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Westclox Manual  
*for*  
Employees

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Our object in presenting you with this book of rules is two-fold; first and foremost, to give you helpful information and to guide you in your own conduct, looking to care for your health, how you may avoid accidents and how we may take care of you in case of possible accident or injury to your person, and second, to lay down certain rules, which, from our long experience, we find it necessary to the successful conduct of our business. It is our policy to make this factory a desirable place in which to work. We have provided light, sanitary buildings, well guarded machinery, pure drinking water, and give first aid treatment in case of sickness or injury occurring in the factory.

Your success, as well as ours, requires your hearty co-operation. We expect you to be loyal to us, and in return we will be loyal to you and deal with you fairly and justly in every respect.

WESTERN CLOCK COMPANY



Vice Pres. & General Manager

## General Rules and Regulations

The first whistle blows for starting at two minutes to 7:30 in the morning and at two minutes to 1 at noon. All employees are expected to be in their places ready for work at these hours, unless otherwise instructed, so that the whole factory may start on time.

Frequent lateness will be considered sufficient cause for dismissal.

Every employee must register on the time clock the time of starting and stopping work. In the departments where material is worked through in lots it is necessary that operators get the time stamped immediately when the lot is completed. No one will be allowed to register time for a fellow employee.

Keep to the right when walking in the aisles and do not link arms as it obstructs traffic. Walk slowly through doorways and around corners in the factory and look to the left and right to avoid colliding with trucks.

Loyalty to our interests requires that as

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*"Success does not so much depend on external help as on self reliance."*  
Abraham Lincoln.

little time as possible be spent in toilet rooms or elsewhere away from work.

Do not visit or pass through any departments, parts of the factory, or factory grounds to which your duties do not call you.

Unless permission to do so has been received, preparations for leaving the building should not be made until the proper signal is given.

Be especially careful at closing time. Do not run, push, or crowd when leaving the building.

You will be required to repair or pay for any work done on piecework or premium basis that is rejected on account of poor workmanship or carelessness. The charges will be based on costs adopted by the Stock Salvage Committee.

Tickets or chances are not to be sold or collections taken up on the premises without permission of the superintendent of the department.

Report any change of address to the Employees Service Department.

We can help keep the floors clean and the

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*"A handful of common sense is worth a bushel of learning."  
Benjamin Franklin.*

surroundings attractive by putting waste paper and other scraps in the waste cans and taking care on muddy days to clean our shoes thoroughly before coming into the building. Under no circumstances will spitting on the floors or in the garbage cans be tolerated.

During working hours all employees should attend strictly to company business. No one should do work for himself, read, or talk when it is unnecessary to do so. Gossiping and allowing friends to consume your time by visiting with you should be avoided. Factory visitors will get the best impression of our plant and our people if we continue with our work, taking no notice of them as they pass through the factory with the ushers.

*Absence*—Anyone desiring to be absent from his duties shall apply to his foreman or department head for leave. If leave of absence for more than two days is desired, the foreman will fill out a leave of absence blank, have it approved by the superintendent, and send it with the employee to the Employment Department for approval. If unexpectedly detained from work, he shall send word either to his

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*"I am always for the man who wishes to work."  
—Abraham Lincoln.*

foreman or to the Medical Department at once.

Absence without permission or notice will be considered indifference to our interest. Anyone absent from work five consecutive days without notice or permission will be considered out of our employ and his or her name will be taken off the pay-roll and insurance discontinued.

After an absence on account of illness it will be necessary to report to the Medical Department, before starting to work.

If one of our employees has a contagious disease in his family or is living or boarding where there is such disease, he must remain away from work until our physician is satisfied that there is no danger of infecting others.

Persons leaving our employ should give notice in advance to the foreman when possible to do so, and must report to the Employees Service Department for pay-off check before calling at the main office for their pay in full. In all cases the insurance is discontinued at the time of leaving our employ.

