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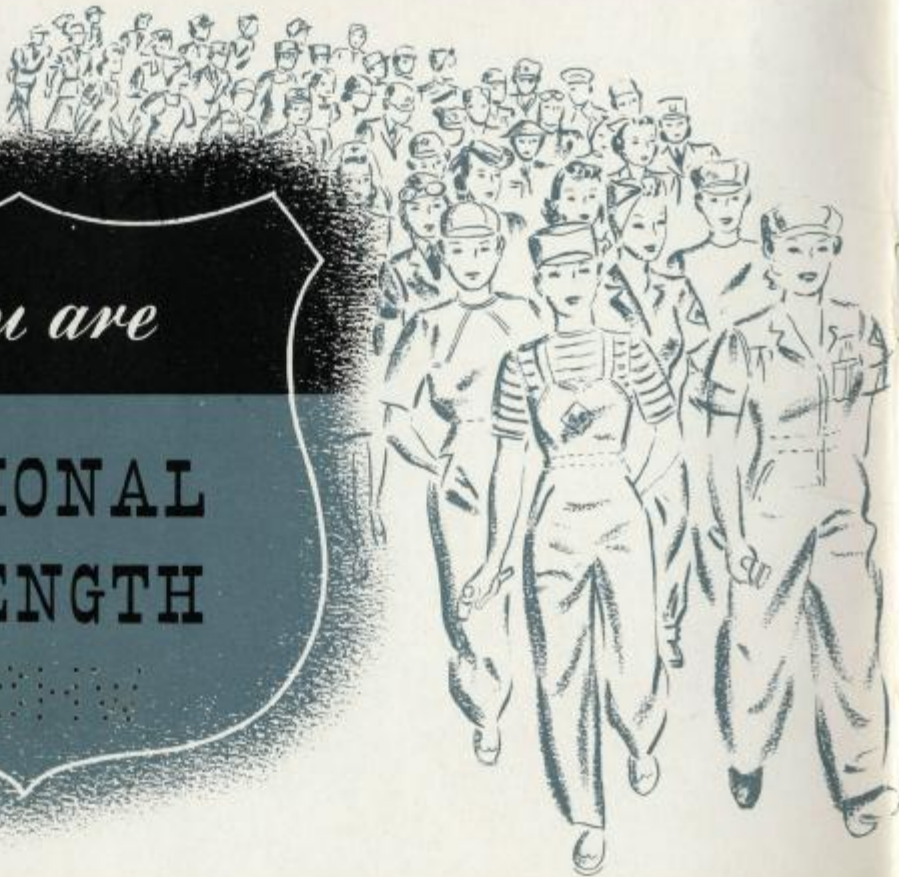
WOMEN

Safe at Work

F83958
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at Allis-Chalmers



You are
**NATIONAL
STRENGTH**

EVERY DAY, women's war efforts open up new and exciting fields. Working shoulder to shoulder with men in factories, women are being called upon to master the various crafts of the machine age . . . and master them quickly.

In this, as in every other critical period in our history, women are making a real job of it. Just as the pioneer woman took up the musket to help defend her home, so today women are taking up the wrench, the riveting gun, the micrometer.

Crowded production schedules and a threatened shortage of manpower have focused all industry's attention on the capabilities of women workers in this new emergency.

What will be the efficiency of these women? What can be done to help them meet the new problems they are facing? What will be their strength and endurance in the days ahead?

As Mary Anderson, Director of the Women's Bureau, U. S. Department of Labor, has pointed out, women's health and well-being, always priceless to them, must be additionally safe-guarded now that they are a vital part in the industrial bulwark of national strength.

You, as a woman worker, will want to know how you can best preserve your work-health as you serve America in new capacities.

That — in brief — is the purpose of this book. Use **SAFE AT WORK** as your special guide. It will help you to do a better job — for America and for Victory.

