

# WAR-TIME WORKER'S HAND BOOK

Please read carefully. If you have any suggestions kindly report them to office. Will be glad to use them if useful.

H. O. Rondeau Shoe Co.



**WAR - TIME  
WORKER'S  
HANDBOOK**

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*What Every War  
Worker Should Know*

by **A. C. CROFT**

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I

## MANPOWER

Wherever you may be employed on the second line of our defense . . . amid the brain-rattling din of a shipyard; the Hades heat of a steel mill; the roar and clatter of a factory; the quiet hush of a drafting room . . . you represent American manpower.

You, men and women alike, are the soldiers of SUPPLY. No one has to tell you NOW that you are as important to our final victory as the soldiers, sailors and pilots who man, fire and fly the instruments of destruction you help manufacture.

All of you who read the newspapers know that an army is only as good as its supplies. SUPPLY and communication lines

must be established before an army can move to the attack.

Those supplies which our armed forces will need in ever-increasing tonnage are being produced today by American war workers. They are being produced by the greatest industrial empire this world has ever seen, created by men of genius, courage, strength and determination. Free men.

The mounting tide of our vast industrial production has been accomplished through unity of effort on the part of management and labor. When the citadel of American liberty was attacked, management, labor, and government forgot their differences for a common cause. Today they stand like the Three Musketeers—"one for all, all for one!" . . . **America.**

Manpower must be spread thin. Tremendous demands upon our great industrial empire will be made during the next year of war. Battle-losses must be replaced quickly if the tempo of attack is to be maintained. Through Lend-Lease we must sup-

ply and feed our allies. One hundred and thirty-four odd million Americans must be clothed and fed.

**The loss of a single worker in any part of the war effort slows down production!**

If you are a worker in a factory, or plant, producing goods for civilians your job is just as important as that of any war worker. Our generals and our leaders realize home morale **must** be maintained. Our Axis enemies seek to destroy it. Propaganda and violence are their weapons. **YOUR presence on the job** is just as important as that of any war worker.

General MacArthur told his soldiers: "Every American soldier must kill five Japs."

He was talking about Manpower! He was urging every soldier to do more than his share . . . to stay in there fighting just as long as it was humanly possible. General MacArthur knows that a soldier absent from the ranks, no matter what the cause, will be felt in the test of battle. Replace-

ment takes time and might mean the difference between victory and defeat!

You, then, as a soldier of supply, must stay on the battle-line of industrial production until Hitler, Tojo and Mussolini, and their armies, have been completely crushed.

To stay on the job means something more than desire. I don't think any real American would deliberately stay away from any job he felt aided the war effort. There are, however, unforeseen things . . . things we don't think about which might be the cause.

## HEALTH

**We must keep fit to do our bit!**

The common cold still ranks as the top knocker-outer of men and women from the ranks of manpower. There's much you can do about beating this national menace: get plenty of rest; drink plenty of liquids; eat lots of nutritious foods; take medicines prescribed by a physician.

We live through four seasons—Winter—Spring—Summer—Fall. Each season means adjustments in the clothes we wear, the exercise we take, the food we eat and the way we live. In all seasons **sleep** is important. War workers must have proper rest to do their jobs. Eight hours should be enough. Less than six is not.

All of us are making money. It is natural we should want to spend some of it on a "good time." Have your "good time" the night before your day off. The next morning you can pound your ear.

**Drinking.** Too much alcohol off the job can cause tragic accidents on the job. A "hangover" can slow your reflexes up to 40%. On high speed machines this can mean loss of a limb or eye. Don't drink on the job—you are endangering your life and the lives of fellow-workers.

As for seasonal habits:

**Winter.** Dress warmly. Your clothing should be light in weight, warm in texture. **Eat** foods containing starches and proteins (fats). **Exercise.** You should work up a sweat, followed by a warm shower or bath. **Sleep.** Warm, light covers in room temperatures not over 65°.

**Summer.** Dress lightly. Avoid long hours in direct sunlight. **Eat** plenty of greens, vegetables, fruits, and drink fruit juices. If you take violent exercise (or work in high

temperatures) restore loss of salt in your system through prescribed use of salt tablets. **Sleep.** (On hot, humid nights this is a problem). **Wear light,** absorbent night clothes. Use a fan to circulate the air toward open windows. **Never** direct the blast of air at yourself. Cold will result. Hot drinks (tea) are most cooling. Too many iced drinks increase body temperatures.

