
2. _____ 3. _____
4. _____
3. Fire Protection: done this month: _____

DDF 0918624

DDF 0010000



REG. U. S. PAT. OFF.

Safety Program • 1956

Mental Distraction

"ABSTRACT"

CONFUSED
TEMPERAMENT
PRE-OCCUPIED
ANGERED
WORRIED
HURRIED
INEXPERIENCED



"DEFICIENCIES"

COMPLACENT
FORGETFUL
INDIFFERENT
NEGLECTED
UNDEPENDABLE
IRRESPONSIBLE
EFFECTIVE

DUP 0918625

Engineering Department

CONSTRUCTION DIVISION

CONSTRUCTION DIVISION 1956 SAFETY PROGRAM

Divisional and Field management have agreed that the road to further progress in our accident prevention activities lies in the field of *Abstraction* for the most part, and secondly, a recognition and agreement that we pursue past basic techniques with more thoroughness, completeness, and unfaltering continuity, day by day and task after task to the "100,000th" task!

Part 1. Interpretation of ABSTRACT DEFICIENCIES/"MENTAL DISTRACTION".

Part 2. PLACEMENT — Employment "Screening" with realistic "Job Placer".

Part 3. OPERATION "MUST" — A three-step requirement for every foreman... every day. "Must" because for 20 years — when an accident has been experienced — a foreman invariably failed to do this completely, thoroughly, and reliably.

Part 4. FOLLOW-UP on 1, 2, and 3 above. (Convince us and yourself!)

* THE CONTROL OF ABSTRACT DEFICIENCIES (A Prologue)

We have discussed, illustrated, and demonstrated many times during the past several years that in the du Pont Construction Organization, concrete safety, that is, guards, signs, personal protective equipment coverage and the like have been provided in time and quantity to produce 99.6% of our desired annual goal of no accidents.

Beginning in 1956 as previously stated, how, and as agreed at the Project Manager's Conference in July, 1955, further progress depends on a concerted successful effort in the field of controlling abstractions in people; abstracts producing a necessary to assured safe personal conduct.

Because in new fields, we must learn to walk before we attempt to walk — we are approaching "Abstract Deficiency Control" through a partial consideration of that subject which we will name "Mental Distraction" — for better field and general comprehension.

In the same then, that a cluttered mind is a distracted mind—we recommend and request the operation of Part 1 on the opposite page with daily thoroughness on the part of EVERY supervisor, foreman, superintendent, and engineer on the project to and on EVERY single individual on the job site continuously and completely as indicated.

(This prologue has been briefed in the knowledge that the basic philosophy and psychology of abstract human deficiencies have been discussed in our organization in many ways and many times during the past two years.)

DUP 0918626



REG. U. S. PAT. OFF.

Safety Program • 1956

Mental Distraction

"ABSTRACT

CONFUSED
TEMPERAMENT
PRE-OCCUPIED
ANGERED
WORRIED
HURRIED
INEXPERIENCED



DEFICIENCIES"

COMPLACENT
FORGETFUL
INDIFFERENT
NEGLECTED
UNDEPENDABLE
IRRESPONSIBLE
INATTENTIVE

Engineering Department

CONSTRUCTION DIVISION

DUP 0918627



REG. U. S. PAT. OFF.

Safety Program • 1956

Mental Distraction

"ABSTRACT"

DEFICIENCIES"

CONFUSED
TEMPERAMENT
PRE-OCCUPIED
ANGERED
WORRIED
HURRIED
INEXPERIENCED

COMPLACENT
FORGETFUL
INDIFFERENT
NEGLECTED
UNDEPENDABLE
IRRESPONSIBLE
INATTENTIVE



Engineering Department
CONSTRUCTION DIVISION

DUP-69166-28

OPERATION "BUCKSHOT"

FOREMAN _____ SITE _____ CRAFT _____ WEEK _____
ENDING _____

My best JOB PLACEMENT FUNCTION this week was with _____

who was assigned to _____ (in) (at) (on) _____

because: _____

Circle one:

CRAFT

0 1 2 3 4 5 6 7 8 9 10

Signed: _____

SAFETY

0 1 2 3 4 5 6 7 8 9 10

NET

(The three highest scoring cards during any week must be verified).
(over)

DUP 0918629

The overall safety performance of each gang, as previously noted by management, will be reviewed at the time of any grading of any foreman's card at site level and will also be the basis for upgrading or downgrading entries as merited. This means that the grade earned on any card any week, and especially those ultimately evaluated for district competition, must be tempered with or reflective of the gang's overall safety conduct as performed on that site to date.

