

February 4, 1982

MANAGING AND COMMUNICATING SAFETY  
(MACS) COURSE

- AN OVERVIEW -

- MACS is a course in managing safety through regular, one-on-one, goals directed discussions with employees.
- It consists of four, 3-4 hour class sessions with at least one week between Sessions 1, 2 and 3 and two weeks between Sessions 3 and 4 to permit daily on-the-job practice of one-on-one discussions.
- Classroom sessions are designed for discussion of feedback from the one-on-one discussion practice experiences and to offer concepts to progressively help make these discussions more effective.
- Optimum class size ranges from 6 to 12 participants.
- The first course at a location must include the plant manager and his immediate staff. It may also include other members of supervision if desired.
- Subsequent courses for other supervisory personnel at a location may be constructed in several ways depending upon the desires of the location manager.
- A textbook is provided for each participant.
- S&PP is willing to teach the first course at a location if desired and will assist location personnel from that first course in their preparation for teaching any subsequent courses. Alternatively, the location can teach the first course as well as any subsequent courses. S&PP is willing to assist in preparing instructors here as well.
- The course requires a classroom with sufficient wall space for display of charts. Additional space for small groups of 3 or 4 people to meet for team exercises is also needed. Nearby offices are fine. The classroom itself can be utilized also if it is large enough to reasonably separate the groups. Chart pads, easels, and markers for the classroom and team areas are the equipment required.