

Weekly Safety Meeting Instructions

HOW-TO CONDUCT A WEEKLY SAFETY MEETING

1. Hold the meeting on the job, preferably where everyone can sit and relax.
2. Hold the meeting at the beginning of the shift, right after lunch, or after a break.
3. Supervisors do not always have to lead the meeting. Encourage other employees in your group to lead a meeting. Task an experienced employee or someone that just attended training with presenting a topic that week.
4. Encourage as much employee participation as possible, yet keep your meeting short. Ask questions about the topic to generate discussion and get employees involved.

Weekly safety meetings have proved their worth by alerting employees to workplace hazards, and by preventing accidents, illnesses and on-the-job injuries.

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FALL PROTECTION SAFETY PLAN

There are many Federal, State, and Local regulations that apply to fall protection. Fall protection is regulated by OSHA, ANSI, and CSA.

OSHA's regulations require that employees who work at heights (6 feet in construction and 4 feet in any industry) must be trained on fall protection safety. These standards cover working surfaces such as scaffolding, ladders, powered platforms, confined spaces, and the use of personal fall arrest systems.

All industries are required to have a written fall protection safety policy program in place that includes an administrative package, training procedures, safety policy, and forms.

When developing a plan for fall protection consider the following items:



- Inspect the fall protection equipment in detail before use.
- Check the area for fall hazards such as floor openings, shafts, roof openings, and edges.
- Use fall protection equipment that is proper for each specific task.
- Identify any fall hazards before work starts.
- Follow good housekeeping practices at your workplace.
- Provide a guard rail around open sided runways or floors.
- If there is any fall hazard, regardless of height, that involves machines or equipment guard rails must be present.
- Safety nets, safety harnesses, and lines must be used if needed.
- There must be a company fall protection plan.
- Create an alternative fall protection plan for residential construction and precast concrete.
- Develop site specific fall protection plans.
- Develop site rescue plan.
- Employees must be trained on the hazards of falls and the company fall prevention plan.
- Designate fall protection trainers.
- Certify employees to use fall protection.
- Have refresher training for employees, when necessary.
- Maintain a fall incident log, hazard analysis form, fall protection plan, and PPE inspection form.

What types of fall protection hazards are present at your workplace? How do you make sure to avoid them?

Work Site Review: Hazards/Safety Suggestions

Company Name: _____ Work Site Location: _____
Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Employee Signatures: (continue on back of sheet if necessary)

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness)

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POTENTIAL CONFINED SPACE WORK AREAS

As of August 4th, 2015 there is a good chance that your team will be affected by the new confined space rule finalized by OSHA. There are several changes that assign responsibility to almost every contractor on a project or work assignment. In today's meeting we thought it would be important to review the areas in which confined spaces have the greatest potential to be present.

Confined spaces are dangerous for several reasons. Toxic fumes can build up, oxygen can be evacuated, which could lead to asphyxiation. Training in proper procedures is required prior to working in or around them.

Examples of where confined spaces may occur, but are not limited to, the following:

- | | |
|-----------------------|--|
| Bins | Heating, Ventilation, and Air Conditioning Ducts |
| Boilers | Incinerators |
| Chemical Tanks | Manholes |
| Closets | Precast Concrete |
| Concrete Pier Columns | Pump Pits |
| Crawl Spaces | Scrubbers |
| Drilled Shafts | Sewers |
| Elevator Pits | Solid Tanks |
| Equipment Pits | Storm Drains |
| Escalator Pits | Transformer Vaults |
| Fuel Tanks | Valve Pits |
| Hallways | Water Mains |



What types of confined spaces does your crew work around? What are the challenges you face when working around confined spaces? Have you ever witnessed or been a part of an accident while working within a confined space?

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TREE STAND SAFETY

Over the past five years there has been 170 hunting accident reports filed in Indiana by the Division of Law Enforcement. Over 61% (105) of them involved falls from tree stands. Falls from any height can cause serious injury, including death. It is vital that you prepare a fall protection plan before being exposed to any height over 4 feet.

Climbing trees is something we all did as kids and surely some of us still enjoy the practice today. Very few of the 105 people that were injured by falls were wearing any fall protection. Studies show that only 50% of tree stand hunters wear any type of fall protection. Also, over 30% of people who use tree stands will be involved in an accident at some point in their hunting career. If you assume that 50% of the people that wear fall protection, will most likely not be involved in an accident. That would leave 50% of the people not wearing fall protection a 60% chance of being involved in an accident. Your odds of being in accident hunting unprotected in tree stands are greater than 50% over your hunting career!



The U.S. Fish & Wildlife Service offers the following tree stand tips:

- Know your equipment.
- Select the right tree for your stand.
- Wear a full body harness that you attach to the tree before your begin climbing!
- Keep three points of contact while climbing.
- When using a platform stand, be sure to climb higher than the platform. This will allow you to step down onto the platform giving you the opportunity to test your balance.
- Use a haul line to raise and lower your firearm.
- Be sure that your firearms are unloaded when attaching to the load line.
- Be sure to cover broadhead arrows before raising or lowering with a bow.
- Don't take chances while enjoying hunting in tree stands! #safetysaves

Can anyone share a personal experience about a tree stand accident? What was the final outcome?

In closing tree stands can be dangerous, please take the time to update your hunting equipment with the latest fall protection gear. Be a safety leader and suggest fall protection to your hunting buddies as well.

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WHAT TO DO WHEN OSHA ARRIVES

OSHA has instituted a new get tough policy. Employers need to be prepared as well as prepare their employees on what to do when OSHA arrives. OSHA's goal upon arrival is to find deficiencies in your safety program and to issue citations. Having an expert involved is the best way to avoid a citation. Below is a suggested list of actions to take if OSHA shows up for an inspection.