**Spring and Fall.** These in-between seasons are the tapering off periods. They are the most dangerous. Don't take chances of shedding winter clothing too quickly in Spring; or dressing too lightly as Fall arrives.

**Exercise.** War work, war news, worry over some relative or friend in service, tends to tighten us up. Exercise relaxes and invigorates. Bowling, handball, squash, tennis, volley-ball, golf, boxing, hiking, scores of other sports are excellent. They condition you for your job, too. If you can, walk to your plant and save the gas, oil and tires Uncle Sam needs.

**Women.** If you have a home and family to care for keep in good health. Get plenty of rest, relaxation and exercise. If housing conditions are bad and your child must be boarded out in a nursery, keep in mind that the job you do today makes for a better America tomorrow.

**Injuries.** Don't take chances! Cuts, burns, scalds, foreign bodies in your eye, should be treated at once by a doctor or nurse, no matter how minor you think they are. Infection fights with the Axis.

## **SAFETY**

The plant in which you are employed will have done everything within their power to safeguard you on the job.

If you have any suggestions that will further prevent accidents during operations suggest them. Your foreman will be only too glad to hear about it. Keep in mind that during each and every working day some worker discovers a new method of operation, a new safeguard for workers, a new shortcut to speed up production.

Your suggestions on safety, or any other suggestion that will protect or produce, will be gratefully received by the management.

If uniforms are provided, or demanded, in the work you are doing, wear them. They are designed for your protection.

If you wear goggles operating abrasive machines, or other machines from which particles or sparks fly, wear them.

In a war plant the other day a worker came into the plant hospital cursing. He had a steel splinter in his eye.

"I'll be — —!" he gritted. "I just lifted my goggles for a minute and look what happened!"

He was off the job for three days suffering with that eye.

**Wooziness.** If you get that light-in-the-head feeling report to your foreman at once. Don't try to stick on the job in the hopes that feeling will pass. It might, but if it does not you might suffer serious injury.

**Good Housekeeping** is the essential to safety. Don't fling tools around carelessly;

don't allow spilled grease to remain on the floor; don't toss inflammable waste into a corner, or around your machine, or bench. Put it in the metal container provided for its disposal. Try and keep the area in which you work as clean as the living room of your own home and you'll reduce accidents 70 per cent.

Most plants employ janitors to keep the aisles clear, the grease mopped up, but, make it your job to see to it that there is less disorder, better housekeeping for your own, and your fellow-worker's safety.

#### **Cooperate.**

If you are clean and orderly, take good care of your tools and equipment, keep your eye open for new safety methods, cooperate with your management and fellow-workers, you will produce more and produce better and safeguard your life.



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# COOPERATION

Only God is perfect. Keep that uppermost in your mind. Your foreman is a human being. He has the same headaches (only more most of the time) that you have. He makes mistakes just the same as you do. He might make a mistake that directly affects you, but it isn't deliberate. He'll be glad to correct it because in the last analysis he is interested in producing the most with the least cost and waste of time.

The same thing goes for management. They will try to do everything for your betterment and the betterment of the plant's production but like all of us, human beings, they might not think of everything.

That's where you, the worker, come in. Cooperate. Suggest.

It's a safe bet that as human beings you are not going to like every worker in your unit, or every foreman, or supervisor you come in contact with. That is impossible.

We all know very well that if, in a gathering of a dozen people, we meet one person we like instantly we have been very lucky.

The important thing to keep in mind is this: you are doing a job . . . a great job. You are working to win the war. If you don't like Jack or Sally that's too bad, but, they too, are doing a job. They are working to win.

When you went to school, as a boy or girl, you had a "pal" or a "friend" you liked best. The rest of the class were just so many other kids. It will be that way all through your life. That's the way we're made.

"I can't stand that foreman," a worker complained. "He's got a sense of humor like an undertaker."

He was right, too. The foreman was just one of those men who was born with an inverted sense of humor. He couldn't help it and the harder he tried to be a "good fellow" the deeper he slipped into the quicksand of dissatisfaction with his workers.