UNCLE SAM'S

GIRLS



WOMEN'S DIVISIONS

at

ALLIS-CHALMERS

West Allis Works

BLADING

BLUEPRINTING

COIL WINDING AND TAPING

CLUBHOUSE SERVICE

COREMAKING

DETAIL ASSEMBLY

ELECTRIC CONTROL

GUIDE SERVICE

HOSPITAL

MARITIME BLADING

MATRON SERVICE

MOTOR CONTROL

OFFICES (*Main, Tractor, and Shops*)

SANITATION

SEWING AND MICA TAPING

TRANSFORMER WASHER ASSEMBLY





HOSPITAL

GUIDE

The Allis-Chalmers Company maintains three hospitals on the grounds of the West Allis Works. In addition to the Main Hospital and Tractor Shop Hospital, a centrally located Forge Shop Hospital serves the Mill, Forge, and Tank and Plate Shop. A staff of 12 nurses, 11 first-aid men, and 8 doctors provides 24 hour-a-day free medical service for all employees. This staff administers all first aid and prescribes the proper follow-up treatment for each case.

IF YOU ARE INJURED: 1. Report to your foreman. 2. Get a hospital pass at your shop office. In case of severe injury report to the hospital immediately.

HOSPITAL FIRST AID: Any injury, however trifling it may seem, must be reported at once. Infection and untold suffering often result from a harmless appearing scratch; so let the hospital staff decide how serious it is. The hospital attendants are instructed to treat your injury until your case is dismissed by the doctor in charge.



YOUR HEALTH

FIRST

FOR MORALE

YOU ARE A PRICELESS HUMAN RESOURCE! Keeping fit is the first duty of every American; it is the double duty of every woman worker in a war plant like ours.

These are days in which lost minutes may mean a lost cause. Every sniffle of a cold is sabotage! Preventable aches and pains as well as accidents are definitely unpatriotic.

Here's proof! In 1940 — before America had really swung into all-out production— accidents alone lost 170,000,000 work days. In one month alone, as new workers rushed to fill America's emergency jobs — 24,000,000 work days were lost through illness and accidents. In terms of thousands of Victory machines stalled along production lines, these figures sober a nation determined to do its utmost.

WHAT CAN WE DO?

Eight hours of sleep every night and regular balanced meals are health and beauty secrets every woman knows.

Plenty of sleep assures nimble wits and steady nerves to carry you through emergency-filled days.

What you eat has much to do with the way you feel. All diet experts stress the importance of the "protective" foods — milk and its various products, eggs, leafy vegetables, fruit and whole or enriched wheat bread as basic sources of human energy and strength. Balance your diet and eat your way to better health.





AT NOON the shop lunch room matrons serve hot coffee, soup, milk, and ice cream to top off a light lunch brought from home. Talk of movies, clothes, recipes and parties makes time fly while nerves relax.



"KEEP SMILING"

You are a symbol of the American way of life. The dauntless spirit of your pioneer ancestors is expected of you today. Not only must you be in touch with stern reality, but you must "Keep Smiling" while you work for freedom's cause.

HOW ABOUT EXERCISE?

Alice Marble, famous for her beauty and physical fitness says it's easy, "all you need is common sense and imagination."

Of course you'll be walking more. Take a tip from Gene Tunney to improve your posture. As you walk, he suggests that you take a deep breath and hold it nine paces. Walk with your toes pointed straight ahead. Not only is brisk walking a perfect exercise, but it becomes more patriotic every day. In time you will be repaid by a general toning up of your body and spirit. Not only is walking a blessing in disguise, but it is a perfect beginning for the more active sports: bicycling, tennis, basketball, bowling, roller skating, table tennis, ice skating, swimming, golf, badminton, softball, skiing, and hockey.

If you feel under par — perhaps you need an annual physical check-up. Remember that physical fitness depends upon a proper balance of work and play, sleep and rest.

In the rush of crowded days, it is vital, too, that you give full importance to building of spiritual armament — to religion, music, art, drama and literature. Design your living around all these essentials.



EXERCISE DAILY FOR TRIM LINES



HIGH STEPPER

Run out of doors if possible. Run in place (indoors). Ontoes, hands clenched, arms up.



HUMAN ROCKER

Lie face down, feet apart, finger tips touching in rear of neck. Raise head and elbows, arching upper back slowly. Advanced class — hold on to heels and rock like a cradle.



SQUATTER

Raise arms, raise heels. Slowly bend knees and return. Second movement — while squatting place hands on floor between knees, push hips up by straightening knees, lower and stand.



CIRCLE ROUND

Stand with feet apart with hands on hips. Hold hips firmly in place. Circle trunk left and right, slow and deep.



