

ent pointed out that comprehensive job analyses have often been made as a method of establishing equitable wage rates; but an even more important development of these studies is the study of job hazards. Job analysis had been found by many to be valuable in determining whether new methods or equipment would make jobs safer. Experienced employees should be freely consulted in preparing the job descriptions on which studies are based.

A. S. HETHERINGTON spoke highly of the PCA Foremen Conference training course in instructing foremen to be competent teachers and stated that it has been demonstrated that foremen who are experts

in the work performed in their departments may not have adequate teaching ability. It was felt that current emphasis on the responsibility of foremen seeks to develop greater competence in discharging duties and influencing employees rather than to overload supervisors.

Opinion was divided as to whether foremen's meetings should be held on company time. Those who hold them on company time reported no difficulties arising from this practice. Those companies holding safety meetings outside of working hours usually provide dinners and sponsor a brief social program in the course of the evening.

ADJOURNMENT

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