One worker solved it with the others over the table in a restaurant this way: "I don't care a hang for Fred," (the foreman) he said, "but we've got to look at it this way. We work for pay. We're working to knock Hitler and his pals for a loop. Just because Fred happens to be a sourpuss half of the time and about as funny as a crutch the rest, doesn't mean we should all lay down on the job. Let's just do our jobs the best we know how. After all we're not married to the guy!"

That's a pretty swell ideal! Do your job. Don't take sides in shop "politics." The

only side you should be on is Uncle Sam's side.

All over this great country of ours there are millions of people of different faiths, different creeds, different colors, yet, we have worked for a common cause . . . to make this land of liberty and free enterprise the greatest in the world.

We have done that job because we have done, each and every one of us, our own jobs to the best of our ability.

Let's all pull together and hang Hitler and Company higher than kites.

## ABSENTEEISM

Absenteeism is hurting the war production job. The bad thing about this high rate of absenteeism is that most of it is due not to sickness, or injury, but to deliberate staying away from the job by war workers.

Unless a war worker is flat on his, or her back, sick, or injured, or some serious emergency within their immediate family has come up, they should not be absent from their jobs!

For every hour lost, a soldier, sailor or pilot will die in the blood and roar of battle.

**That's not propaganda—that's the truth!**

Military leaders always write the history of their victories or defeats in the summing

up of the amount and quantity of equipment they had on hand at the time.

Brig.-Gen. Claire Chennault, leathery, tough-fisted leader of The American Flying Tigers, said:

“If we had the same number of planes the Japs have we would drive them the hell out of Burma.”

He was right. These reckless Knights of the Blue shot down a ratio of fifty Japs for every American. They were forced to make repairs of active planes from parts of others that had been shot down. Some of them were actually held together with baling wire toward the finish of that epic! Yet, these Flying Tigers power-dived those ships head-on into echelons of Jap bombers and Zero fighters!

When the alarm rang they were on the job, ready, eager, with what equipment they had, to tackle the Jap. They never asked for time out. When the dawn patrol, which protected the Burma Road, was called out, they all reported.

Marshal Rommel, recognized as a brilliant strategist by Allied commanders, couldn't do anything but flee with his army when the British Eighth Army, and American fliers got together more guns, more men, more tanks, more planes.

You can't produce equipment to beat the Axis by staying away from your job. You've got to be in there every working day, giving your best.

The day we throw more shells, more bullets, more men, tanks, jeeps, planes, mechanized cannon at 'em the quicker the war will be won and over.

One days fighting all over the world means the loss of life to thousands of Allied troops; the loss of limbs and sight, and hearing to thousands of others; capture and abuses for thousands more.

If what you do today can end the war tomorrow those thousands of fighting men will owe their lives to you!

When you are absent from the job de-

liberately you're letting down a soldier, sailor, or pilot who trusts you.

If you are going to be absent on something you know about in advance notify the foreman. This gives him a chance to replace you for the time you will be out. If you don't notify him precious hours are lost in making the replacement.

If you are taken sick during the night have a member of your family call the plant, or the foreman's home, and tell him about your illness. Let him be prepared.

## ATTITUDE

What you think affects the way you act. You must think right to act right.

There will always be a certain element of the people who are "boss haters." A psychologist can tell you why they "hate" the boss, or the plant, or their fellow-workers. It is simply this:

If they can't build a house of their own they're determined to tear down the other fellow's house.

There used to be a saying that people never asked how you made money, just how much did you make.

Don't believe that! Don't think the average hard-working American respects a criminal with a lot of money. They respect a man who has made money through sheer ability and drive.

I don't think that anyone resents the fact Thomas Edison made a lot of money through the discovery of the powers of electricity. He brought a new life to millions of people all over the world.

All men are created equal. Some men do better in the race of life than others. We all wind up equal at the grave.

You can't take it with you!

You, as a war worker, are paid wages for the work that you do. The management of your plant has the right to ask that you do the job you are paid to do to the very best of your ability.

If YOU have a radio, or car, or whatnot, repaired, you expect the radioman, or garageman to do the best job he can for you. If he doesn't you feel justified in not paying him for not doing it. Either that, or he loses your confidence and your trade.

What YOU expect from the other fellow you should expect your boss, or management, to expect from you.

The management of your plant has a tremendous investment at stake. In one large plant I know of, mathematics proved

that each worker represented an investment of more than \$12,000! That's not hay!

