



INFORMATION
and
SAFETY RULES
FOR EMPLOYEES
OF
THE GEORGIA MARBLE
COMPANY



The Georgia Marble Company

Producers and Manufacturers of
GEORGIA MARBLE

Tate, Georgia

INTRODUCTION

The Georgia Marble Company has many responsibilities, an important one of which is to give all of their workers the very best in working conditions. One of the most important phases of good working conditions is providing safety, both in safe machines and safe practices. We have done everything we can to provide these.

Labor likewise has a responsibility to the employer to observe the rules of safety in performing their duties. This little pamphlet contains many suggestions and rules which our employees are asked to read and observe. With the cooperation of all, the number of accidents should be decreased and it is our goal to eliminate accidents entirely.

Accidents do not happen, they are caused. Please observe the ABC's of safety.

Always
Be
Careful

Yours for safety,

THE GEORGIA MARBLE COMPANY

James R. Cowan, President.

GENERAL COMPANY RULES

ABSENCE

Inability to work should immediately be reported to your foreman or the company, giving the reason. Three days' absence from work without notice is sufficient cause for dismissal.

DESTRUCTION OF PROPERTY

Willfully damaging or destroying of company property, buildings, equipment, etc. is sufficient cause for dismissal.

INSUBORDINATION

Insubordination, including refusal or failure to perform work assigned, and the use of profane or abusive language to supervisors or officers of the company is sufficient cause for dismissal.

INTOXICATING LIQUORS

Drunkenness while on the job or during working hours, and the possession of liquor or other intoxicants in the plant, or introducing them into the plant is sufficient cause for dismissal.

LEAVING DURING WORKING HOURS

An employee shall be required to secure the permission of his foreman to leave the plant during working hours.

MISUNDERSTANDINGS

If any employee has a misunderstanding about any company rule or regulation, he shall use the following procedure:

Discuss the matter with his foreman and if the misunderstanding cannot then be settled to the satisfaction of all parties concerned, it should be referred to his supervisor by the employee.

We encourage our employees to let us know immediately about any misunderstandings.

PERSONAL COMMUNICATIONS

Telephone messages for employees at work should be limited to those of a serious nature.

TIME CLOCKS AND CARDS

Each man is expected to ring his own card when he commences and ceases work. As the payroll is figured according to this registration, the importance of registering correctly is evident.

Ringling up another man's card for him is considered sufficient cause for the discharge of the employees implicated.

PAYROLL

At the present time each employee is paid on a weekly basis; each Friday for work performed the previous week.

"ACCIDENT" IS JUST ANOTHER WORD-

UNTIL YOU HAVE ONE.



BE ALERT.

DON'T GET HURT.

SAFETY RULES



Report all injuries for treatment

1. Learn the right way to do your job. That will be the safe way. If you are not sure you thoroughly understand the job, ask your foreman for further instruction.
2. Work at a speed consistent with safety. "Foolish Hurry" such as running in passageways or on stairs and trying to beat guards is dangerous.
3. Report all injuries promptly for treatment. Cuts or scratches can become infected unless properly cared for.
4. Jumping from an elevation such as a table, bench or platform is liable to result in serious injury. **Don't Do It.**
5. Remove splinters from work benches, tables, bins, shelves, or chairs before someone is injured.
6. Remove, cut off or hammer down protruding nails, staples or steel strap in boxes or barrels before you reach inside.

7. Work clear of suspended loads; if a load is moved above where you are working, stand aside until it has passed by.
8. Obey warnings on tags and signs. They are posted to point out hazards.
9. When carrying awkward loads such as pipes or ladders around corners or through doorways, watch the ends or when possible get help.
10. Watch the bulletin board for new ideas in accident prevention and changes in regulations.
11. Practical jokes and horseplay lead to accidents; such actions are forbidden while in the plant.
12. All employees are urged to make suggestions which will assist in safe performance of work, and to bring to the foreman's attention any unsafe condition found in the plant.
13. Unless you have been taught how to operate a machine, stay away from it.
14. Stop machines before oiling or cleaning; never attempt to make adjustments or clear a jam while machine is running.
15. After making repairs or adjustment to a machine, replace guards before machine is started.
16. When you find it necessary to leave the machine to which you are assigned, shut it down.
17. Guards are installed for your protection; don't tie them up or try to beat them.
18. If an abrasive wheel is provided with a glass shield, see that shield is clean and in proper position before you do any grinding. Where there is no glass shield use your goggles.
19. Use only tools that are in good condition.
20. Burred or mushroomed heads on cold chisels, star drills, hammers, etc., must be dressed off before using.
21. Replace splintered, broken, rough or loose tool handles before using tools.
22. Always use the proper tool for a job; for example, don't use a wrench as a hammer or a screwdriver as a chisel.
23. Ladders with broken, split or otherwise defective rungs or siderails, must not be used; report them to your foreman.
24. Use a ladder when you must climb; chairs, boxes or other makeshifts may let you down.
25. Face the ladder when going up or down and keep one hand free for support.
26. Keep aisles and work places clear, keep tools or materials neatly and securely piled and so located that people passing will not be injured.
27. Always park trucks at a spot where people will not stumble over them; leave handles in a vertical position.
28. Report hand trucks with broken wheels, splintered handles or other defects, to your foreman.

