

# 20 Accident Preventives to Safeguard New Workers

By LUCIUS S. FLINT

UNAVOIDABLE employment of the aged, the physically handicapped, women who have never worked outside the home and vast numbers of people of both sexes and all ages who have no previous experience in the lines they enter has created a new safety problem for every country club manager. The following steps will prove helpful in correcting this condition:

1. At the time of employment, take pains to determine the capacity of new workers; see to it that those having handicaps of any type are placed in jobs where they won't hurt themselves or others. For instance, don't let persons having back injuries, deformities, hernias and heart disease do any heavy lifting.

2. Don't take it for granted that new employees know how to operate mechanical equipment such as meat grinders, slicers, lawnmowers, power scrubbers, shop tools etc.; and don't depend on any but the most reliable old employees to give such instruction. Require the new employee to give a follow-up demonstration under supervision before turning him loose on the equipment.

3. Caution employees against conversation or horseplay that would distract them while operating power equipment of any type.

4. Confine oiling and other machine maintenance duties to experienced people. Caution them against tinkering with any machine while it's running.

5. Insist that women who operate high speed kitchen equipment refrain from wearing jewelry or loose clothing; also that they use hair nets.

6. Make sure that every piece of moving machinery in your establishment is equipped with safety guards. Avoid delay in repairing broken guards.

7. Have a place for tools and make sure employees put them back after each use, not leaving them around to be tripped over. Absolutely require that aisles and stairways be kept clear of trash.

8. Urge workers to turn on the light before entering a stockroom or basement. Many an unnecessary fall is caused by groping around in the dark.

9. Delegate floor sweeping responsibilities to reliable old hands who will see that dropped bits of trash are removed immediately.

10. During rainy weather, make one employee responsible for controlling the slip hazard. Have him cover slippery sidewalks with salt or ashes. If inside floors are tracked wet and become slippery, keep them mopped up. Use sawdust after mopping slippery spots.

11. See that elevator entrances and other openings are properly guarded. Where rails break, repair promptly.

12. Provide plenty of ladders for use in removing supplies from upper shelves and see that they're used.

13. Instruct the new worker in how to stack supplies so that they won't fall over; also set a definite height limit for stockroom stacks.

14. Furnish employees with razor cutters for opening cartons and claws for working wood cases; instruct the beginner in proper handling of these tools and see that they are used. Injuries which may develop into serious infections can come from an attempt to open supplies with bare hands.

15. Have a special box, conspicuously labeled, for broken glass and insist that it be placed therein rather than tossed in just any empty box that may be around. Urge new employees to sweep up broken glass rather than trying to pick it up. Damp cotton is good for picking up small splinters.

16. Because of the help shortage, don't let building fixtures run down and become dangerous. See that rough corners are kept sanded off, that nails which work out are pounded back or removed.

17. Urge new workers to avoid letting lack of help upset them and cause hurry and carelessness—they're the reason for



Here is the ambulance bought by the American Red Cross for its Hawaii chapter with funds raised last season by public links golfers in their Pearl Harbor tournaments. A total of just under \$3,000 was raised by 126 clubs, ass'ns and individuals in 31 states, entry fees being only 50¢ in most cases.

many falls, cuts, bruises, burns and even stab wounds.

18. See that women, older men and the physically handicapped receive several rest periods during the day. Records show that extreme fatigue causes many accidents.

19. Be particularly careful to caution women against lifting overly heavy loads and incorrect lifting of any kind. The proper position for lifting is with feet together and the body in a crouching attitude. To avoid strain on abdominal muscles, the weight must be pushed upward with the legs. Provide plenty of hand trucks for handling heavy loads.

20. Insist that employees sustaining even minor cuts report for first aid. Dangerous infections are thus forestalled. Also require at least a verbal report on every accident and draw a moral from it. Nearly all accidents are preventable.

## Light Touch Sells Members on Prexy's Labor Plea

**I**F you want to get the enthusiastic cooperation of members beware of making your plea for teamwork sound so serious and forbidding that the members instinctively try to forget the whole matter.

That advice comes from a green-chairman whose success in getting members of a distinguished club to cooperate with the green committee is outstanding. The man is Henry C. Mackall of the Minikahda club, Minneapolis.

Not too often does Mackall address the Minikahda members requesting that they concern themselves with matters of course maintenance. Members come to the club to be free from care, Mackall believes. The burdens of members' shares of club operation problems are to be assumed by club officials, Mackall concedes, although he offers no explanation for members ac-

cepting club official positions with the unpaid labors accompanying such responsibilities.

So, with the members expecting to find their club a refuge from trouble and work, Mackall has found that the only way in which they can be induced to take a bit of trouble and do a little work for the good of the cause is to have the proposition put up to them in a light, but direct, manner.

The latest application of this gentle and pleasant reminder that is working out well at Minikahda concerns weed elimination.

Mr. Mackall tells of the successful experiment:

"Like all other clubs, our grounds crew is short, and the plantains and dandelions—particularly the former—have flourished for lack of attention.

"I bought four dozen folding, easily opened, fish knives, which cost me about \$.35 apiece, put them in envelopes, and distributed them to as many members, each envelope carrying the ditty:

"The grounds crew is short,  
The plantains are thick—

"So please take a knife  
And help do the trick."

"The members were told they could keep the knives if they cut at least three to six plantains each fairway, which sounded much less than saying 'if you cut fifty to one hundred plantains a round.'

"The result has been eminently satisfactory. Obviously, some are more interested than others, but the average has been good, it helps reduce the waist lines of some of the fat boys, makes them plantain-conscious, and we're probably getting \$100 worth of labor for the \$20 invested.

"The only difficulty is being able to get knives with long blades and sharp points."