OPERATION "BUCKSHOT"

1. An Incentive Program for Added Safety Function by Gang Foremen
Engineering Department - Construction Division

1 9 5 6

1. OBJECTIVE AND PARTICIPANTS - (NONE OTHER THAN STATED BELOW)

To provide a measure of frequency and quality of the daily individual-man-job-placement by each gang foreman on a given project.

2. DURATION

Beginning January 1, 1956 and continuing this year in 10-week periods until further notice. Ten-week periods will be 1/1/56 to 3/10/56; 3/11/56 to 5/19/56; 5/20/56 to 7/28/56; 7/29/56 to 10/6/56 and 10/7/56 to 12/15/56.

3. WHAT TO DO - HOW

Each gang foreman (including fixed fee contractor's foremen) shall be required on Friday of each week to turn in a prepared "fill-in" card which will have been issued to him in advance. On this card he will state in three or four written lines which job placement function that he executed during the previous five working days was the most outstanding, most valuable and most likely to have prevented an accident. (Printed cards will be furnished each site by the Division Safety Office).

These cards as submitted (no urging after first "clear-cut" request) are to be promptly turned in to the respective craft superintendent to be rated on the scale of 0 to 10. All such cards are then to be promptly sent to the safety office for rating on the same scale and for the insertion of a composite rating of the two ratings. This composite rating for the week thereby becomes the foreman's rating for the given week's competition. The net score for all weekly entries is then to be translated into "buckshot" which shall be inserted in plastic tubes in a combination scoreboard and bar-chart to be maintained at the most strategic point on the project wheregang foremen can view their progressive ratings throughout the particular period of competition. (The combination scoreboard, bar-chart plaques will be ordered by the Division Safety Office from the Wilmington Shops and will be sent to each project from that source. Sufficient "buckshot" will also be forwarded by the Division Safety Office.

It should go without saying that "buckshot" should be awarded on only the most critical basis if we are to elicit quality from the function we are herein attempting to stimulate and improve.

DUF 0918630

4. JUDGING

At the end of 10 weeks the gang foreman on any given site with the highest column of buckshot on the scoreboard chart becomes eligible for having his best card during the 10 weeks, compete with the best card produced on any other site in the same district. The foreman who submitted the best card in each district will then win a \$77.30 Remington "Wingmaster" Model 870 AP, five-shot repeating shotgun. Each winner will have a choice of gauge, choke, and barrel length as described on Page 2 of Remington's 1955 catalog of Sporting Firearms, attached. Each project is to forward a list of all foremen to the Division Safety Office at the end of each 10 weeks competition showing the total number of "buckshot" awarded each foreman. The Division Safety Office in turn will issue a composite report to all sites showing the winner in each district, the 10 weeks winner at each site, their scores and the average foreman's score at each site.

The judges for the rating of the final card submitted by projects in each district will be the superintendent of the district. It is anticipated that no prompting aside from the initial explanations be done to help any foreman with his score. It should be explained at the outset that initiative is part of this competition. Foremen who score below the average or who do not compete focus a giant-size spotlight on themselves and therein lies the "assistance factor" of this system to local management. It obviously then will be up to local management to persuade, coach, or convince the foremen who will not or cannot "cut the buck".

The preceding paragraph does not mean, however, that gang foremen should not be expected to job place their men according to the basic 1956 program. Gang foremen who experience sub-major injuries, or tabulatable major injuries, are automatically excluded from the competition for the remainder of the 10 week period then in force. The overall safety performance of each gang, as previously noted by management, will be reviewed at the time of any grading of any foreman's card at site level and will also be the basis for upgrading or downgrading entries as merited. This means that the grade earned on any card any week, and especially those ultimately evaluated for district competition, must be tempered with or reflective of the gang's overall safety conduct as performed on that site to date. All ties as may arise from cards submitted in district representation at the end of each 10 weeks will be judged by the two members of the Division Safety Office prior to final judgment by the district superintendent. If for any reason Division Management sees fit to discontinue this competition, it should be understood that this right is reserved.

DUP 0918631

- A. Beginning with January 1954, and continuing monthly thereafter, the Division Safety Office will select and delineate to all sites, one example of mental distractions taken from those on the front cover of this program.