*Wages.*—Your wages to start will be figured

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*"Command your temper if you would command your respect."*  
—Benjamin Franklin.

by the hour. As you advance your hourly rate will be increased. On many operations you will have an opportunity to go on piece-work or premium, your hourly rate will be increased as your work improves.

Pay day comes every two weeks, on Friday. On pay day, you are paid for all work up to and through the Saturday before. The time from Saturday to the next Friday is needed to make up the pay. You are paid by check and are expected to cash your check promptly. It is best to cash your check at a bank.

Your wages are based on the quantity of work you do, its quality, the skill, effort and the responsibility required. They are also influenced somewhat by your attendance, punctuality, ability, adaptability to be used in other work, attitude towards your work and general value to the company.

It is unnecessary to ask for an increase in pay. Everyone's record is watched closely by the management and your case will be considered just as carefully whether you ask for an increase or not, but of course, there is no objection to your doing so; and if you

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*"I don't think much of a man who is not wiser today than he was yesterday."*  
—Abraham Lincoln.

feel dissatisfied, it is your duty to make a complaint.

We expect you to work hard, and the pay is accordingly large. Our motto is "Better Than Average Pay for Better than Average Work." If you do not expect to work hard and carefully you are in the wrong place.

*Complaints.*—If you think your rate of pay should be higher, or a mistake was made in figuring it, or that you should be transferred to other work, or are dissatisfied in any way, take the matter up with your foreman. He will refer the complaint to the proper department. Then, if you are still dissatisfied, don't drop the matter and don't carry a grouch, but see the Employees Service Department.

If, after taking the matter up with your foreman and the Employees Service Department, you still feel that you have not been treated as you should be, see someone higher in authority, and if you think it necessary, see the General Manager.

The gradual expansion of our business enables us to take on new employees from time to time. Applications from capable persons

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*"He that riseth late must trot all day and shall scarce overtake his business at night."* —Benjamin Franklin.

are always welcome.

*Courtesy*—Courtesy is the mainspring of all successful business. It is not an ornament; not something that can be put on or removed at will. If it is not from within it is not courtesy. Let's all have courtesy but let it be a natural, spontaneous courtesy.

It is hoped that the older employees will set a good example of enthusiasm, energy, cheerfulness and courtesy, especially to the new help, assisting them in any necessary way while they are becoming accustomed to their work and surroundings.

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*"Let us have faith that right makes might, and in that faith let us dare to do our duty as we understand it."*—Lincoln

## Special Equipment and Advantages

*Old Age Pension*—The Company has made arrangements to help provide an income and pension for old age for employees who wish to take advantage of the Company's offer. This income and pension is paid to you, even if you are not in the employ of the Company when you reach old age. It is paid every year of your life, commencing at old age. It will be guaranteed by an Insurance Company.

The plan is open only to employees after two years' continuous service. After two years' continuous service you will receive a statement advising you that you are eligible to enter the plan and showing how much income and pension you will receive.

A Sickness Benefit Plan operates in conjunction with the Income and Pension Plan.

The amount that the Company puts aside for each employee each year is determined by the Company from year to year and announced each year in advance.

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*"Resolve to perform what you ought. Perform without fail what you resolve."*  
—Benjamin Franklin.

*Insurances*.—The company has taken out a "Group Insurance" for its employees. The life of every employee is so insured that in case of death, from any cause, a beneficiary designated by that employee will receive an amount equal to the total of his last year's wages. This amount will not exceed \$2000.00 or be less than \$300.00. The employee has the right to name the person or persons, to receive the insurance in case of death.

No employee shall be entitled to the benefits of this insurance until that employee has worked with this company continuously for six months and is actually engaged in work or on a regularly issued leave of absence at the time of death.

This insurance will be renewed from year to year in accordance with the contract with the Insurance Company, unless in the judgment of the board of directors of the Western Clock Company it proves unsatisfactory.

In case an employee wishes to carry his insurance after leaving the employ of this company, he can do so without medical examination, but at a somewhat increased cost.

