

SAFETY ORGANIZATION AND SAFETY INSPECTION

general manager, superintendents, foremen, and such departments as purchasing, engineering, and personnel

- 4 Maintaining the accident record system, making necessary reports, personal investigation of fatal or serious accidents, investigating accidents through his staff, securing supervisors' accident reports, and checking corrective action taken by supervisors to eliminate accident causes
- 5 Supervising or closely cooperating with the training supervisor in the safety training of employees
- 6 Correlating safety work with the work of the medical department to ensure proper selection and placement of employees
- 7 Making personal inspections and supervising inspections by his staff and by special employee committees, for the purpose of discovering and correcting unsafe conditions or unsafe work practices before they cause accidents
- 8 Maintaining outside professional contacts to exchange information with others and to keep the program up-to-date
- 9 Making certain that federal, state or local laws, ordinances, or orders bearing on industrial safety are complied with
- 10 Securing necessary help or advice from state labor departments or insurance carriers on matters pertaining to safety and health
- 11 Starting activities that will stimulate and maintain employee interest
- 12 Directing the activities of his staff so that the accident prevention program will be efficiently operated. It is expected that the safety director may delegate certain responsibilities to his staff engineers, such as acting as secretary for certain safety committees
- 13 Controlling or supervising fire prevention and fire fighting activities where they are not responsibilities of other departments
- 14 Setting standards for safety equipment to be used by plant personnel
- 15 Approving designs of new equipment to be used in plant work areas
- 16 Recommending provisions for safety in plans and specifications of new building construction and repair or remodeling of existing structures

The amount of help needed by the safety director to discharge his responsibilities properly depends upon the degree of responsibility, the size and operating policies of the company, and the type of operations (Fig 2-2). More details of the safety director's job are given under the section "Safety Inspectors" further on in this chapter.

Foremen and other supervisors

The foreman is the key man in any safety program. To the worker, he is management. Most of the thoughts and plans of executives must sift through to the workers by way of their foremen.

Safety must be so intimately related to each employee's temperament, his attitude toward his work and toward management, his ideas of obedience and his sense of responsibility (even his idea of fun) that the foreman is indispensable to good safety work, for his is the immediate contact and the immediate control. It is seldom feasible to hire foremen solely on the basis of their attitudes toward safety, consequently the problem is one of enlisting the foremen's interest in it.

Few better methods for creating interest in safety in all ranks of supervision can be found than the one which persuaded the chief executive of the plant to start the program in the first place—the identification of safety with efficiency and production. That accident losses hurt the showing of the department and of the foreman should be made clear to him.

Convincing him that a fine safety record for his department is not only consistent with but necessary to a fine production record is only a part of the safety director's task with the foreman. The foreman must be readied for the safety job, a process discussed later in this chapter.

Safety committees

Safety committees of various types are found in almost every successful safety organization.

Employees should never be selected for committee work solely on the basis of popularity, since the man most liked might not be entirely sold on the safety program. For that reason, it is best for management to appoint committee representatives rather than to have them elected, at least in the early stages of the program.