Each example will be illustrated and will be sufficiently explained to assist in obtaining uniform understanding and application at all projects. This, in printed form, will be supplied in sufficient quantity to permit distribution to all supervision by the following method:

- B. Beginning with the Field Project Manager and continuing through line organization, personal delineation at each site is to be made on an individual basis wherein each supervisor discusses the example separately with each member of his next line of supervision until all (including foremen) are covered. It is recommended that delineation of the example to Supervision be completed during the first 3 weeks of any month and that the example be used as the weekly safety "objective" during the 4th week.
- C. Each project will be advised one month in advance of each selection or example of mental distractions to be utilized. Thus each site will have time to prepare appropriate and adequate publicity to further aid in delineation of the example.
- D. Be prepared to explain upon request how and when by local initiative you were able to improve on the requirements in "B" without sacrificing the primary plan and intent in "B".

2. Placement-Employment Screening (Selection)

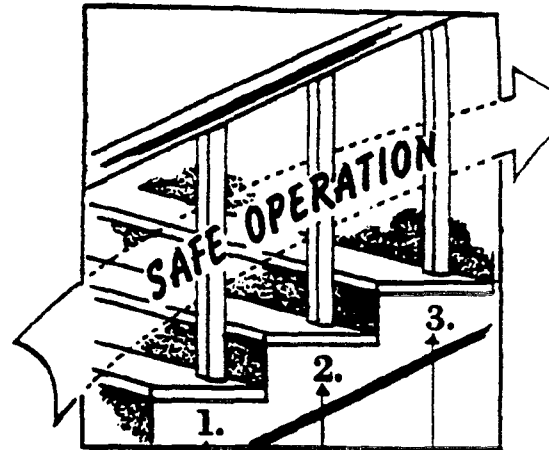
A specific and uniform policy has been framed by the District Superintendent and the Service Superintendent resulting from analysis of divisional needs as well as the conditions on site to get the maximum of potential employee effectiveness. This policy is derived from the Division Service Department.

No one should be permitted to assume liabilities or compensation law obligations without attempt to avoid liabilities of previous employers or previous employment or conditions.

No workman should be permitted to assume the hazards of construction work who might injure himself critically or lose his life in so doing. Selection should, therefore, embrace two important considerations.

- Basic physical objectives, and risks, and secondly,
- Attitude and attitude.

Job placement will be the daily responsibility of each foreman and craft superintendent, with assistance by area and division engineer, at employment and thereafter.



1. Daily Individual Man Inspection
2. Daily Specific Man Placement
3. Daily Specific Man-Task - S.T.A.

The requirement #3* above is Fundamental. (We in the Division Safety Office believe an accident is virtually impossible if the above three steps are factually executed at the proper time and with adequate quality.)

The illustration for this requirement specifically dictates that every foreman and supervisor must — every day in the first half-hour of the day:

- First (1) Look carefully at each man in his gang to see if he looks fit and ready to work — and then,
- Second (2) Specifically fit the gang member to a task which physically and from the experience or reliability factor matches the man to the task and the task to the man as practically as may be possible — and then,
- Third (3) Specific adequate S.T.A. must be given for each task — with confirmation from each man that he understands all of his instructions.

It is imperative and essential to the success of this three-step sequence that all supervision — particularly foremen, arrange their supervisory time such that they are with and are personally supervising and observing their gangs or groups, as much of each working hour as is practically possible. It is believed that through proper analysis and planning this can be done to a greater degree than at any time in the past.

This year and from now on — the exact execution of the three steps must be done and must be confirmed frequently about every foreman — with the same sense of reliability and integrity as when any of them slip, check, or give their word of honor to having fulfilled an expected mission reflective on their honor.

(Foreman: Check on the True "Why" of Absenteeism first thing in the morning on the day of Employee's Return.)

DUP 0918632

CONSTRUCTION DIVISION 1956 SAFETY PROGRAM

4. Follow up

Unlike the system in recent years wherein the Division Safety Office rated the performance of the various sites relative to the Division Annual Program, in 1956 there will be no such monthly ratings, but:

1. You will determine your own degree of compliance and execution for each part of this program.
2. The Division Safety Office will make ratings on personal visitation at irregular intervals, at which time the program will be judged to be completely functioning or not.
3. Plans are being considered by the District Superintendents to continue in a manner to be announced later the intra-district competition in Safety Performance by each site.