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*"Health is a greater asset than a home."*  
—Elbert Hubbard.

*Lockers.*—The Employees Service Department assigns to each new employe a steel locker. These lockers are provided so that each employe has a suitable place for wraps and lunches, which should not be taken into the various departments. If you wish to change your locker, confer with the Employees Service Department.

Garments must be placed inside the locker and the door kept closed. Do not put your clothing in a locker used by another person, as the state law requires that each person's garments must be kept separate from those of other employees.

*Drinking Water.*—The drinking water used in the factory is from a clear, sparkling spring. The water is analyzed monthly at the Hygienic Institute and the result posted on the Bulletin Boards. The sanitary drinking fountains in different parts of the factory are to be used for drinking purposes only.

*Shower Baths.*—Shower baths are provided for the use of all employees. They are available before work, at noon, or after work.

*Toilet and Wash Rooms.*—The toilet rooms

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*"The greatest good a man can do is to develop his powers so he may be of greater use to humanity." —Lincoln.*

are fitted with the best and most sanitary equipment obtainable. Wash room fixtures are of white enamel. There is an abundance of soap and running water. It is to our mutual advantage to keep these rooms in good order.

The wash bowls near your department are for use during working hours only. The main washrooms, for quitting time washup, are located next to the lockers in Building No. 15 and in the Plating and Buffing Department locker rooms.

*Lunch Room.*—Our lunch room is beyond the locker section west of the main factory entrance.

In this light, well ventilated room one may either eat the lunch that is brought from home or purchase wholesome food which is furnished at cost at the factory cafeteria. The specialties sold there are sandwiches, soup, dessert, coffee, tea and milk, and during the summer, salads and ice cream.

Our lunch room is for the use of all our employees, but arrangement has been made whereby those employed in the Plating and Buffing Departments may, if they prefer, eat their

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*"Your companions are your mirror, and show you yourself." —Elbert Hubbard.*



lunches in their locker rooms where tables and chairs have been provided.

In connection with our lunch room plain and malted milk is served at 10. A. M. daily. All girls who are under weight or feel the need of mid-morning nourishment are invited to consult the Medical Department to arrange to be granted absence from their departments for this purpose.

*First Aid.*—A completely equipped Medical Department with treatment and rest rooms is maintained in the plant. Here nurses and a physician are in charge and are at the service of any who are taken sick or receive injury. In order to prevent infection of even the slightest cut or bruise, it is important to have it thoroughly cleansed within a few moments after happening and to give it proper attention thereafter.

Employees must report to their foreman any injury, no matter how slight, whether received while in the plant or outside the plant. Injuries received while in the plant must be reported at once, and those received outside the plant immediately on returning

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*"Tell me of your friends, and I will tell you what you are."*  
—Benjamin Franklin.

to work. The foreman will make out a report, sending it with the employee to the Medical Department, where injuries received in the plant will be given the attention of the factory physician and nurse free of charge until recovery is complete.

Employees injured in the plant who secure the services of an outside physician do so at their own expense. In order to avoid any misunderstanding, if you employ an outside physician tell him it is a private matter. No doctor, hospital or druggist's bills will be paid by the company unless ordered by the company. This is in accordance with the paragraph "A" of Section 8 of the Workmen's Compensation Act which reads as follows: "The employee may elect to secure his own physician, surgeon or hospital services at his own expense."

In order that injuries which are received just before 12 o'clock and 5 o'clock may be given attention, the First Aid Department is open during noon hour and until 5:15 evenings.

*Westclox Library.*—The library is located in Building 15 east of the Employment Depart-

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*"Why insure the home and neglect the health."*  
—Elbert Hubbard.

ment. This is a branch of both La Salle and Peru public libraries. It is open to Westclox employees during the noon hour.

*Bowling Alleys*—The Bowling Alleys are located in the basement of Building number 7 and are for the use of Westclox Employees.