LEG LIFTING

Lie on back, arms side-ward on floor. Raise straight legs. Try to tip back and touch toes to floor over head. **MOVE SLOWLY!** Try bicycle motion with feet in air.



SIDE BENDER

Feet apart, arms up, hands clasped, push up. Slowly bend trunk left and right as far as possible.



TOE TOUCHER

Lie on back, hook feet under furniture if necessary, arms over head. Sit up and touch toes. Keep legs straight.



JUMP ROPE

Jump over rope with one foot at a time, then with both feet at same time.



SAFETY HEADLINERS

FOREMEN ARE SAFETY ADVISORS

Before starting a new job be sure that you understand the instructions given by your foreman.

NEVER TAKE CHANCES

Avoid accidents and worry by asking your foreman questions if you are uncertain about any part of the job. He is there to help you. Try to develop a calm and quiet way of working to promote safety.

THE HOSPITAL FOR FIRST-AID

First-aid calls for experts. Infection, often more serious than the initial cut or injury, can be prevented by scientific first-aid care. Failure to get hospital first-aid, which costs you nothing, may cost your life.

FINGERS, FEET AND EYES CALL FOR HELP

According to our records, fingers, feet and eyes are most often the victims of accidents in the West Allis Works. Save yours from painful injury by carefully following instructions for working safely and by wearing protective clothes, goggles and shoes. Handle material carefully to avoid cuts, bruises and crushing injuries.

EXPERIENCE WRITES SAFE AT WORK

Our own foremen and women workers helped write the safety precautions in *Safe at Work*. These warnings to you are based on records of real cases in the West Allis Works. Don't be an accident *statistic* — apply the teachings of experience.

ATTENTION, PLEASE!

Of course you have heard these common sense rules — but a reminder is always in order and it may provide that ounce of prevention that's "worth a pound of cure." *I didn't see; I didn't think, I didn't know*, are the three main causes of accidents.

BE ON THE ALERT

Everywhere you walk, the orange lines on the shop floors mark safety zones. Always walk between them. *No running is allowed at any time within plant property.* If you are with others, walk in a single file to avoid injury.

Hold on to the railing when you walk up and down steps. Never run, always walk. For comfort and safety, wear low-heeled, sturdy-soled, closed-toe shoes. Your low heels will help reduce fatigue, and will prevent turned ankles and slipping. Sturdy soles and closed toes guard against puncture and tripping injuries, and keep out metal scrap and other materials.

Always be on the alert for trucks and overhead cranes as you walk through the shops and yards. Stand aside while trucks and loads pass.

In passing through the shops save your eyes from serious injury by never looking directly at arc or acetylene welding. If your business takes you close to a welding operation, get the proper goggles from the Optical Department.

The Punch Press Shop is not a thoroughfare. The rules expressly forbid walking through this shop, because any distraction of punch press operators may cause an accident. Never disturb any machine operator by sudden movement or unexpected talking.

In lunch rooms be on guard against colliding with persons carrying trays or hot drinks. Never walk through the clubhouse kitchen because you will endanger the waitresses there. Refer any shop lunch room question or problems to the matron.

The same smoking rules apply to both men and women. Your foreman will tell you the smoking regulations for your department. Obey *No-Smoking* signs and rules to protect yourself and all your co-workers.

Notice where fire exits are located in relation to your place of work. In case of fire, call a telephone operator (Dial "O") and state the exact location and type of fire. The telephone operator will transmit the call.





LIFT AND CARRY CORRECTLY

When lifting, it is important to ease the strain on your back and abdomen. These two weak spots are best protected from strains if you lift this way:

- 1—Bend your knees to put the strain on your leg muscles.
- 2—Crouch down with your feet close to the object.
- 3—A straight back makes your leg muscles do the work.
- 4—Keep your feet rather close together—

between 8 and 12 inches apart.

5—Place your hands in lifting position.

6—Lift slowly and safely by straightening your knees and standing erect.

7—Never lift an object weighing more than 25% of your own body weight.

CARRYING: Save effort and prevent strain by *carrying* weight on one shoulder. This method leaves the lower limbs free and the chest unrestricted.

When you *stand* at your work you will reduce fatigue if you place your feet not more than 4 inches apart, the toes pointed straight forward and your weight thrown to the outside of the feet.



