

Arrangements are in progress for the manufacture on a larger scale of the factory seat designed for this experiment. Visits to factories of all kinds have revealed, even in factories where a good deal of attention has been paid to working-conditions and staff welfare, a very general weakness in the type of seating provided. There is a real need in New Zealand for an adjustable factory seat, built on posture lines, which is strong, inexpensive, and made of materials available in wartime. It is hoped the "Churton adjustable seat," designed by the Division, will go some way to meet this need. In those factories where preliminary models of this seat have been tried out so far, satisfactory results have been obtained. A pamphlet on factory seating is also in preparation.

II. INFORMATION

Bulletin

In pursuance of the policy of spreading information about the work of the Division and of industrial psychologists in other countries, it was decided to issue a brief quarterly bulletin, and to circulate this among the manufacturers, trade-union secretaries, and others directly concerned with industrial questions. Three issues of the bulletin appeared in 1943, each issue having a circulation of approximately five hundred.

Lectures and Addresses

A course of lectures on industrial psychology was given by Dr. Winterbourn at Canterbury University College, Christchurch. This was attended by an average of between thirty and forty persons, mostly members of the manufacturing community. A deputation was received by Dr. Winterbourn at the end of the course from a number of local manufacturers asking that the substance of the lectures should be written out and circulated. Arrangements have been made with the Director of Extension Work at Canterbury University College for the preparation of a discussion course in industrial psychology, which should meet this need.

During the course of the year addresses have been given by the Director to manufacturers' associations in Wellington and Dunedin, and to trade-union secretaries in the same cities. Addresses were given by Dr. Winterbourn and the Director to the annual conference of the N.Z. Vocational Guidance Association.

Contacts with Firms

During the year individual contact has been made with approximately one hundred and twenty manufacturing concerns in the Dominion. Without exception the receptions have been courteous, and in nearly every case the officers have been shown over the factory. Some factories have been visited several times, and in many cases on return visits it has been noted that improvements have been made, sometimes based on suggestions, sometimes spontaneously introduced by the firms. In some cases very great advances have been made on the initiative of the firms themselves, such as, in one firm, the installation of a complete medical unit with a trained nurse and a well-equipped first-aid room.

These visits have enabled officers of the Division to obtain an understanding of the problems confronting manufacturers and to pass on information likely to interest them.

Many contacts have also been made with trade-union secretaries, and every endeavour has been made to provide them with as much information as possible on those questions which they have raised.

III. SERVICE

Under this heading the work has fallen into three main sections: (a) Investigations and other services for manufacturing concerns; (b) co-operation with the Government Vocational Guidance Centres; (c) Work for the Armed Services.

(a) Investigations and other Services for Manufacturing Concerns

Investigations have been carried out, or other services rendered, for eighteen manufacturing concerns during the year. In addition, individual reports on the ventilation of their factory buildings have been prepared and sent to eight firms which were amongst those providing facilities for research into factory ventilation and heating. It has been the policy not to undertake such investigations unless both the management and the union in question are agreeable. A brief summary of the investigations, which involved from half a day up to one month's work, follows:—

(i) *Biscuit-factory*.—Improved packing-benches with a view to reducing fatigue.

(ii) *Boot and Shoe Factory*.—A survey covering working-conditions, working methods, and personnel practices. Further investigation was recommended, and has been agreed to by the firm. This it is hoped to carry out next year.

(iii) *Box-factory*.—Advice about music during work.

(iv) *Canister-factory*.—A general report covering hours of work, lighting, load-carrying, design of work places, occupational misfits, supervision, first-aid; a second report dealing with ventilation. A suggestion that the bonus scheme be amended to remove inequalities was accepted.

(v) *Chemical Factories*.—(a) Vocational examinations of from two to three hours each were given to thirteen members of the managerial, office, and supervisory staff, and reports on each individual prepared.

(b) An account prepared of a very successful Works Committee. This account has been sent to an English journal for publication, and reprints have been circulated in New Zealand.

(c) Advice given in respect to certain aspects of a new layout, involving considerations of bench and seat design, methods of transport, the relation of benches to the natural light sources. These suggestions are now being carried out.

(vi) *Clothing-factories*.—(a) A general survey, and report covering lighting, colouring of walls and ceilings, floor surfaces, first-aid equipment, design of benches and seating, and ventilation.