Full information regarding the rules and regulations governing the use of this equipment may be secured at the Employees Service Department.

*Bulletin Boards*.—Most important announcements are printed in Tick Talk. But occasionally this is not possible. Then the bulletin boards around the factory are used.

Be sure to read every announcement placed on these boards. They are important.

Notices of social and athletic activities among Western Clock Company workers and those relating to religious, educational, charitable and other community movements will be posted on special bulletins in the main lunch room and the Buffers' lunch room.

If you desire to have such notices posted speak to your foreman, or either the Employees Service or the Publications Departments.

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*"Put your soul into your work, not your hand or foot."*  
—Elbert Hubbard.

A lost and found board is located in the Entrance Building. If you have lost or found any article speak to someone in the Employees Service Department.

*Telephones*.—Telephones are installed to aid the transaction of company business between the different departments and not for personal matters.

During working hours important messages coming from the outside will be delivered.

Direct connections can be made in cases of necessity with the approval of your foreman. Delivered messages may be answered during the noon hour.

*Tick Talk*.—This is our bi-monthly magazine that is issued free to every Westclocker. It contains many good suggestions and important announcements always vitally interesting to every employee.

Its editor depends upon you and your fellow workers for its news items. If you have a bit of news for Tick Talk, give it to your departmental reporter or send it to Tick Talk's editor; Publications Department.

*Central Park*.—Central Park has been laid

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*"The way to be nothing is to do nothing." To be a Safety First man is to practice what you profess.*

out by the Company into a residence section for the purpose of giving opportunity to build or buy at low cost in a growing district. For those who want to build or own homes, the company offers assistance in drawing up plans, making contracts and financing the undertaking.

See your foreman or the Real Estate Department.

*Girls' Dormitory.*—Jack o'Lantern, the girls' dormitory, is a cheery little house that any girl would find to be a comfortable home. The food that is provided at the Jack o'Lantern is wholesome and well prepared. The house is equipped with all the modern conveniences.

Any girl who chooses to live there will find companions of excellent habits and character. The simple restrictions of the house are such as any self respecting girl would choose for herself. And the careful chaperonage would suit the most exacting mother.

The price for all this is remarkably small and all the residents therefore co-operate by undertaking little duties to make the place

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*"Being ignorant is not so much a shame as being unwilling to learn."*  
—Benjamin Franklin.

a real home. The Jack o'Lantern is operated for the Westclox girls and as the capacity of the house is small, there is often a waiting list. So if you wish to become a resident ask the Employees Service Department for more information.

*Vacation.*—The factory closes down the first two weeks in July. During this period all who can be spared take their annual vacation. Those who cannot be spared at that time are permitted to take their vacation at another time.

Factory workers who have been in the employ of the company for ten or more years on July first will be paid for the entire two weeks. Those who have been in the employ of the company for five years on July first will be paid for one week.

Vacation pay is figured on the following basis: Both day and piece workers will be paid at their day work rate. A vacation week is considered as 47 hours. No extra allowance is made for workers who regularly or on special occasions work more than 47 hours per week. The vacation pay is based on the rate in effect on July first, regardless of whether

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*"Associate with people that you can learn from."*  
—Benjamin Franklin.

the employee takes his vacation at that time or at a later date.

This plan may be changed or discontinued at any time at the discretion of the company.

*Garage.*—Two heated garages have been provided for the convenience of those who come to work by auto, motorcycle or bicycle.

Applications for space should be filed with the Employees Service Department. Space will be assigned in the order applications are received.

*Selling clocks to employees.*—It is a policy of the company to sell clocks and watches to employees for their own use at prices somewhat lower than those charged by the dealer.

It is expected that each employee will order under the above condition only, as it would be unfair to the dealers, should any factory employee resell clocks and watches.

Any employee desiring a clock should notify his foreman, who will order the clock from the Shipping Department.