MAKE HASTE SLOWLY

Remember that haste makes waste. Don't *save* a second and *waste* hours. Walk, don't run in the yards, shops or offices. Take your time in the cloak room when preparing to leave for the day and avoid losing time through confusion and undue haste.

Never rush out of any Main Office door located along the central corridor. If you bolt through the door you may collide with someone walking down the "world's longest corridor."





EYE DEFENDERS

Standard spectacle-type safety goggles are regulation shop equipment furnished by the Company to protect your eyes from flying particles, dangerous glare and light rays. For positive eye saving wear them at all times.

The Optical Department will fit you with the right goggles for your job.

Street spectacles are not a substitute for safety goggles, because they cannot resist the impact of a flying object, nor counteract the effect of certain dangerous glares. If you require correction lenses, the Optical Department will order your prescription in safety lenses at the lowest possible cost to you.

1. Dark green, cup-type goggles for brazing, acetylene welding.

2. Clear lens, cup-type goggles required by state regulation for chippers and grinders, for cutting and abrasive buffing. Baffles are inserted to keep out dust.

3. Dark, spectacle-type safety goggles are a regulation requirement for brazers and for operators of machines which throw ultra-violet light rays.

4. Standard spectacle-type safety goggles for general purpose wear. No one should enter the shops without them.



FINGERS ARE FIGHTERS

Skillful, quick-moving fingers and keen eyes uniquely qualify you and millions of other women for home, shop and office work today. Precision work is at once your pride, your breadwinner, and your bit for victory. Guard your fingers against cuts and slivers by handling all production equipment and materials with care. Long fingernails are hazards, they cause injuries when they catch in material or equipment. Wear a glove or other hand protection only if your foreman advises it. Cleanliness will protect your hands against infection, wash them often. Avoid using a rough abrasive soap. Wet your hands before you apply liquid soap.

A DEED A DAY

When you think of a better, safer way to do a shop operation, write out a suggestion or tell your foreman.

When you see water, oil, or any slippery substance on the floor of the shop or washroom, prevent a fall by reporting it at once to your foreman who will call a custodian to wipe it up.

If the floors are being scrubbed, walk cautiously and *walk on your toes*. *Soapy water is as slippery as ice*. Rubber soles and heels are very apt to slip on wet surfaces, though they do help prevent slipping on waxed floor surfaces. Wear non-skid cord composition soles for work on wet surfaces.

Wet or slippery floors, unprotected stairways, and cluttered aisles are often the major cause of injuries. Insure **SAFETY ALWAYS** in office and shops by promptly reporting these dangerous conditions.

Practical jokes and horse-play are not allowed in the plant at any time. Prevent needless injury to yourself and others by giving serious attention to your important work.



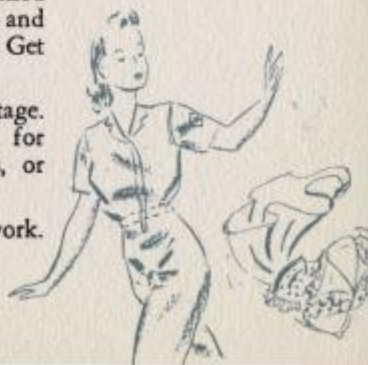
WHAT TO WEAR?

Brigadier General Lewis B. Hershey predicts that several million women will soon answer the factory whistle's call to arms. Everyone is asking, "What kind of clothes should women production workers wear?" Experience, often tragic, brings quick agreement on **WHAT NOT TO WEAR**. Frills are out! Skirts, jewelry, cuffs, ties, loose belts, metal fastenings, long sleeves, outside jackets, outside pockets, flowing sleeves and thin-soled, high-heeled, narrow-toed shoes are hazards in any job, especially around *moving* machinery.

WHAT TO WEAR in the shops begins by omitting these dangerous items. Women need work garments as practical as the man's great American overall. To fill this need, clothing manufacturers, Safety Councils, and the Women's Bureau of the Department of Labor have co-operated with Allis-Chalmers in pioneering a new line of practical work clothes and shoes especially designed for you and made available to women in other factories. These behind-the-lines uniforms, now sold in stores throughout America, are all trouser types. Four standard suits, specified by Allis-Chalmers, offer you a choice of style and meet the test of twenty safety and comfort regulations. Because they are correct, these suits are fashionable, too. Get in step with the times by dressing sensibly.

