



STATE OF NEW JERSEY
DEPARTMENT OF LABOR & INDUSTRY

~~Walter D. H. ...~~, Commissioner **Percy A. Miller, Jr.**

ACCIDENT PREVENTION BULLETIN

STANDARDS FOR THE PROMOTION
OF INDUSTRIAL SAFETY EDUCATION

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Bureau of Engineering and Safety
C. GEORGE KRUEGER, *DEPUTY DIRECTOR*
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CONTENTS

	Page
Safety Committee Manual	1
What is a Safety Committee	1
Activities of a Safety Committee	1
Organizing a Safety Committee	2
Safety Organizations in Plants Having from 1 to 500 Employees	2
Safety Organizations in Plants Having more than 500 Employees	3
Suggested Order of Procedure for Safety Committee Meetings	4
Suggested Check Chart for Plant Inspections	5
Prepare Form for Accident Investigation Reports	7
Sample Safety Recommendation Form for use by the Safety Committee	8
Plan Some Safety Feature for Each Month	9
Accidents Don't Wait	10

SAFETY COMMITTEES MANUAL

The purpose of this manual is to explain briefly the fundamental principles that may be followed in organizing a plant safety committee. It is assumed that the management of the average small plant has been carrying the entire safety load and has not taken advantage of the assistance which may be obtained from the workers through a safety committee.

WHAT IS A SAFETY COMMITTEE?

A safety committee is a group of employees (supervisors, supervisors and employees, or employees) appointed to aid management in all matters pertaining to the safety and health of employees. Through its activities and reports, the safety committee can keep management informed as to the conditions which affect the safety and health of employees and can make recommendations for corrective action. The success of a safety committee is dependent upon some definite means of step-by-step procedure to carry recommendations to a conclusion. Corrective measures should be taken or a satisfactory explanation should be made as to why the recommendations are not followed.

While the scope of the safety committee's activities is, in most cases, chiefly advisory, many managements find it practical to delegate considerable authority for corrective action to the plant engineer, supervisor, master mechanic or other responsible employee. A safety committee is an effective means of arousing and maintaining interest in safety through its activities.

Due to the variation in plant processes, number of employees, and working conditions, the size of plant wherein a safety committee is practical is quite arbitrary. In plants with only two or three foremen, these men can comprise the safety committee. It is preferable to have a minimum of three members and with larger number of employees, two or more employees may be included on the committee.

In order to prevent having a large unwieldy committee, subcommittees can be formed to handle specific problems, commonly used types of such subcommittees are:

Inspection Committee
Technical Committee

Educational Committee
Special Purposes Committees

ACTIVITIES OF A SAFETY COMMITTEE

The activities of the safety committee depend in great part upon the selection and number of members and also the policies agreed upon on its organization. Such policies might include all or part of the following as -

Recommendations to Management -

1. Establish procedures for handling suggestions and recommendations of the committee.
2. Conduct regularly scheduled meetings for the purpose of discussing accident prevention methods, safety promotion, items noted on plant inspections, injury records, and other pertinent subjects.
3. Inspect the plant for the purpose of discovering accident sources and hazards and occupational disease exposures.
4. Investigate accidents for the recommendation of means of preventing recurrence.
5. Recommend changes or additions to protective equipment or devices for the elimination of hazards.

6. Develop or revise safe practices and rules to comply with current plant needs.
7. Promote safety and first aid training for committee members and other employees.
8. Participate in advertising and in selling safety to the employees.

How well these activities are followed will depend upon the chairman of the committee. Therefore, he should be chosen for qualities of leadership, interest in safety, and ability to get things done.

ORGANIZING A SAFETY COMMITTEE

When a safety committee is formed, certain matters of policy and procedure should be established. This should be in writing, and should form the charter or basic instrument outlining a definite purpose of the committee and rules for its operation. Management should specify:

- (a) Extent of committee authority
- (b) Scope of committee activity
- (c) Procedure as to
 1. *Time and place of meetings*
 2. *Frequency of meetings*
 3. *Order of business*
 4. *Records to be kept*
 5. *Attendance requirements*
 6. *Accident investigation*
 7. *Plant inspections*

At least in the first stages of safety committee operation, top management should be prompt and participate in the organization and conduct of the committee. With management assistance, the committee can conform to company policies and establish the necessary procedures.

When a safety committee is first organized, a brief ceremony before all employees is helpful in emphasizing the importance of its functions and in making members known to the other employees. Identifying badges may be presented to the committee at this time, as symbols of the spirit of safety.

It is good practice to have representatives on the safety committee from each department so as to obtain a composite view of conditions and practices throughout the whole plant. By rotating committee members, a large number of employees become acquainted with the aims and operation of the committee, and the committee profits by the various points of view.

SAFETY ORGANIZATION

It is recommended that safety organization be in accordance with New Jersey Department of Labor Accident Prevention Bulletin "Safety Subjects".