Don't Neglect Fundamentals See For Review:

- (a) Programs of 1955, '54, '53, '52.
- (b) Graphic Safety Chart.
- (c) Blue Book.
- (d) One Page Craft Procedures Supplied in Start-Up Kit and written by you for Local Application.

FORMER TECHNIQUES APPLICATION

We will continue to make active use of all of the techniques developed in the past, but special reference is made to the following:

- (a) Violation Frequency Rate (daily count recommended).
- (b) The safety talk, S.T.A. requirement.
- (c) Field Mechanical Equipment & Tool Inspection in scheduled periods.
- (d) Weekly meetings and Safety Meeting Guides.
- (e) Continuous "Orderliness" throughout.
- (f) Advise adequately all NEW people, to maintain uniform state of current understanding at maximum.

DUP 0918633



Safety Program . 1957

ENGINEERING DEPARTMENT

CONSTRUCTION DIVISION

A large, three-dimensional, block-letter representation of the word "YOU". The letters are white with black outlines and are set against a background of radiating lines that create a sense of depth and perspective, making the word appear to be a large object in space.

MANAGER
SUPERVISOR
FOREMAN
MECHANIC

and

ABSTRACTS



ONE BEST WAY

ONE MIND

ONE GOAL

DUP 0918634

1957 SAFETY PROGRAM

Part I. PHYSICAL ORDERLINESS

Part II. THE CONTROL OF ABSTRACT DEFICIENCIES (MENTAL DISTRACTIONS)

- a) "Big Word" Cards — Extended
- b) Mechanics — (Monthly) — For Dramatizing "Big Words"

Part III. OPERATION MUST

- (a) By Foremen
- (b) By Safety Engineer
- (c) By Management

Part IV. REAPPLICATION OF FORMER TECHNIQUES

I. Physical Orderliness

In the du Pont Construction Division, by concept, definition and experience, this phrase means specifically: that at any moment, hour or day ALL and EVERY piece of equipment, tools, material, facility or apparatus shall be stored, stacked, located, placed, temporarily erected, temporarily spotted, or set up for manipulation in such a manner as will render accident highly improbable AND give the direct and obvious impression of a clean and orderly work place. This applies to the interior of bins, cabinets, and rooms; cubicals as well as whole floors, buildings, yards, and areas.

This requirement by necessity means that all facilities at all times will be erected, placed, or stored PARALLEL to or at RIGHT ANGLES with some base line: like an interior wall, an exterior wall, a building line, fence line or similar point of reference.

The benefits of this apparently unusual or "extreme" requirement have become obvious in "Material Handling", work accessibility, fire prevention, and ACCIDENT PREVENTION!

(All concerned are hereby advised that the above requirements shall now and in the future be construed as permanent policy, and not a part of a current annual program.)

II. The Control of Abstract Deficiencies

(a) "Big Word" Cards

During 1957, the Division Safety Office will continue to delineate examples of mental distractions through the medium of "Big Word"

pamphlets, supplied to all projects on a monthly basis. Local project dissemination is to be identical in method to that used during 1956.

The "Words" as processed in 1956 are always applicable and should be re-applied wherever new employees are involved or where the original application bears repetition. These words are:

COMPLACENT	UNDEPENDABLE
INDIFFERENT	IRRESPONSIBLE
NEGLECTED	INATTENTIVE
WORRIED	TEMPERAMENT
HURRIED	PREOCCUPIED
CONFUSED	INEXPERIENCED



(b) Mechanics—(Monthly) For Dramatizing "Big Words"

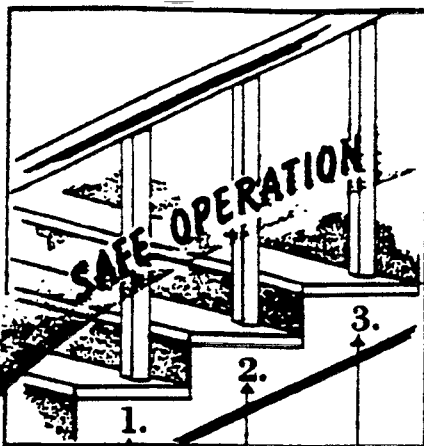
The Division Safety Office will issue each month a very brief, yet specific program for the purpose of generating job wide attention and interest on an "Abstract Deficiency".

Each issue will contain all necessary information and details and will be provided in time to allow for a full month's application.