FOR OFFICE WEAR slacks follow a style trend and cover the hosiery shortage. Dresses, suits, and jumpers, too, made of non-priority material — are styled for comfort and practicality. Washable blouses, worn with slacks, overalls, skirts, or jumpers, solve a host of summer clothes problems for both office and shops.

Assurance that your work clothes are *right* will free your mind for your work.



F R E E D O M I N

*Safe for Machine Operators
also approved for
General Shop Wear*



BIB OVERALL

Thoroughly practical, no front pockets, buttons or belt to catch in moving parts of machines. Short-sleeved shirt made of striped or plain cotton jersey. Safety cap, goggles, and shoes.

COVER-ALL

A workman-like all-in-one suit. Action back, inserted belt, fly-front closing, short sleeves, hip pocket. Tapered trouser legs. Note hair and eye and foot protection.

SLACKS AND SAFETY SHIRT

Trim waistline pleats for hip fullness, rear pockets with jersey tuck-in or new safety shirt with back closing. Safety goggles and shoes.

TRUE BLUE

Common-Sense Work Clothes Designed for You

SAFETY CHECK LIST

HEAD GEAR

1. Hair-covering cap with visors for machinists.
2. Turbans or nets for general shop wear.

SAFETY GOGGLES

1. Fitted to you and your job.

GARMENTS: Overalls, Coveralls, Slacks and Shirts

1. Comfortable, serviceable, washable.
2. Short sleeves, no cuffs.
3. Close fitting necks.
4. Deep armholes.
5. Action shoulders.
6. Extra fullness backs.
7. Tucked in shirts.
8. No outside jackets.
9. Sewed-in belts.
10. Non-metal fastenings.
11. Fly-type closings.
12. Non-restricting waistlines.

13. Inserted front pockets.
14. Reinforced back carrying pockets.
15. Tapered trousers; no cuffs.
16. Socks or stockings for leg protection.
17. No gloves around moving machinery.

SAFETY SHOES

1. Steel or fibre toe box.
2. Low, broad heels.
3. Correct sole for job.

By showing your Allis-Chalmers identification button or card, you may buy these regulation suits with the official A-C insignia on the sleeve at the stores listed below. You pay the standard price for the garment. There is no *extra* charge to you for the A-C insignia.

SEARS ROEBUCK

2100 W. North Ave. 1337 W. Forest Home
7101 W. Greenfield

J. C. PENNEY

7144 W. Greenfield 1135 W. Mitchell
3425 W. North 1301 W. Vliet
400 W. Wisconsin



WRAP-AROUND

Cover-all type for general shop wear in less-hazardous positions. *Not for machine operators*, because the front closure is apt to catch in machine. It is a comfortable, easily adjustable garment for assemblers, filers, tapers, etc. Turban, safety goggles, and fibre-toed shoes.

JEWELRY IS A HAZARD

MACHINE OPERATORS, NOTE: Rings, wrist watches, chains and other adornments may cause an injury by catching in machinery or by tangling with materials and equipment. Take no chances with disfigurement — leave your jewelry at home.

Loose flowing hair is very dangerous. By catching in moving machinery it has often caused tragic disfigurement. Electrical attraction draws free hair into moving machine parts. Long hair can also prove distracting and cause an accident if it falls across your face and eyes. For safety and convenience the new shorter hair cuts are increasingly popular in war industries. Whether the hair is long or short, proper head and hair covering is essential.

Pin your hair securely and wear one of the many attractive nets, light cotton turbans, or caps designed for production workers. Celluloid combs are inflammable, hair ornaments are hazardous — avoid them both. A securely wrapped turban is the most popular protection against dust or harmful substances. For machine operators, however, a loosely fitting cap covering all the hair but standing well up from the head gives the most protection and is essential for safety.

EVERY DAY SHOE COMFORT. Falls are a major cause of women's industrial injuries. Prevent accidents as well as fatigue and nervousness by wearing the right kind of shoes. Thin-soled, high-heeled or worn-out shoes are hazards! Treat them as enemies.