Orders received by the Shipping Department will be delivered about 2 P. M. on week days and at 10 A. M. Saturday.

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*"The best time to practice economy is before you have to."*  
J. N. Place

## Safety and Accident Prevention

*Factory Safety Committee.*—A new Factory Safety Committee, made up of representatives from the various departments, is appointed every three months.

Reports and suggestions regarding unsafe conditions or practices from the members of this committee are reported to a representative of the department who will refer them to the Central Safety Committee.

You can be a big help to your safety representative if you will report to him any unsafe condition or practice which may come to your notice.

Don't put off until tomorrow that safety suggestion you had in mind. It may save some one a serious accident.

*Women's Problem Committee.*—Members of this committee are chosen from the various sections of the plant in order to bring before the committee matters affecting the women workers of the entire organization. These women serve on the active committee for three months and continue their interest as

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*"He that has four and spends five has no need of a purse."*  
—Josh Billings.

graduate members after their terms have expired. A member may be recognized by a small badge which it is her privilege to wear.

You are invited to bring to the attention of this committee through one of its members any suggestion for safety, sanitation, health, comfort, working conditions, rules or conduct that you believe will promote the welfare of any or all women employees. Your suggestions will be carefully considered by the committee and recommendations concerning them will be brought to the attention of the proper persons.

Please therefore give special consideration to any recommendations the committee makes to you either by means of bulletins or by suggestions made in person. These suggestions are to bring to your attention something that you have overlooked, but which the committee, by experience, observation, and discussion has learned to be to your advantage.

You can teach a parrot to say Safety First but he won't know what it means. Do you?

*Safety Rules and Suggestions.*—In order to maintain the health and the happiness of any

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*"I say, 'Try'. If we never try, we shall never succeed."*  
—Abraham Lincoln.

community, it is necessary for the individuals to observe certain rules of conduct which are for the benefit of all. The Safety First movement demands that we obey the following rules and regulations in this plant.

Every man has the right to live and we want to help him live his life in safety. We must have his co-operation.

*Habits of Caution.*—Cultivate habits of caution. It will do more than anything else to prevent accidents. It is your duty to perform every operation the safe way. Report anyone who takes chances, or is a careless operator. You may save a hand or a life.

Keep out of debt and danger; both are alluring but are poor friends to make.

*Carelessness and Practical Joking.*—You are forbidden to indulge in practical joking, scuffling, fooling, running about the plant, or throwing metal or other articles.

Compressed air is dangerous if handled carelessly. Never blow it on anybody, it may force its way into the body and cause serious injury or death.

It is your duty to report to the foreman any violation of these rules that you may see.

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*"Put all your eggs in one basket, and watch that basket."*  
—Andrew Carnegie.

The greatest risk of injury a careful person runs is through the carelessness of some thoughtless or reckless fellow worker. Careless and thoughtless acts often result in serious injury to others.

A careless man risks his life for no purpose and his injury is nothing to be proud of.

*Eyes.*—If something gets in your eye do not ask a fellow employee to remove it but report to the Medical Department at once. Never allow a foreign body to remain in your eye over night.

If you cannot see distinctly, or your eyes trouble you, consult an eye specialist. Neglect of your eyes for even a short time may bring serious results.

An able body is the reward of safety. Untold misery is the penalty of carelessness or thoughtlessness.

*Goggles.*—Always wear goggles to protect your eyes from flying particles when you are performing grinding, chipping, or machine operations, or handling acids or poisonous substances. Goggles can be secured through your foreman from the Medical Department.

Celluloid eye shades are inflammable and

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*Carefulness costs you nothing and its value can not be measured. Safety First.*

therefore unsafe. They are not allowed in the factory. You can buy cardboard shades at a reasonable price.

He is free from danger who, even though safe, is on his guard.

*Lifting.*—Do not lift beyond your strength. It is not expected of you. If the work is too heavy ask for help.

It is a splendid thing to risk one's life when duty demands it but it is foolish otherwise.