DUP 0918635

III. Operation Must

(a) BY FOREMEN



1. Daily Individual Man Inspection
2. Daily Specific Man Placements
3. Daily Specific Man-Task — S.T.A.

The requirement, III (a) above is *Fundamental*. (We in the Division Safety Office believe an accident is virtually impossible if the above three steps are *factually* executed at the *proper time* and with *adequate quality*.)

The illustration for this requirement—specifically dictates that every foreman and supervisor must — every day in the first half-hour of the day:

- First (1) Look carefully at each man in his gang to see if he looks fit and ready to work — and then,
- Second (2) Specifically fit the gang member to a task which physically and from the experience or reliability factor matches the man to the task and the task to the man as practically as may be possible — and then,
- Third (3) Specific adequate S.T.A. must be given for each task — with confirmation from each man that he understands all of his instructions.

It is imperative and essential to the success of this three-step sequence that all supervision — particularly foremen, arrange their supervisory time such that they are with and are personally supervising and observing their gang, or groups, as much of each working hour as is practically possible. It is believed, that through proper analysis and planning this can be done to a greater degree than at any time in the past. This year and from now on — the exact execution of the three steps must be done and must be confirmed frequently about every foreman — with the same sense of reliability and integrity as when any of them sign checks, or give their word of honor in having fulfilled an expected mission reflective on their honor.

(Foremen: Check on the True "Why" of Absenteeism first thing in the morning on the day of Employee's Return.)

"Square pegs in round holes," has been a legitimate criticism for misplaced manpower since before our time in Business and Industry. We have trained and reminded frequently beyond the normal for Industry, that we must:

SEE TO IT THAT OUR FOREMEN FACTUALLY PLACE EACH MAN ON EACH TASK — ON THE BASIS OF WHAT HE KNOWS ABOUT THAT TASK. Particularly:

- (1) Basic physical *match* of man to task as well as —
- (2) Aptitude and attitude coordination of the man to the task.

This function will be investigated by the Safety Office personnel "at least" once each week — foreman by foreman — and the results reported to management.

(c) BY MANAGEMENT

The local Management will select a person or persons of known experience and capability to physically inspect the working areas for the primary purpose of observing and analyzing:

1. The nature and current state of orderliness related to any working environment as described in, (I), this program.
2. The daily personal habits of mechanics as related to the facts, (II-a), in this program.

This requirement should not be confused with the "Weekly Inspection Committee" or other organized unit as found on page 2 of the "Blue Book".

A competitive posting, tabulation, and review should be made, (by crafts), at the regular Friday Staff Meetings where the best craft should be recognized by a rotating award to be provided locally. (It would be advisable to be more original in the nature of the award than the time-worn flag, plaque, or cup.)

SAFETY

has to do with

everything.

EVERYBODY.

ALL THE TIME,

under every

conceivable circumstance

Read the block above—

Read it again—

Now—associate the bold type with your supervisors' and foremen's **DAILY** procedural thoroughness!

ALL 100% — ?

DUP 0918636

IV. Former Techniques Application

You are expected to make timely use of ALL former techniques as may be applicable. Some are listed below:

- (a) Program Training for foremen for better utilization of the Monday morning Tool Box Meeting time. Help them with "Attention", "Interest", "Desire", and "Action" — The basic principles of "Selling".
- (b) The every-task, S.T.A. requirement.
- (c) Field, Mechanical Equipment and Tool Inspection in *scheduled* periods.
- (d) Weekly meetings and Safety Meeting Guides. (Show more FORECASTED MAJOR HAZARDS.)
- (e) Continuous attention to contractor safety performance (dn Pont "sameness").
- (f) Rigid adherence to principles of employment screening already established.
- (g) *Factual* and all-inclusive VFR tabulations.

Don't Neglect
Fundamentals
See For Review:

- (a) Programs of 1956, '55, '54, '53
- (b) Graphic Safety Chart
- (c) "Blue Book" — (Rigidly Revitalize)
- (d) Material supplied in "Start Up Kit" and that material issued by you for local application
- (e) Program all possible Traffic Safety

To the Safety Engineer:

Constantly review the above fundamentals. Are you expecting others to do that which you may not be fully conversant with yourself? Note especially: You are directly responsible for the administration of Safety Engineering in accordance with the Graphic Safety Engineering Sequence of Functions Chart.



**F
I
R
E
!**

*Review, inspect, protect, cover, organize for fire prevention—
so that all risk is controlled on a current basis.*

DUP 0918637