

PROGRESS ON DEVELOPMENT OF
THE CORPORATE SAFETY TRAINING PROGRAM WITH DR. ENINGER



The General Safety Committee met on Tuesday and Wednesday, August 13 and 14, 1963 for the purpose of continued review, discussion and coordination with Dr. Eninger of the Text material for the Corporate Safety Training Program.

The following changes and additions were agreed upon by the Committee:

Chapter 4 - Preventing Basic-type Accidents

1. Two additional sections will be included in the text: one, "The Effective Use of Chapter 4"; and two, a section on "Noise Control."
2. It was suggested that copies of the four General Safety Orders be included in Chapter 4. Unfortunately, all divisions and plants do not agree on the application of certain portions of these Orders, which makes inclusion impractical.

Chapter 5 - Job Safety Analysis

1. Lesson 14 is to be entitled "Adminstrating the Job Safety Analysis Program," and will be set up to conform with the Planning, Organizing, Leading and Controlling terminology used in the Profession of Management Program, applying as much of the material as possible.

Chapter 6 - The Job Safety Observation

1. Lesson 17 is to be entitled, "Adminstrating the Job Safety Observation Program." Similar to the Job Safety Analysis Program, this lesson will also be rewritten to conform with the terms used in the Profession of Management Program.

GENERAL NOTES

1. The review of the rewrite material on Chapters 1, 2 and 3 was scheduled in the agenda; however, due to the fact that time did not permit Dr. Eninger to re-write all the material, only Chapter 3 was completed and approved, along with a portion of Chapter 2. The balance of Chapter 2, in addition to Chapter 1 was deferred until the next meeting.
2. It was the consensus of the Committee that the Corporate Safety Training Program be titled:

ARMCO STEEL CORPORATION - FUNDAMENTALS OF ACCIDENT PREVENTION

3. Dr. Eninger is to develop a recommended sample of all forms, for example, the Job Safety Analysis form and the Accident Investigation form, etc. in order to arrive at an acceptable standard for inclusion in the text and for permanent use throughout the Company.

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4. In order to establish size and placement of the Armco Triangle, layout and color of the cover and general delineation of the headings, etc., the Armco Art Department has been contacted for their assistance and suggestions.
5. After the text material and art work have been completed, Dr. Eninger will have a condensed version of the highlights of the program photographed on slides for presentation to the Corporate Safety Policy Committee. Dr. Eninger has stated that he would like to present this program in person to this Committee.
6. A "kick-off" brochure with statements endorsing the program by the President and General Management is to be developed and released shortly before the program officially begins.

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The next meeting is scheduled for September 17 and 18, 1963. The agenda for the meeting will include the following:

1. New chapter review of Chapters 7, 8 and 9.
2. Review of the rewrite of Chapter 1 and the balance of Chapter 2.
3. Review of the rewrite of Chapters 4, 5 and 6.
4. Discussion and agreement on all forms used throughout the text.

J. S. Chapman
Manager of Safety

8-26-63