*General Safety Rules.*—Never leave the window rods in buildings No. 15 and 18 swung outward. Either open the window all the way or lay the rod to one side with the window partly open.

When electric sockets, switch boards, or motors are out of order, they should be repaired only by the regular electricians. It is very dangerous for any one else to attempt this.

Never stick wires, nails or any metal through electric wires.

Electric light switches controlling circuits and electric fans should only be thrown on or off by the foreman or someone appointed by him.

Anyone may pull the switch to stop motors

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*There is a future for the fellow who does the best he can and then some. It is the "then some" that counts.*

that drive groups of machines in case of emergency. To start up the larger motors, only persons who have been properly instructed should be called. Always notify the Engineering Department immediately after you have stopped one of these motors.

Gasoline vapor explodes when it comes in contact with a flame. Never bring gasoline in a can or on cotton waste or on your clothing near a furnace or an open flame. To do so may cause a fire or an explosion.

Always examine a ladder before using it. Do not use it on a smooth floor unless it is equipped with "safety hooks" at the top or safety shoes at the bottom to prevent slipping.

Safety should be made the first consideration of every employee. Be careful.

*Safe Operation of Machinery.*—It is your duty to understand the working of every piece of machinery you are called upon to operate. If you do not understand the machine do not attempt to operate it.

If your work calls for the operation of a certain machine, the State Law, as well as the rules of the plant, require that, before you

set the machine in motion, you inspect it for broken, missing, or misplaced safeguards, as well as for defects in operation.

This inspection must be made before starting in the morning and again before starting after the noon intermission.

If you leave one machine to work on another, the same inspection is required. Report anything wrong to the foreman before throwing on the power.

You are forbidden to remove guards or other safety appliances from machines without the consent of your foreman or assistant foreman.

If the guards are out of order, notify your foreman at once.

Never start a machine unless the guards are in place. The removal of safety guards is prohibited by statute, and is punishable by a \$25 fine.

Note: This rule does not apply to machinists who find it necessary, when making repairs, to remove guards temporarily.

Do not, under any circumstances, operate any machine or appliance unless your work re-

quires it, or your foreman or assistant foreman instructed you to do so.

Do not clean, repair, or adjust a machine in motion, or while power is applied.

If your work requires you to operate a machine or to be near moving machinery, be sure that your clothing is not torn or ragged, and that your garments are fastened so that they cannot become entangled in the machinery. Don't wear four-in-hand ties, bracelets, wrist watches or finger rings. Be very careful about removing or putting on clothing near moving machinery. Women should be especially careful to keep their clothing and hair from being drawn into the gears and machines or wound upon the shafting. They should wear caps or nets to confine their hair.

Do not put your hand over or around a safety guard while the machine is running.

Under no circumstances allow a set screw to project from shafting collars or pulleys, as clothing is apt to catch on such projections. Call your foreman's attention to any projecting screws.

Report immediately in case you see a line

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*"Excess in all other things whatever, as well as in meat and drink, is also to be avoided."* —Benjamin Franklin.

shaft coupling working loose, a key working out or a countershaft working loose.

When you are working near unguarded chains and sprockets, or belts and pulleys, even if they are running very slowly, be sure that your clothing is not loose or torn so that it can catch. The point where the chain runs on to the sprocket is especially dangerous.

Defective tools or machinery should be immediately reported to your foreman.

Do not look about while working at a machine. To do so may cause an accident.

Do not leave tools or other articles lying over-head where machinery is running. The vibration may cause them to fall.

Do not use a file without a handle, especially when working on a lathe.

All employees are invited to offer suggestions for the improvement of safety methods and devices.

*Rules for Emery Wheel Grinders.*—Wear your goggles while grinding. They are furnished by the Company.

Always see that all guards are in place.

Do not grind on the flat side of an emery wheel.

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*"The tighter your house the tighter your colds."*  
—Elbert Hubbard.



Do not bear on the emery wheel too hard. It will cut only so fast.