FOOT ARMOR

Quickly sensing the important trend to sturdy, low-heeled shoes, the market already abounds in attractive models for general wear. Comfortable and smart, they are designed for the millions of women war workers who can't take chances with fatigue or injury. Fibre toe-box safety shoes, strong enough to offer toe protection against falling tools and materials normally handled by women are now available in several styles. For heavy duty, the reinforced toe on a woman's safety shoe is absolutely necessary.

Newly Developed Safety Shoes with Fibre Toe Box.

(1) Fibre Safety Toe Tip. Black elk shoe, leather sole insulated against shock. (Brouwers)

(2) Lucky Strike Fibre Toe Box. Brown leather, with wedgie-type rope sole insulated against heat and cold, chemically treated to repel dampness and to prevent slipping. Not to be worn in oil. (Branovans)

(3) Black or brown calfskin safety shoe with leather sole and heel. This shoe is made with three layers of fabric and plastic toe boxing for light shop assembly work. (Sears Roebuck)

\$1.00 Allowance

The Company will pay \$1.00 toward the cost of safety shoes purchased in these stores:

BROUWERS

330 W. Wisconsin 7223 W. Greenfield

BRANOVAN'S - - 2125 W. North Ave.

SEARS ROEBUCK

2100 W. North Ave. 7101 W. Greenfield
1337 W. Forest Home Ave.

You only show your Allis-Chalmers Shop Badge and some personal identification, i.e., license, social security card, to get the \$1.00 discount when buying Safety Shoes for foot protection on your job. No company purchase order is necessary. *This privilege will be withdrawn if abused.*

Two Buying Plans — 1. Cash — You pay \$1.00 less than the industrial price. Allis-Chalmers pays the other dollar.

2. Payroll Deductions — You charge the shoes and Allis-Chalmers pays \$1.00, deducting the remainder from your wage check.



SPECIAL SAFETY GUIDES

BLUEPRINTERS

FOR:

Never lift up the shutter of the blueprinting machines to examine the ultra-violet-ray light. This precaution will prevent serious eye injury. If the light needs to be adjusted, report it to your foreman.

Never touch the hot rollers of the blueprinting machine. If the paper sticks in the machine, pull the lever to stop the machine and wait until the rollers cool. Any mechanical difficulty is the job of the repair man. Do not tamper with it yourself.

Use trimming shears with care to protect yourself and your co-workers.

Wear rubber gloves when you are preparing the chemical solution for paper coating. If you accidentally spill or splash any of the liquid on yourself, immediately wash the affected part with plenty of water. Then go to the Hospital for a check-up.

Pull out the electric iron plug when you finish using the iron.

Because of the highly inflammable nature of materials used in the blueprinting room, smoking is never allowed there.

1. Blueprinting
2. Brazing
3. Clubhouse Service
4. Coil Winding and Taping and Mica Tape Making
5. Core Making
6. Filing, Polishing and Blading
7. Sanitation
8. Machine Operating
9. Offices

The following special safety guides, pages 21 to 25 are in addition to the general suggestions and rules which precede this section. Read both sections carefully. They will help you stay *Safe at Work*.





BRAZERS

Be sure that the job is securely fastened to the frame so that it cannot fall and injure you.

Wear green-blue goggles to protect your eyes from the glare of the gas flame. The Optical Department will fit your eyes properly.

Handle the flame with extreme care when applying solder. Hold short solder-ends with pliers.

The heavier your stockings are, the greater will be the protection against solder splashes.

Always handle the gas torch carefully to safeguard yourself and fellow workers.

CLUBHOUSE SERVICE STAFF

Watch your step always. Low-heeled oxfords with non-slip soles give you the secure footing your job demands. They will also conserve your energy.

If you are carrying a tray, be particularly careful when you open a door or when you pass seated guests. Carry trays on your shoulder for greatest safety.

If you spill any liquid on the floor, promptly wipe it up before someone slips and falls.

Use the holders to handle hot pans and dishes in the kitchen.

Knives and cleavers belong in the racks provided when they are not in use.

Faithfully observe the Health Department's Restaurant Code for hygienic handling of food, dishes and utensils.





COIL WINDERS AND TAPERS

Never put your hand *in front* of the knife when you cut ties from the coil. Put your hand *back* of the coil and avoid injury if the knife slips.

Your goggles are vitally necessary to keep dust out of your eyes, especially when you are stripping old insulation from coils.

Keep all cuts covered. The bandages placed by the nurse protect you against possible infection from oils and varnishes. The Hospital staff must decide when it is safe to remove them.