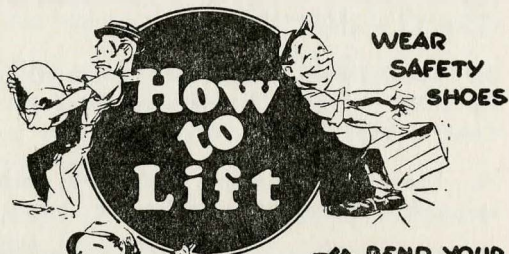
29. Watch where you are going when pushing or pulling a hand truck and slow down at corners.

30. Load the truck so you can see over and around the load.

31. When making a lift from the floor, keep your arms and back as straight as practicable, bend your knees, then lift with the powerful muscles in your legs.



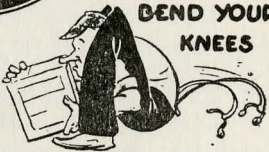
GET A GOOD GRIP



HAVE A GOOD FOOTING



BEND YOUR KNEES



KEEP THE LOAD CLOSE TO YOU



GET HELP!



ON HEAVY AND AWKWARD LOADS

Use Your Head—Save Your Back

32. When it is necessary to lift from an elevation, such as a bench, table or shelf, bring the object as close to your body as possible, hug it to you, keep your back straight and lift with your legs.

33. Ask for help when, because of excessive weight, bulk or awkward shape, the load can't be handled safely by one person.

34. Be sure you have good footing then lift with a smooth even motion; do not jerk on a load.

35. Remove greasy substances from the hands before attempting to lift. Get a good hand hold.

36. When lifting a heavy object, shift the load or your body until you are in position to make a straight lift. Never lift while in an awkward position.

37. When a slippery substance such as grease or oil is spilled on floor, clean it up immediately or spread sand, sawdust or similar material on the spot until it can be cleaned up.

38. Wash hands thoroughly with soap and water before putting anything in the mouth.

39. Unless it is a part of your regular work, do not attempt to repair or adjust any electrical equipment.

40. Treat all electric wires as live wires. Do not touch dangling wires; report them immediately to your foreman.

41. Do not attempt to repair electrical equipment unless you are an electrician. Kill any circuit before attempting to work on it. Voltage even lower than 110 will cause death under certain conditions.

42. Goggles must be worn when grinding, where the wheel is not equipped with a spark shield, and when chipping, handling molten metal; or when doing other work where there is danger of flying particles entering the eyes such as when using compressed air to clean chips from machines.



43. Safety shoes, goggles, or face shields must be worn at each crusher, grinder or hazardous place.
44. Respirators must be worn in all sand blast operations.
45. Sand blast curtains must be down and exhaust fan operating before starting sand blast operations.
46. Keep combustible materials away from fire.

47. Do not rub the eye when there is a foreign object in same.

48. Cuts, scratches etc., must be reported to foreman and first aid for treatment immediately.

49. Catches in back and muscle strains must be reported to foreman regardless whether you think it will be serious or not.



REPORT

ALL

ACCIDENTS

50. Read all safety signs and bulletins. Smoking in areas where prohibited is sufficient cause for dismissal.

51. Hard helmets must be worn in the tunnel quarries at all times.

52. Safety shoes must be worn in quarries and at crusher wherever required by the foreman.

These safety rules have been printed for your protection, also to help you to get a clear and simple statement of the principles and safe practices we must follow. The year 1951, we had 169 accidents with over 1600 days lost time. To reduce the number of accidents, will require the full cooperation of everyone.

HELP
YOUR
SAFETY
COMMITTEE
HELP
YOU



Accidents don't just happen; they are caused. They're caused by unsafe practices and unsafe conditions, or by a combination of the two. It's up to you to learn to make your work practices safe. We do all we can to make work conditions safe. Your suggestions will be appreciated.

A friendly word of advice goes a long way toward preventing accidents.

Suggestions: _____

**WE WANT
SAFE
WORKERS**

When you are accepted for work with this Company, you are expected to do your share in preventing accidents. First, because it may save you from serious injury and loss of wages, and second because it is part of your job in the interest of your fellow-workers and your employer.

Company rules and safety rules in this book and any other that may be made by your foreman must be observed at all times.

I, _____ hereby
acknowledge receipt of booklet entitled "IN-
FORMATION AND SAFETY RULES OF
THE GEORGIA MARBLE COMPANY," and
agree to study its contents, and be guided
by all rules and regulations contained there-
in. I also certify that I definitely under-
stand that every injury must be reported to
my foreman at time of injury.

Date _____ 19____