IF OSHA Arrives At Your Workplace

As An Employer – Know Your Rights

1. Be professional, courteous and honest
2. Supervisors and management should not allow the inspection to begin until proper assistance is obtained. The following minimum safeguards are recommended
 - A Safety Director familiar with the inspection process should manage the inspection
 - Conversations with OSHA agents shouldn't be conducted without either a witness present or a tape recording of the conversation made (be sure to advise all parties about the recording)
 - If you don't have an in-house Safety Director available, call for an outside expert to manage the inspection
 - Call an attorney knowledgeable in the OSHA process to fully protect the Company and its employees
3. Sometimes OSHA will threaten to issue a search warrant or subpoena. If they do, insist that they do to protect your rights. The search warrant or subpoena will give your company many procedural rights and will force OSHA to justify its actions before it proceeds
4. Do not say anything and do not sign anything without input from your safety expert or your attorney.

As An Employee – Know Your Rights

An OSHA investigator may request an interview with you. You have the constitutional right to:

1. Decline to be interviewed
2. Request a 3rd party witness to be present
3. Refuse to give a statement or sign any document

No one can force you to talk to an OSHA official or not speak to an OSHA official. This decision is yours. If you do choose to speak to an OSHA investigator be sure to have representation before you make statements to a trained investigator. Be aware that anything you say may be used against you and OSHA may seek your arrest if you make false or untruthful statements.

Once the Proper Safety Experts or Your Attorney Is Available Do the Following:

- Take good notes or bring another employee along to do so
- Use your own camera and take the same photos that the inspectors take. We recommend that you take additional photos from different angles to demonstrate a more complete view of the object in their photo
- Ask to be present during any employee interviews and make sure to tape record the entire interview
- Be polite and treat the inspectors with respect



WHAT TO DO WHEN OSHA ARRIVES

- Think before you speak, answer all questions honestly
- Take one employee to the side and make sure that guards are in place, electrical boxes are shut and fire extinguishers are hung up in their places and unobstructed

Don't Do The Following:

- Don't volunteer information that doesn't relate to their visit
- Don't ask questions about a regulation that doesn't relate to their visit
- Don't let the OSHA inspectors be accompanied by an employee who may start pointing out all the other things that need to be fixed at your facility or project
- Don't show the OSHA inspectors any safety inspection checklists that you or an outside party have completed
- Don't lie, deceive, cover up, or forge documentation
- Don't lead the OSHA inspectors past or through a work area that may be out of compliance with OSHA regulations that day
- Don't lead the inspectors to any area that they don't request to see

Documentation That You Will Need (at the very least)

1. Injury and illness summary (OSHA 300 logs) for the past 5 years
2. Specific injury reports for each employee's injury for the past 5 years
3. A written Hazard Communication Plan (GHS)
4. Documentation of employee training on Hazard Communication (GHS)
5. Material Safety Data Sheets of hazardous chemicals that you use or store on site
6. Any documentation related to the reason for their visit such as written programs, training logs, and inspection and maintenance logs of equipment
7. They will ask to speak to an employee to ask them where the SDSs sheets are kept.
8. Site Specific Safety Plans, Safety Program, and any related permit information (Confined Space, Fall Protection, Hot Work etc...)

Remember, no matter how nice the OSHA investigator is they are there to find deficiencies in your workplace. Please review this sheet with all employees and attach to the weekly safety meetings once a quarter.

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WINTER DRIVING TIPS

Driving deaths increase in the winter months. In many areas of the country winter driving conditions begin much before winter does. Over twenty five percent of all automobile accidents in the United States area caused by adverse weather conditions. Over three quarters of deaths due to ice and snow are attributed to motor vehicle accidents.



Why is driving in winter weather conditions so dangerous?

The hours of darkness increase while daylight hours decrease. Together with fog, rain, snow, sleet, and ice, this problem greatly increases the dangers of driving in the winter months.

What should I do to prepare my vehicle for the winter months?

Ensure that your vehicle is prepared once you see the leaves start to change on the trees. You should examine your tire treads, windshield washing fluid, and have a mechanic check the oil, cooling system, belts, hoses, and battery.

How can winter accidents be prevented?

Give yourself more time to arrive alive. Take your time while on roads your are unfamiliar with. Watch your speed with heavy loads.

"Black" ice is clear water that has frozen on dark roadways, presenting a hidden trap for motorists who cannot see the slick pavement. Black ice is particularly prevalent on bridges, below overpasses and in areas surrounded by trees. Black ice can form even when it's not raining or snowing. In freezing areas of the United States, condensation from dew on roadways will freeze, forming a thin layer of ice that creates one of the slickest road conditions there is. Even in areas that aren't accustomed to freezing temperatures, such as the Gulf Coast and Southeast, a sudden blast of cold air from the north can quickly freeze and leave roadways very slick. It is because black ice can form so quickly and is so camouflaged on the road that Occupational Safety and Health Administration officials call it the deadliest of all winter driving hazards

Be prepared if you get stranded int a remote area!

One of the most frightening winter scenarios is to be stranded along an interstate or some remote or unknown area due to your car breaking down or getting stuck in a ditch. Equip your car with an emergency car kit. It is also wise to carry a charged cell phone or other communication device with you, especially when driving long distances or to unfamiliar areas, so that you can call for emergency assistance.

Have you ever been stranded in winter weather? If so, what was it like? How did you navigate your way to safety?

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