Watch your step to avoid being scratched by protruding copper leads. The heavier the stocking, the greater the protection against minor scratches.

Handle all materials carefully to avoid cutting or scratching yourself. Be particularly careful about scissors, mica and wire.



If your hands develop blisters while becoming accustomed to new taping processes, report to the Hospital for treatment to prevent any danger of infection.

Open-toed shoes are hazards anywhere in the shop or yard because nails, scrap metal and other sharp objects can easily strike the toe opening first. Your feet need special protection in the coil taping department where coils and wires are often piled on the floor. Toes make good targets for dropped scissors and knives.

After removing varnishes from your hands and arms with the solvent provided, wash thoroughly with non-abrasive soap and water. To restore oil to your skin, apply the preparation furnished. Washing well is especially necessary before you put on a sweater or any garment with tight sleeves.

No smoking is allowed anywhere near the materials used in coil taping. For your own safety, never permit smoking where you are working. Warn visitors and passers-by instantly if they are smoking in violation of the No-Smoking rule. Guard against slivers by handling all equipment carefully.

COREMAKERS

Grasp pans securely so that you do not drop them on your toes.

Low-heeled, sturdy-soled shoes with closed and re-inforced toes will reduce fatigue and protect you against injury.

FILERS, POLISHERS AND BLADERS

It is advisable to wear a rubber finger guard over your thumb and forefinger when you file or polish blading.

Prevent cuts by handling bladed units carefully.





JANITRESSES

Floors wet with soapy water are a constant hazard to you and to all passers-by. Walk carefully and warn others.

Mops, pails, brushes, soap and other equipment should never be left in halls, aisles or any place where unsuspecting passers-by will fall over them.

Falls down stairs are frequently caused by the insecure footing of high-heeled shoes or by run-over slippers which give inadequate support. Leather or cord composition soles and heels are least apt to slip on soapy water. Rubber soles and heels are very dangerous on wet floors — they cause falls; so do not wear them.

Wear the rubber gloves provided for safeguarding your hands against infection when you are cleaning washroom fixtures.

MACHINE OPERATORS*

Never attempt to operate a machine you do not understand.

Keep machine guards in position at all times. Machine guards and regulation clothes are your bodyguards. Heed all the warnings about clothing, gloves, jewelry, unprotected hair and other hazards which are given on pages ten to twenty in this book.

Follow your foreman's instructions for oiling or cleaning your machine. Rags caught in moving machinery are dangerous.

Do not carry sharp or protruding tools in your pocket. If you fall, they may injure you, or they may catch in your work and cause injury.

Punch press operators must *never* push blades toward the machine's cutting unit with their *hands*. Use the mechanical device which is put there to prevent a hand injury. If a blade sticks, release it with the *pick* provided.

**See Safety Manual Safety Always at Allis-Chalmers.*

OFFICE STAFF

Handle all equipment carefully. Scissors, letter openers, file cases, pens, pencils, metal spindles have all caused accidents. Arrange sharp objects in desk drawers so that your fingers are not injured if you hastily reach for something.

Open only one file drawer at a time to keep file safely balanced.

Close files promptly after use so that no one is hurt by running into sharp corners.

If you leave desk drawers open, you endanger someone. Form a habit of closing them when you no longer need them open.

Restore typewriter carriages to normal position to safeguard aisle space.

Clip or staple papers together; do not use pins.

Scraps of paper on the floor cause falls.

Rubber finger protectors prevent cuts from the sharp edges of paper.

Rubber sponges were invented to protect tongues from cuts and glue. Take advantage of them when you are sealing envelopes.

Report desks and chairs in need of first-aid to your supervisor. It will be helpful to cover, temporarily, the rough places with suitable tape to guard against slivers. Incidentally, you may also save a pair of precious stockings.

Call an electrician to adjust electric fans. The Industrial Commission reports that whirling blades figured in 20 accidents in Wisconsin offices last year.

Report loose extension cords. People often trip over them with serious consequences. A frayed cord should also be reported before it causes a shock.

Low-heeled, sensible shoes will reduce fatigue and will pay you dividends in safety and comfort.





ALLIS-CHALMERS

MILWAUKEE • WISCONSIN

LITHO IN U. S. OF A.