

1964



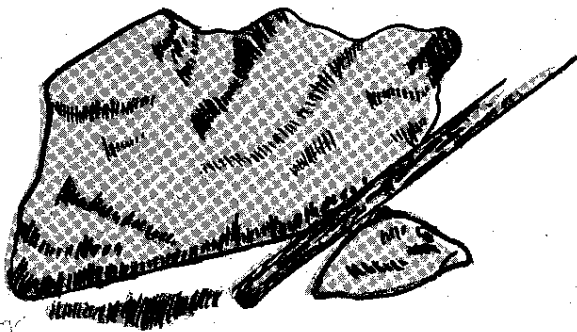
# SAFETY PROGRAM

Engineering Department • Construction Division

## ANTIOCH WORKS CONSTRUCTION



### FOLLOW-UP FOR SAFETY



LEAVE NO STONE  
UNTURNED ...

NO  
COMPLACENCY  
HERE

# 1964 SAFETY PROGRAM

## PART I ADMINISTRATIVE FOLLOW-UP

## PART II COMMUNICATIONS FOLLOW-UP

## PART III OFFICE SAFETY FOLLOW-UP

## PART IV FIELD SAFETY FOLLOW-UP

## PART V OFF THE JOB SAFETY FOLLOW-UP

## PART VI BASIC TECHNIQUES

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Our safety efforts are accomplished to the degree of interest shown by those with authority. A real manifestation of that interest is the follow-up to completion of those items found within this and past safety programs. Your follow-up should exhibit the consistency and enthusiasm responsible for our past successes. (See Safety Office for past programs and past performance.)

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### PART I ADMINISTRATIVE FOLLOW-UP

It is Management's responsibility to formulate the safety policies and to establish the methods of accident prevention application on this project. Administrative accomplishments must be tendered by a high degree of "follow-up" to ascertain that the aforesaid policies and objectives are being accomplished.

- A. Our overall site safety program is the basic item for consistent and continual follow-up.
- B. Management's prime function is to *follow-up* on project policy *application* and *compliance*.
- C. Management will ascertain that each echelon is fulfilling its duties and responsibilities as required, with periodic checks via the "A" Formula application.
- D. Management will follow-up by participation in the various safety functions to the degree allowed within our over-all program. This includes meetings, field tours, and the discussion of safety matters whenever and wherever it is deemed advisable.
- E. Recognition of abstract deficiencies on our environmental scene and the potential involved — then follow-up with preventive action by case action through line organization.

### PART II COMMUNICATIONS FOLLOW-UP

The attempt to arrive at "zero beat" communications with fellow employees can best be accomplished by thoroughly examining the results of such communications. Follow-up can be guided by the written memo, the tickle file, by close observation and by the frequency of observations. A daily, weekly and monthly schedule can establish an orderly plan to accomplish this.

- A. Communication methods are as diverse as individuals. It is not always the quality of communications that is lacking, but the method may not fit the specific communication. There is the written word, the spoken word, the picture, demonstrations, sketches, prints and others. One — or a combination of these — can do the job.
- B. The method must fit the individual, and for "zero beat" this requires close working relationship among the members of our construction team.

### PART III OFFICE SAFETY FOLLOW-UP

It has been accepted for years that office work is less hazardous than the work in the field. However, lack of safety consciousness by office workers can lead to bad

results. Lack of stimulation will very likely be accompanied by stagnation of enthusiasm. Office safety activities should therefore be frequent to maintain consistently high performance.

- A. Weekly safety inspection will be conducted by a committee of two scheduled office employees.
- B. Friday afternoon meeting will be held by each office supervisor to discuss the above inspection and the pertinent items from the staff meeting and the weekly objectives.

## PART IV FIELD SAFETY FOLLOW-UP

The various techniques from past years have been quite valuable in imparting safety knowledge, providing built-in follow-ups, and maintaining a high degree of performance by participation. These techniques will be used as frequently as required to strive for perfection within the division scheme of accident prevention.

### A. Operation "must"

1. *Daily individual-man inspection.*  
Mental and physical distractions are to be considered as a primary phase of readiness for work.
2. *Daily specific man-placement.*  
Capability and dependability factors coordinated with Item 1 above.
3. *Daily specific man-task S.T.A.*  
Adequate and proper for all work assignments.

This requirement is fundamental and makes an accident virtually impossible if these steps are executed at the proper time with good quality. These steps must be supplemented with the maximum of supervision and observations of subordinates.

### B. Operation "specific"

Our Construction Division has achieved an outstanding position in the field of safety. This has taken years of developing techniques and training supervisory people.

The gang foreman is our first line of supervision and bears a large share of the responsibility for our safety achievements.

He is responsible for:

1. Giving adequate and proper S.T.A. on all work assignments.
2. Maintaining daily orderliness at work sites.
3. Following up for employee compliance with all safety instructions.

The Division Engineer, being responsible for his division, should maintain follow-up for:

1. Proper S.T.A.
2. Daily orderliness.
3. Compliance with safety requirements.
4. Prompt corrective action when indicated.

Division Engineers will be responsible for adequate and proper S.T.A. on all job plans and work assignments issued from his office.

Area Engineers will give job safety instructions to foremen on each and every job contact.

Engineers will observe the performance of gang foremen assigned to their area and discuss the safety performance of each foreman with appropriate craft supervision.

### C. Principle "right vs wrong"

Any condition, work method, phase of work, procedure, or act of any person is viewed as:

1. Needing no correction, alteration, or change. (Therefore "right.")
2. Needing some degree of correction, change, re-arrangement, reassignment, or alteration. (Therefore "wrong.")

# ORIENTATIONS

A START IN TRAINING;  
FOLLOW-UP IS NEEDED

## D. Inspections for maximum safety

1. Weekly by scheduled committees.
2. Tool and equipment monthly and quarterly.
3. Men hourly by foreman and supervisors.
4. Areas daily by Area Engineers.
5. After hours fire inspection by supervision.

## PART V OFF-THE-JOB SAFETY FOLLOW-UP

It is important to each of us that we show a desire for continuing safety around the clock. Accident prevention is not something that should be turned on and off at a person's whim.

- A. Report through first-aid after an absence due to illness or an accident.
- B. Allow people in your group to share off-the-job accident prevention activities.
- C. Use our on-job methods for off-the-job safety.

## PART VI BASIC TECHNIQUES

### A. Orderliness

Neatness, cleanliness, arrangement, storage are all phases of orderliness which require constant attention. Whether permanent or temporary, all items should be placed in the right manner; generally speaking — "Squared off with the world" and "a place for everything, everything in place."

### B. Fire Prevention

This item is an important task-by-task function which must not be overlooked as a part of each job. As in other phases of our safety, fire prevention is accomplished by a program of continual checking.

### C. Stability

1. Men's working positions.
2. Materials about to be placed.
3. Equipment (facilities and tools) in use.

Instability occurs when known controls are not used. Each phase requires a keen imaginative eye to obtain stability at all times in each function (any movement). This is an all-year objective for 1964 because the results of instability are very serious.

## ENFORCEMENT

No supervisor is expected to accept safety responsibility for anyone who will not personally cooperate with him. Individuals who are found to be incapable, incompetent, or unwilling to do the work required are to be referred to their supervision for corrective action.

This program, if not carried out by one employee, can hurt us all. Your individual cooperation with this program is expected during the coming year and will be appreciated.

**During 1964 you are expected to administer safety with no exception or compromises.**

R. A. MINIARD,  
Field Project Manager