PLAINTIFF'S EXHIBIT

NSC-399

MINUTES
TECHNICAL PUBLICATIONS COMMITTEE
INDUSTRIAL CONFERENCE
OCTOBER 27, 1964 - CONRAD HILTON HOTEL
CHICAGO, ILLINOIS

Presiding: R. L. Moore, Chairman

ATTENDING

John Grimaldi
K. G. Mattocks
G. Orth
K. C. Woodward
F. H. Wagner
A. S. Kelly, Staff Representative

ABSENT

E. Dunbar (Retired)
G. S. Mansfield
W. P. Coulon

GUESTS

Frank McElroy - National Safety Council
Stuart Hopkins - NATIONAL SAFETY NEWS
Jack Harner - National Safety Council
Tom Powers - National Safety Council
H. S. McFarland, Chairman, Standing Committees
J. Radcliffe, Vice Chairman, Group A - Standing Committees

I. The meeting was called to order by the Chairman at 9:00 a.m.

II. The minutes for the meeting of May 26, 1964, were discussed and approved.

III. THE FIFTH EDITION, "ACCIDENT PREVENTION MANUAL FOR INDUSTRIAL OPERATIONS"

A. Mr. Frank McElroy, Editor of the ACCIDENT PREVENTION MANUAL, discussed the changes effected in the fifth edition and the plans for improving the review procedures which he and Arthur Kelly had developed for the sixth edition review. Some of these changes have been reported in previous minutes of the Technical Publications Committee.

B. Mr. McElroy proposed that National Safety Council members be contacted for answers to the following questions:

1. What added information and data do members want in the sixth edition?

2. What materials should be omitted?

3. What materials should be corrected?

4. How can we assure an adequate supply of photographs and illustrations of all kinds?

Mr. Moore said he thought requests concerning Mr. McElroy's ideas should be reported at meetings of all Executive Committees of the Industrial Conference. Mr. Tom Powers suggested that requests for these ideas also be submitted to the Sectional NEWSLETTER editors.

Mr. Wagner suggested that a standard news release covering these requests be prepared and that NEWSLETTER editors be asked to insert the release in their NEWSLETTERS twice each year.

C. Mr. McElroy recommended that a method be found to give greater credit to reviewers. Among the ideas discussed was the possibility of including a separate listing of reviewers in the sixth edition. This idea will be checked into further.

D. The Technical Publications Committee went on record as requesting that a complimentary copy of the fifth edition of the APM be presented to each member of the 1963-64 Technical Publications Committee. (This has been done.)

E. Mr. Grimaldi suggested that an attempt be made to procure the services of individuals, each being well qualified in his respective field, to accept the responsibility for reviewing the chapters of the Manual. He added that such authorities might be paid a stipend, and mentioned two cents for each new word.

Mr. Horner replied that he seconded Mr. Grimaldi's idea to get the best possible reviewers, and that we would have to discuss the matter concerning the paying for reviews.

Mr. Moore summed up the discussion by suggesting that a determination be made at the time of the review of the sixth edition, (1) to find out what associations are interested in the various chapters of the Manual, (2) ask the association to provide qualified reviewers, and (3) if there is no association, that the Industrial Department find supervisors among the Council members who are qualified to review various portions of the Manual.

IV. NATIONAL SAFETY NEWS

Mr. Stuart Hopkins, Editor of the "News", reported on the "grease pencil survey" of the "News" which was being undertaken. Each month, starting in September, 1964, ten members of the Industrial Conference, on a rotating basis from an alphabetical listing, were sent copies of the current issue of the NATIONAL SAFETY NEWS, along with a special marking pen and a return envelope. A letter from Ray Benson, Manager of the Industrial Department, asked the reviewers to read and comment on each ad and each article.

Mr. Hopkins explained that he had not received enough reviews, as of the date of the meeting, to be indicative, but hoped it would be possible to make an analysis of the total comments after several more months, and to arrive at a valid decision.

Mr. Grimaldi raised the point that there appears to be no philosophy published for the News; and offered the rhetorical question, "What are they trying to do?"

Mr. Hopkins answered by saying that the NATIONAL SAFETY NEWS was the "mouthpiece" of the Industrial Department of the National Safety Council, and aimed at keeping Council membership informed on all aspects of industrial accident prevention.

Mr. Grimaldi commented that he liked articles which "stretched" him; articles which give a lot of background and stimulate his curosity and his thinking, as well as directing his observation of events. Also, Mr. Grimaldi explained that he prefers articles which report observations accurately, without "coloring fictions".

At the conclusion of the discussion on the ACCIDENT PREVENTION MANUAL and the NATIONAL SAFETY NEWS, Messrs. Hopkins, Korzer, McElroy and Powers left the meeting to attend another meeting.

V. BERYLLIUM

Mr. Kelly distributed copies of the final draft of the proposed Data Sheet, Beryllium. In addition, members were given a copy of the Publication Review

Ballot draft, and copies of four letters from authorities who were in disagreement with the draft, and even among themselves on the health aspects of beryllium. The reason for the distribution and discussion at the Technical Publications Committee meeting was to explain the thorny history of this proposed publication and the extensive efforts made by Hugh McRae, Staff Engineer supervising development of this Data Sheet, to resolve all controversial points.

Because of absentees and the lateness of the hour, the Committee decided to take the material with them and to review it as is normally done, and to return their approval or disapproval for publication.

NOTE: As of the date of these minutes seven approvals and no disapprovals have been received. Since a "majority" is sufficient to permit publication, the Data Sheet Beryllium is considered approved and will appear in the April 1965 issue of the NATIONAL SAFETY NEWS.

VI. The meeting adjourned at 12:00 noon.

Respectfully submitted,

Arthur S. Kelly
Staff Representative