safety because he just does not believe that accidents happen in offices

On the other hand, the well instructed worker in a plant manufacturing flammable, toxic chemicals knows that he is in a risky business—he understands why he must use safe procedures and wear safety equipment His safety attitude is his best defense As a result, his production department may have less accidents than the plant office

The office worker, therefore, has to be informed of the hazards he must guard against, and of safe work procedures that he must use He must also be shown that management provides a safe environment and safe equipment if he is to develop a proper safety attitude He must be willing to adopt safe procedures, and be encouraged to do so

**Who gets injured?**

The two studies pointed to whom most injuries occurred, and how they occurred

New surroundings. The Equitable study showed the importance of teaching office workers to look for new hazards and to correct them Dr Kiefer noted that there was a substantial increase in the number of injuries in the first year his company moved into a new main office building The change upset established routines and presented unknown hazards Even going to and from work became more hazardous as employees had to explore new routes

New workers, Dr Kiefer found, also required time to "get acquainted" The injury rate among employees with less than one year's service was double that of employees with one to four years' service, and this latter group's rate was three to four times as high as that among employees with five or more years' service

Younger employees In the Equitable study by Dr Kiefer, 10 to 12 per cent of the office employees were youngsters, just graduated from high school and in their first year of employment Most of them were girls, and although many of them were excellent, conscientious workers, they were not as interested in their job and career as they were in "finding the right man" This is the group that, each year, most needs prompt and special safety orientation

Sex of employee In the California study, 80 per cent of the disabling injuries occurred to women, although they comprised only 66 per cent of the office labor force Compare this percentage with that of California industry generally—women accounted for 14 per cent of the job injuries, even though they represented about 33 per cent of the work force

The 1960 U S Census figures show that,



FIG 15-4 —Case history Being in a hurry to deliver a report, secretary did not notice the open left drawer of her desk until she tripped over it Unable to regain her balance, she fell, striking against the typewriter table Results a chipped bone in the left elbow, bruised left hip, and 14 days lost time

for office occupations, the estimated disabling work injury rate for women was about twice as high as that for men The rate was approximately 4 disabling injuries per 1000 women employed in office work compared with 2 for the same number of men The injury rate for women employed in professional and managerial capacities was also found to be well above those for their male counterparts

The injury statistics were substantially different in the Equitable study, which was compiled from carefully made reports The rate of injury accidents per thousand male em-