This money was invested in tools, equipment and plant space for each worker in that plant.

Most workers don't realize values. This is directly rated to their attitude. Tools and equipment represent money. That money had to come out of the profits of the management and be returned to the plant for repurchase of more tools and more equipment.

**Tools and equipment represent the earnings of management and labor.**

Tools that are lost, strayed, stolen or abused are dollars and cents in the working day.

Take the proper attitude toward your machine, tools, and equipment. They are entrusted to your care by management. Treat your machine and tools as though they were your own. In the final analysis they are. They represent the difference between profit and loss.

**A company cannot operate on a loss-plus basis!**

Here is an example of a lack of values: a worker dropped a valuable die on the floor. He was sorry, blushed, and said to the foreman, "There goes twenty bucks!"

On the way off the shift that night the foreman fell into step alongside the worker and said, "Dick, you made a remark about that die costing twenty bucks. Do you know how much it really cost? Do you care?"

"Sure I do," Dick replied. "I'm sorry about it."

"That die cost \$130, Dick," the foreman related, "and the time and man hours it will take to replace it, plus the time lost in our unit will run close to five hundred."

Normal depreciation of machines and tools are figured out by plant managers. What they can't figure on is a machine slated to last the company 10 years burning itself out in half that time due to lack of proper care by workers.

Dick had the right attitude but he had no idea of values.

As we begin to scrape the bottom of the barrel for raw materials replacement of ma-

chines is going to be harder and harder. This might well mean that replacement of worn-out equipment, vital as it might be, will have to go by the board.

That can only mean two things: the operator of the worn-out machine is out of work and our armed forces will have to do the best they can with what we can produce on the machines that are left.

If you have the right attitude, if you are interested in your job, interested in the part your plant is playing in the war effort, whether you are making arms and munitions, or civilian needs, you will be a good worker and a happy one, too.

**Sabotage and Espionage:** Every war-time worker should know all they can about them. There are saboteurs; there has been sabotage . . . sabotage in which war-time workers have lost their lives; sabotage that has created crippling bottlenecks.

There are spies. They seek and pry. It is their job to find out: production rates; new weapons we might manufacture; ship and troop movements; to steal plans, and work with the saboteur.

The Axis worked patiently for eight years honey-combing this nation with spies and saboteurs. We cannot undo that work in one year. The FBI has done a wonderful job. State, local and industrial police will continue to be alert. You, the war-time worker, must be alert. It is YOU who might and can detect attempted sabotage. YOU are on the job. You can spot a spy. While the police number in thousands YOU workers number in millions.

**Don't talk about your job!**

**Don't talk about new weapons!**

**Don't talk about the things you make and where they are shipped.**

**Don't associate with people of shady reputel!**

**Don't be caught napping . . . it may cost you and your fellow-workers your lives!**

**THE AXIS SOLDIERS OF DESTRUCTION ARE YOUR ENEMIES . . . FIGHT THEM BY BEING ALERT!**

## WHY WORKER TAXES?

It is no secret that this war is costing money. The **more** money we make the **more** money we pay in taxes. That is the way it should be. Each month billions of American taxpayers' money is poured into the vast cauldron of war. Economists figure it will cost the United States **10 times** as much to fight this war as Great Britain. . . . **20 times** as much as it will cost Russia.

Higher wages, higher costs for materials, a higher standard of living are the reasons for our heavy war debt.

The government hasn't any money. The government makes no money. When the government has a bill to pay for some project whether it is WPA, or a dam, or a super-highway, it must issue bonds the peo-

ple can buy, or impose taxes, to pay the cost.

When you read a headline—"War Cost to Government 100 Billion"—that is 100 Billion of **our** money, employer and employee alike.

This year there will be about 40 million taxpayers. Simple arithmetic will give you the answer to the individual cost to each man, woman and child in America.

Pay-as-you-go taxation had to come and a manner for the collection of these taxes had to be devised. On the old system the taxpayer paid in 1943 for earnings in 1942. With millions of workers making from 25% to 50% more than they ever earned before, with more millions working who **never** worked before, the tax collection situation looked bad.

Here is an example: John Smith was a porter in an office building earning \$1,000 a year. Now he is a carpenter's helper at \$105 per week, or \$5,260 per year. He should have no trouble paying his taxes on the latter income, but one of these days the war will end and the need for carpenter's



helpers will not be as great. If he is lucky John Smith might get his \$1,000-a-year job back.