Inspection Service for plants *employing up to 500 workers*: There should be some competent person with knowledge of industrial safety standards in charge of inspection service, who shall make regular inspection of the plant. Such person shall fill out and sign reports showing conditions of the plant and recommendations for changes. Qualified personnel shall:

- (A) Inspect plant and plant equipment and make specific written recommendations for removal of hazards, using as a basis for these recommendations the safety and sanitary codes issued by the State Department of Labor and including such items as floors, ladders, floor and wall openings, stairway conditions, unguarded runways and platforms, pressure apparatus including boilers, electrical equipment, corrosive and explosive substances, fire fighting equipment for the correct use of personal protective equipment.
- (B) Inspect for maintenance of safeguards, condition of hand tools, general order and arrangement of materials, cleanliness, ventilation, lighting and fire hazards.
- (C) Make or arrange for regular inspections of special equipment, such as elevators, cranes, hoisting chains, engine and motor stops, etc., and keep written records of each inspection.
- (D) Inspect automatic sprinklers, extinguishers, fire (water and sand) pails, and exits.
- (E) See that drawings and specifications for new machinery cover the guarding in accordance with standards of dangerous features such as gears, set screws, sprockets and couplings.
Inspect new machinery before it is placed in operation and see that necessary standard safeguards are provided.

Education: For the small shop, suitably located bulletin boards should be provided, on which safety bulletins (which shall be changed at least monthly) and safety orders, rules and information shall be posted.

LARGER PLANTS

For plants *employing more than 500 workers*: There shall be a safety inspector who has knowledge of safety standards and who shall devote at least one-half (1/2) of his entire time to accident prevention work. He shall keep records as required herein and shall perform the duties described above.

There may be an inspection committee composed of qualified personnel including supervisors if desired. The personnel of the committee shall be changed at regular intervals, preferably by rotation.

It is recommended that Safety organization be in accordance with New Jersey Department of Labor Accident Prevention Bulletin "Safety Subjects".

For plants *employing up to 500 workers*: There shall be a program of education in safety fostered by the general committee. They will arrange:

- (a) Suitably located bulletin boards shall be provided, on which safety bulletins (which shall be changed at least monthly) and safety orders, rules and information shall be posted.
- (b) There should be at least semi-annual meetings of employees at which talks on safety shall be given. A satisfactory record of such meeting should be kept, giving the date, attendance, speaker, topic discussed, etc.

A plant magazine published at least quarterly with a fair percentage of its material devoted to plant safety may be accepted in lieu of semi-annual meetings of employees, provided the amount of material devoted to safety work is approved by the General Safety Committee. It may be advisable to have departmental semi-annual meetings rather than semi-annual meetings of the whole plant.

For more detailed information concerning training methods, reference is made to the New Jersey Department of Labor Accident Prevention Bulletin "Safety Subjects"

HERE IS A SUGGESTED ORDER OF PROCEDURE FOR SAFETY COMMITTEE MEETINGS

Meetings are an important feature of a Plant Safety Program and should be conducted in an orderly and businesslike manner.

ROLL CALL

This encourages attendance and can be used to give members credit for regular attendance at a specified number of meetings. In small committees, this item may be omitted.

SUB-COMMITTEE REPORTS

Fixes responsibility for carrying out duties and allows for proper presentation of findings of sub-committees. May be omitted in small organizations.

OLD BUSINESS

Reports on progress made on previous recommendations will show which are complied with and which require further attention. Items which have not received attention should be dated for future reference.

NEW BUSINESS

Review of accidents since the previous meeting. The committee should prepare specific recommendations regarding these accidents.

Submission of recommendations by safety committeemen.

Plans for safety promotion, contests, exhibits, etc., should be prepared and presented to the committee for suggestions and approval.

USE AS A CHECK CHART FOR SAFETY COMMITTEE
PLANT INSPECTION

GENERAL SAFETY INCLUDING STRUCTURAL

- a. Supervision of Visitors or Off Duty Plant Personnel
- b. Walks and Aisles
- c. R. R. Sidings and Intra Plant Traffic
- d. Ladders and Obstructions
- e. Enclosures and Gates
- f. Housekeeping
- g. Communications
- h. Stairs, Platforms, Floors and Exits

FIRE SAFETY

- a. Efficiency of Plant First Aid Fire Fighting Teams
- b. Fire Brigades in Larger Plants
- c. Condition of First Aid Fire Fighting Equipment
- d. Exposure Hazards
- e. Paint Spray Booths and Areas
- f. Sprinkler Systems Including Control Valves and Water Flow Alarms
- g. Yard Piping and Hydrants
- h. Condition of Hose and Fire Doors
- i. Other Automatic Equipment
- j. Storage and Protection of Hazardous Chemicals
- k. Smoking Regulations
- l. Welding and Cutting

ELECTRICAL SAFETY

- a. Fuses
- b. Overload Controls
- c. Temporary Wiring
- d. Safeguarding of Dangerous Areas
- e. Check to Determine Whether Electrical Equipment is Being Used Safely
- f. Extension Lines and Possibilities of Short Circuits

