
CONTENTS

	PAGE
<i>Preface</i>	vii

Part One. PRINCIPLES AND PROCEDURES

CHAPTER

I. Accident Prevention—A Management Function	3
Accident Prevention vs. Injury Prevention	
Basic Causes of Accidents	
Direct vs. Indirect Costs	
II. Collection and Evaluation of Accident Data	7
Investigation and Reporting of Accidents	
Lost-Time Accident Hearings	
The Report Form	
Analysis of Data	
Accident Frequency and Severity	
III. Training and Follow-Up	37
A Basic Course for Supervision	
Training of Workers	
Follow-Up of Training	
IV. Inspection and Correction	52
Purpose of Inspection and Corrective Procedures	
Who Conducts Inspections	
The Corrective Procedure	
Allocating Costs	
V. Union Participation	66
Working Out the Proposal	
Activities in Which the Union Can Participate	
Safety Clauses in Union Contracts	

Part Two. OPERATING TECHNIQUES

VI. The Staff Accident-Prevention Specialist	85
Qualifications, Functions, and Duties	
Selection and Training	
Position in the Organization Structure	

CHAPTER	PAGE
VII. Designing a Policy and Procedure	96
Reasons for a Policy and Procedure	
Preliminary Survey	
Drafting the Procedure	
Accident-Prevention Program—Basic Activities	
VIII. Installation and Operation of the Program	120
Presentation to Management	
Installation at the Plant Level	
Reporting on Results	
Measuring Effectiveness	
<i>Bibliography</i>	127
<i>Appendix:</i>	
Industrial-Accident Control—Five-hour Course for Supervision	131
Proposed Health, Safety, Group-Insurance, and Compensation Clauses, Revised	150
<i>Index</i>	157