themselves carelessly, the supervisor should take some opportunity to point out that people should hold chairs in place with their hand before seating themselves

Supervisors are just as responsible for training their people in the safe procedure as they are in training them for efficiency

Supervisors should encourage employees to report all broken chairs, or missing casters, stuck drawers, cracked glass, and other hazards to the maintenance department for correction A policy of immediate correction of these defects should be followed

Safety Organization in the Office

The supervisor is, of course, the key person in the office safety program However, even the hardest-working supervisor will have difficulty maintaining full-time interest in safety all by himself The office safety committee can serve as a work horse in maintaining interest in the accident prevention program, but it cannot substitute for good management

Safety committee. In planning an office safety program, make office representation on the safety committee on the same basis as that of any other company department or division The office should be on the inspection itinerary of the company's safety engineer Arrange for the office supervisor or his assistant to accompany the safety engineer on every inspection, along with the office safety committee member

The committee assists all supervisors in maintaining safety, reporting directly to the safety director or whoever is in charge of the program Along with the department head, it can make periodic inspections of the office to look for accident or fire hazards It makes recommendations, many of them based on suggestions from supervisors and other employees It also can help prepare and revise company safety rules

Often the committee is in charge of office-wide communication and incentive programs designed to maintain peak interest in safety using such means as posters, bulletins, and contests

The organization of the office safety committee can be the same as that of the safety committees discussed earlier in this manual

Accident records are absolutely necessary if a safety program is to succeed Not only do accident investigations and analysis of records spotlight problems that must be corrected, but the records show whether or not progress is being made in accident prevention

Office employees should report every accident, no matter how minor the injury The reports should be detailed, and made as quickly as possible following the accident or near accident Unsafe conditions or procedures that are indicated in the reports should be corrected as quickly as possible, because near-miss accidents are warnings of worse accidents to come

Instruction. In order to develop proper safety attitudes, safety instructions should be properly given to new office employees, regardless of age The personnel or industrial relations department can provide an accident prevention brochure or a set of printed rules They should also arrange for all explanations of procedures as quickly as possible during the employee's early work days The employee should have "settled down" enough, however, so that he can absorb the information

Unfamiliar surroundings, new equipment, or altered work tasks increase the likelihood of accidents, even among veteran employees Therefore, these people too should be instructed upon entering a new job There should be specific instructions for each piece of equipment No one should ever be permitted to use a machine unless he has been fully instructed in its operation, and also he should know the location and use of fire equipment as well as how to summon medical aid

Instruction for supervisors in safe office operation is necessary because they are likely to have the same lack of recognition of accident potentials as the employees However, prevention of accidents requires the dedicated vigilance of the supervisor throughout every working day If he fails to carry out this function, accidents due to unsafe acts by his employees will continue, undiminished

In developing a good attitude toward safe behavior, it is important to promote off-the-job safety also Safe attitudes and behavior are not merely "put on" when an employee