USE AS A CHECK CHART FOR SAFETY COMMITTEE
PLANT INSPECTION

MECHANICAL SAFETY AND MACHINE GUARDS

- a. Use of Goggles
- b. Grinding Wheels
- c. Punch Presses
- d. Drill Presses
- e. Lathes, Boring Mills and Screw Machines
- f. Shapers and Planers
- g. Power Saws
- h. Wood Working Tools
- i. Hand Tools
- j. Elevators, Hoists, Conveyors and Trucks
- k. Boilers and Pressure Vessels

PHYSIOLOGICAL SAFETY - CHEMICAL AND SANITARY HAZARDS

- a. Check for Compliance with Sanitary Regulations
- b. Control of Dust, Fumes and Vapors
- c. Ventilation and Illumination
- d. Compliance with Minimum Temperature Working Conditions
- e. Provision of Personal Protective Equipment
- f. Effect of Chemicals on Individuals in Contact with them
- g. First Aid and Medical Facilities

SURVEYED BY

DATE _____

PREPARE A FORM FOR ACCIDENT INVESTIGATION

The average safety committee members are not too familiar with accident investigation procedure and welcome any assistance which will make the task easier, as well as provide the necessary information. A form similar to this one, prepared especially for your plant, will prove helpful to them.

SAFETY COMMITTEE ACCIDENT INVESTIGATION REPORT			
PLANT:	_____		DEPARTMENT: _____
NAME OF INJURED:	_____	AGE _____	SEX _____ NO. _____
OCCUPATION:	_____		TYPE OF WORK: _____
DATE OF ACCIDENT:	_____	HOUR _____	A.M. P.M. DEPENDENTS: _____
WHAT CONDITION CAUSED ACCIDENT? _____			

DESCRIBE ACCIDENT FULLY? _____			

DESCRIBE RESULTING INJURY: _____			

RECOMMENDED PREVENTIVE MEASURES: _____			

WITNESS:	_____	OCCUPATION: _____	
	(Name)		
COMMITTEE MEMBERS MAKING INVESTIGATION: _____			

DATE: _____			

A SAMPLE SAFETY RECOMMENDATION FORM
FOR USE BY THE SAFETY COMMITTEE

In order to provide a standard method for submitting and acting upon safety recommendations, a form may be devised which includes the necessary information.

The form shown below may be used as a record of the recommendation and as proof of the disposal of the recommendation.

SAFETY RECOMMENDATION		
PLANT: _____	DEPARTMENT: _____	DATE: _____
The following recommendation is submitted for consideration: _____		

SUBMITTED BY: _____ DEPARTMENT: _____		
SAFETY COMMITTEEMAN: _____		
RECEIVED BY SAFETY COMMITTEE: _____		
ACTION OF SAFETY COMMITTEE: ACCEPTED _____ REJECTED _____ REFERRED _____		
REMARKS: _____		

PRESENTED TO MANAGEMENT: _____		
(Name)		(Date)
COMPLETED _____	BY: _____	_____
(Date)	(Name)	(Position)
(1 copy to originator 1 copy to management 1 copy to safety committee)		

PLAN SOME SAFETY FEATURE FOR EACH MONTH

One aid to a successful safety program is an objective for each month. By spot-lighting this objective throughout the plant and directing the efforts in inspections, posters, and discussion in this direction, the committee can expect results on the subject featured. Special industry safety drives, current accident sources as indicated by the plant accident reports, or other plant activities may suggest subjects to be featured. Features may include the showing of safety films, speakers on special subjects relating to safety, demonstration of safety equipment, devices, etc. The following example suggests the types of subjects which may be featured:

- January*Fire Safety and Housekeeping*
- February*Floors, aisles*
- March*Machine Guarding*
- April*Eye Protection*
- May*Stairs, ramps*
- June*Electrical Equipment*
- July*Occupational Hazards*
- August*Handling Materials*
- September*Handling acids, chemicals*
- October*Hand Tools*
- November*Safety shoes*
- December*Safe work methods*

ACCIDENTS DON'T WAIT

Accidents are similar to a great plague. They may work their way into a plant and spread from department to department, or they may occur singly or in groups.

ACCIDENTS DON'T WAIT

They may grow in frequency and intensity - they will not decrease unless they are attacked by an organized accident prevention program.

ACCIDENTS DON'T WAIT

How far the accident plague will drive its way into your plant depends upon how long the organization of a prevention program is delayed.

ACCIDENTS DON'T WAIT

There is no mystery in accident prevention. Accepted methods of procedure, engineering principles, and control systems have been developed which, when used, assure elimination of nearly all accidents.

ACCIDENTS DON'T WAIT

Someone must take the initiative and get the safety program started. Now is the time to get your safety program in operation.

ACCIDENTS DON'T WAIT