

Note about the following transcription:

The following pages are a transcription of a description of the Safety Committee that was implemented at the mine in November 1923.

S A F E T Y F I R S T

Organization to promote the Safety, Welfare and Efficiency of Employees at Britannia Mines.

The operations will be divided into four sections as follows-

1. Fairview and Empress.
2. Barbara.
3. Victoria.
4. Fairview Surface (B. and M. Shops, Transportation and Townsite.)

For each section there will be a Safety Committee consisting of two members, appointed each two weeks and holding office for two weeks and the sub foreman of the section who will be permanent chairman of the committee.

The duties of the "Safety Committees" will be

- I. Keep careful watch on all matters affecting the Safety, Welfare and Efficiency of employees in their section.
2. Bring all matters of interest affecting the Safety, Welfare and Efficiency of employees in their section to the notice of their chairman to whom they will suggest any improvements they consider desirable, and act generally as representatives of employees in their section in all Safety, Welfare and Efficiency matters.
3. In company of their chairman make a complete and careful inspection of their district once each two weeks.
4. Investigate all cases of injuries to workmen occurring in their section and report on same to Safety Council.
5. Attend the meeting of Safety Council held during their tenure of office.

The duties of the chairman (sub-foreman) will be

- I. Thoroughly familiarize himself with the requirements of the Metalliferous Mines Inspection Act and of the Workman's Compensation Act and thus be able to guide and assist his committee.
2. Accompany his committee on their tour of inspection. Remedy immediately any defects noticed or reported to him by his committee and carry out without delay any suggestions that he considers desirable and that are not beyond his authority.
3. Make out each two weeks a complete and accurate report, noting all suggestions made and whether or not they have been carried out. If any suggestions have not been carried out he will state the reason. He will emphasize particularly any suggestions received that he considers desirable but which have been left in abeyance because he had not the authority to carry them out. This report will be handed by the sub foreman to the mine foreman who will consider the report with the sub foreman and authorize proposed improvements he considers desirable that are not beyond his authority. The mine foreman will then hand the report to the superintendent who will consider the report with the mine foreman and authorize proposed improvements considered desirable but held in abeyance for authorization. The superintendent will

retain the report for submission to the Safety Council.

The Safety Council will consist of the eight appointed members of the Safety Committees and of the following members ex officio- President- Mines Superintendent. Members-ex officio- Mining Engineer, Surveyor, Mine Geologist, Head Sampler, Mine Foreman, all sub-foremen and shift bosses, the Superintendent of Transportation and surface bosses and the Manager of Hotels.

The Safety Council will meet each two weeks to consider reports of Safety Committees and all matters of Safety, Welfare and Efficiency that may be brought to their attention. They will consider particularly all reports of injuries of workmen with a view to the adoption of steps to prevent recurrence. In case suggestions of Safety Committees have not been carried out the reasons for not carrying them out will be explained and discussed. Minutes of meetings of Safety Council will be recorded and read at the next meeting and copies of minutes will be posted on safety notice boards as soon after the meeting as is convenient.

The members of the Safety Committees will be appointed each two weeks by the mine foreman. Their names will be posted on the safety notice boards the week before they hold office. It is desired to appoint those volunteering for this service so all wishing to serve on these committees are asked to give their names to their shift boss.

The management looks for the complete cooperation of all employees in the efforts being made to reduce hazards and promote Safety, Welfare, and Efficiency. Carelessness on the part of any employee endangers not only that employee but all those associated with him and will not be tolerated. Data on all injuries to workmen are being systematically compiled for the guidance of those interested.