Now, if this happened under the old system John Smith would have a \$985 tax bill to pay with a \$1,000 income. That would leave him \$15 for all other expenses and, of course, he would wind up in the poor house, or on relief.

Under the pay-as-you-go tax plan John Smith pays his tax on \$5,260 as he earns it, then, should he ever return to his \$1,000-a-year job he pays-as-he-goes on that, too—\$89 tax on the porter's job leaving him \$911 to live on instead of \$15.

The Congress has devised that there shall be a 20 per cent withholding tax. A withholding tax merely means that the government has asked that your management be its collection agent, deducting from your weekly earnings twenty per cent for payment of taxes.

The tax assessments you paid in March and June will be applied to your 1943 tax returns.

The twenty per cent withholding tax, which goes into effect on July 1st, includes the Victory Tax.

This is only the beginning!

President Roosevelt, in his budget message to Congress in January 1943, urged that tax bills be framed to carry 50% of the war-cost load.

The nation, today, is spending at the rate of 100 Billions yearly and taxing at the rate of 30 Billions. Roughly Americans are called on to pay only about 30% of their war burdens.

In New Zealand they pay 66% of their war costs through direct taxation; in Great Britain 56%, and in Canada 50%. All of these countries (and it is costing every one of them Billions less to wage war) are looking toward the future, not wishing to saddle their children, and their children's children, with an overbearing debt burden.

The Government will collect a little better than 36 Billions by taxes for 1943. The President has proposed that Congress draft

a tax bill aimed at raising 16 Billions additional for next year.

We have just begun to fight. Victories so far have been "preliminary." Our losses in men and materiels have been relatively slight. When the "all out" invasion of the European fortress Hitler has built gets underway, Americans will then, for the first time, really begin to understand the grim tragedy of blood and dollars needed to be spent before final Victory is won.

Military experts state (at a minimum) that conquest of Hitler will come in the Fall of 1944. The minimum guess for Japan's final military destruction is early 1946.

At the minimum, then, we face three long, gruelling years of savage war. The more we attack and attack the higher our losses in men and materiels—the higher the costs of war soar—the higher our national debt rises—the more lofty our tax increases.

There is the saying: "There are only two sure things—Death and Taxes."

Our fighting men are facing Death hourly with a courage and determination that will carry them to final Victory.

○ We must face our tax problems with the same courage and determination until Fascism is crushed forever.

Don't Gripe . . . GIVE!

## SUMMARY

What does it all mean?

Do your job!

There isn't one element in our country today—not even the Communists—who don't think we've got one heck of a big job to do together.

Democrats, Republicans, Management, Labor, the Church, all agree every one of us must pitch in and give every ounce of our energies.

This is no time for petty bickering; this is no time for one element to try and out-strip the other; this is no time for anything except complete agreement on one thing:

**"WORK TO WIN!"**

Old workers or new workers . . . man-power or womanpower . . . management

and labor, must all hunch their shoulders into the harness and pull together in **ONE** direction.

Production miracles have been accomplished since the smoke of Pearl Harbor drifted away to reveal the treachery and power of our enemies. What we thought were great production figures ten years ago are mere nothing today.

We are not fighting this war for Management, for Labor, for Democrats, or Republicans.

We are fighting this war for freedom for you and for me and in testimonial to those thousands of American fighting men who died at Pearl Harbor before they had a chance to strike back.

We are ready to strike back now. When we strike it will be a Joe Louis left hook multiplied by the strength and devotion to duty of millions of fighting men and war workers.

The Japs had it all figured out. We

would never rally. Management and Labor were at each other's throats. The Republicans were sniping at the Democrats. Subversive elements were running riot throughout the country. We were fat, soft and easy to take. What a shock they got!

**Stay on the supply line!**

**Watch your health!**

**Be careful!**

**Cooperate!**

**Be on duty!**

**Think right!**

**Work to win!**

## IMPORTANT INFORMATION

My department number is 74-52

Stitching Department  
My foreman's name is Mr.

Louis Underbrugga  
My identification number is 636

My time clock number is 636

My locker number is \_\_\_\_\_

My Social Security number is \_\_\_\_\_