In changing wheels from smaller to larger diameter, always consult your foreman to be sure that the speed of the arbor on which it is to be fastened is not too high.

Never mount an emery wheel without first tapping it lightly to see if it is sound.

Never force an emery wheel on an arbor. It should be an easy fit.

Do not use a large washer on one side of an emery wheel and a small one on the other side. It is apt to break the wheel and injure someone.

Never screw a coupling nut too tightly against a wheel—the wheel may break.

While busy making yourself safe, take a little time to make your fellow workmen safe too.

*Belts.*—Do not operate a machine with the belt too loose.

In putting on or throwing off a belt, use the belt stick furnished for the purpose. Do not use your hands.

Never grab a moving belt with your hand. Watch the lacings on your belt.

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*"Let me spread the table of the people and I care not who makes the laws."*  
—Elbert Hubbard.

If a belt shows signs of coming apart, repair it at once.

Where possible, use the belt lacing machine to lace belts.

Never cross belt laces on the side next the pulley, as the belt is apt to cut. See that the end of the wire lacing is properly secured so that it will not project.

Avoid the excessive use of belt dressings. If you have trouble with the belt slipping, report the matter to your foreman for investigation by the Engineering Department.

When you scent danger Stop, Look, Listen. Something may be wrong. Be sure of safety.

*Safety First as it Relates to Traffic.*—Stay on the sidewalk when you are waiting for a street car. Do not crowd into the street when the car is blocks away. You may be struck by an automobile.

Drivers of automobiles, motorcycles and bicycles should go slowly when leaving the garage and passing through the congested district at twelve and five o'clock. Your vehicles carry you to your home quickly; others are depending upon cars or walking

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*"I will study and prepare myself, and then some day my chance will come."*  
—Abraham Lincoln

to reach home. Let them go first.

The prevention of accidents is a duty I owe myself, my family, and my fellow workmen.

*Finally.*—Remember the rule: When in doubt, take the safe course. Remember that all the rules and regulations which can be adopted, all the safety devices which can be attached to machines, all the guards which can be erected, all the warning signs which can be posted, are useless unless every one is careful to watch danger; unless everyone is careful under all circumstances. Keep in mind at all times the necessity of care. When caution becomes a habit there will be few accidents.

Remember it takes less time and trouble to prevent an accident than to report one. Think safety.

*Fire Prevention.*—Do you realize that a fire in this plant may put every man out of work?

It is your duty to help protect the property against fire, and so insure your own position.

You can help by keeping the plant clean, and free from rubbish. Always throw paper, rags, or oily waste into fireproof rubbish cans.

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*"If you know how to spend less than you get, you have the philosopher's stone."*  
—Benjamin Franklin.

Do not let paper, rags, or other inflammable substance come in contact with steam pipes, radiators, ovens, or other heated surfaces. Pile material at least six inches away from steam pipes and radiators.

Do not allow any electric wires to come into contact with pipes of any kind.

Never use any but safety matches in the factory. Be sure that the flame is extinguished before throwing the match away.

You are forbidden to light matches, or carry fire, near gasoline cans or containers.

Never handle gasoline within 25 feet of any furnace. Under no circumstances handle or use it near a flame.

Smoking is permitted during noon hour in the main smoking room and in the men's lunch room for Buffers & Platers.

Smokers must not empty lighted pipes or throw down cigar or cigarette stumps inside the building when entering, nor light their pipes etc. while passing out at quitting time, but must wait until they are out of the factory.

Carefulness costs you nothing and its value cannot be measured. Safety First.

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*"Observe all men—thyself most."*

—Benjamin Franklin.

*Fire Protection.*—In case of fire do not get excited. Turn in a fire alarm at the box nearest the fire.

The members of the fire crews should be acquainted with the proper use of all fire apparatus. Never use fire apparatus for other than fire purposes.

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*A mule seldom kicks at nothing. Some people do.*

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