

Communication

Tom DeLong

Communications between buildings where employees are working or between the office and field saves a great amount of time and improves the work efficiency of employees. Various kinds of equipment are in use including:

1. Crank telephones
2. Intercoms
3. Radios
4. Whistles, bells, sirens

Communications systems should be under control so that they do not disturb employees with unimportant messages just because an employee can be reached at some remote location. Persons answering phones in offices should be instructed to try to determine who is calling and the nature of the message before rushing to locate employees by intercom or radio.