take 2x2-inch color slides, or even a lightweight video tape recorder

To add variety to supervisor safety meetings, arrive a little early for the meeting after making a quick inspection An instant developing camera easily records unsafe conditions or practices, and the pictures then become a quiz for the supervisors' meeting

The pictures are numbered and passed around the table (or the slides are projected) The supervisors are told to write down the unsafe acts or conditions that they can see in the pictures Occasionally put one in that doesn't have any noticeable hazard This keeps the audience alert

Many details are given in NSC Data Sheet 619, *Photography for the Safety Professional*

Checking plans and specifications

An important duty of the safety director should be that of checking plans and specifications both for new plant buildings and equipment and for products to be made This highly important function presents an opportunity to discover and correct conditions that may otherwise be built into the building and its equipment and that would later result in injuries Some companies will not permit a drawing or specification to be used until it has been approved by the safety department Hazards involved in making and using products should be minimized insofar as possible Instructions and warnings should be reviewed both for safe manufacture and safe use of a product

The safety department should also make sure that company policies and applicable standards are followed in purchase specifications for new materials and equipment or for modification to existing equipment Some companies have arranged for the purchasing department to notify the safety department when new materials or equipment are to be purchased For instance, when a new chemical is requested, the safety department should see that information on flammability, toxicity, and similar properties is obtained from the manufacturer This Manual outlines requirements and performance standards that should be used to evaluate the safety specifications for purchases of industrial equipment and raw materials

Making safety an integral part of any modification or addition to the industrial plant means that, to list a few examples, each new machine will be received with its moving parts guarded, that all raw materials will be shipped in a manner to minimize preprocess handling hazards, and that selection of a flammable solvent will be based on control by existing local exhaust systems Such planning should impress employees with the fact that the company considers safety as a basic part of its operation, and not as an afterthought

A safety program for the contractor can be tied into the contract documents See Chapter 17 and the F E McElroy citation in "References" The rest of this chapter is devoted to discussing some techniques for making safety part of every company operation

Total Loss Control and Damage Control

An important development in industrial safety in recent years has been that of total loss control and of damage control

Progressive companies have investigated and applied a concept of total accident control based on studies of "near misses" (non-injury accidents), and on detailed analyses of hidden as well as direct accident costs

The emphasis now is on the total safety of the employee, not only on the job but also at home and in public

Total loss control

Cost-conscious companies find they must control accident costs if they are to do business in a highly competitive market They do not consider safety a nuisance, but a necessity—not a fringe benefit, but a prerequisite

Activities related to safeguarding corporate investment and continuity of operation need coordination with the safety effort Such related functions as, for example, personnel safety and fire protection must be closely integrated Those activities which are related to loss control must be functionally integrated

One large chemical company uses an approach consisting of six closely related steps—each following the other in logical order to give a coordinated program

1 HAZARD IDENTIFICATION—To prevent accidents and control losses, it is first neces-