proActive Safety Services

Train. Protect. Prevent.

# 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.**



4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

proActive Safety Services

# Weekly Safety Meeting

Train. Protect. Prevent.

## Aerial Work Platform Safety

Aerial Work Platform safety shouldn't be taken lightly. These awesome machines give us the ability to complete tasks in a fraction of the time it would take to build scaffolding and erect ladders. While convenient, Aerial Work Platforms still pose a major threat if used improperly.

Accidents and injuries happen far to often while people are using Aerial Work Platforms. The leading causes of accidents injuries include: collapses, electrocution, falls, and tip-overs. Ensuring that everyone who operates, and works around Aerial Work Platform has the proper training is **critical!**

**Safe Work Practices for Aerial Lifts Include:**

1. Ensure that everyone who operates a lift is properly trained.
2. Test! - ensure that you test the controls and inspect the Aerial Work Platform before each use.
3. Visibility - never operate an Aerial Work Platform that has labels that are missing or damaged on the controls.
4. Take it Easy! - never override the safety devices that are installed on the machine.
5. Don't be a Monkey! - Always stand flat on the platform. Never climb on the rails of the basket or take a seat on the rails. Never use anything inside the basket to extend your reach.
6. Never exceed the load the limits.
7. Maintain a minimum clearance of at least 10 feet when working near power lines.
8. Setup a Perimeter - Clearly mark and establish a danger zone around the vehicle.
9. Fall Protection! - Use the equipment that the manufacturer recommends.

Staying safe while working on Aerial Work Platforms is up to you. What will you choose?

**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)

**Manager/Supervisor's Signature:** _____



4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

proActive Safety Services

# Weekly Safety Meeting

Train. Protect. Prevent.

## Annual GHS and Hazard Communication Training

**Annual GHS and Hazard Communication Training is required and critical to the safety of your workforce!**

Every year, every employee needs to be trained on your GHS and Hazard Communication procedures. This can sometimes prove to be a difficult task, but it doesn't have to be. Naturally, you will already have a procedure in your safety program for hazard communication. Also, everyone should be able to point out exactly where they can find the Safety Data Sheet book. So, conducting training for this is simple.

Use your Hazard Communication Program to create a brief slideshow on what the procedures are. Be sure to include the most hazardous chemicals your workers will face. Then conduct the training annually and include the presentation into your Safety Orientation Program. By adding the slideshow to your Safety Orientation program every new employee will get the first training on the day that they start work.

If you don't want the hassle of creating a slideshow, and a safety orientation we can take care of that for you. Whether your need is custom or you a prefer a more "out of the box" product we have you covered.

**Who may conduct the GHS and Hazard Communication Training?**

Anyone in your company who is competent in the subject, understands the procedures, and is willing to be a presenter can conduct the training. Many times the Company Safety Director, President, or Operations Manager will take on the task. However, there isn't anything wrong with finding someone in the company who wants to do it.

**How do you we document the training?**

A simple sign in sheet, completed test, and have the attendees and instructor sign the sign in sheet.

**Is your company up to date with your GHS training? If not, what is holding you back?**

**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)

**Manager/Supervisor's Signature:** _____



4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

proActive Safety Services

# Weekly Safety Meeting

Train. Protect. Prevent.

## Basic Respiratory Protection

**Basic Respiratory Protection procedures will help extend and maybe save your life!**

Whether we are working in factory, manufacturing facility, paving project, commercial construction project, or an old house. We will encounter items that require respiratory protection. Sometimes the hazards will be obvious. Other times, the hazards maybe invisible. Understanding the hazards you will face will be critical in selecting the proper respiratory protection.

### Dust Mask Respirators

There are several of these models available to choose from. Although, they require a fit test, they don't require a pulmonary test to be worn. The user should be cleanly shaven, and conduct a pre use fit check prior to using the respirator.

### Half or Full Mask Respirators

There isn't a shortage of models to choose from when it comes to half or full mask respirators. They do require a pulmonary test and a fit test to be worn. Users should still conduct a pre-use fit check before beginning work. Users must be cleanly shaven, and be sure to clean and store these in their containers upon completion.

### PAPR - Powered Air Purifying Respirator

This system has a tremendous advantage as it doesn't require a fit test, fit check, or a pulmonary test. You long beard guys won't have to shave them off either. These are recommended for workers want the best level of respiratory protection.

Personal protective equipment can be complicated. However, finding the right solution is critical to your safety! What type of respiratory protection is used at your sites or facilities?

**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)

**Manager/Supervisor's Signature:** _____



4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

proActive Safety Services

# Weekly Safety Meeting

Train. Protect. Prevent.

## Daily Stretch And Flex

**Implementing a daily stretch and flex is crucial to avoiding injuries!**

Daily physical work can take a toll on your body. Constantly going up and down a ladder, carrying lengths of pipe, digging a ditch, operating a press, or simply dealing with the elements makes it difficult to stay healthy and pain-free. Luckily, there is a simple process you can follow to help you avoid injuries. Implementing a daily stretch and flex has several benefits. Stretching before exercise or physical work keeps muscles strong, healthy, and flexible. And, this procedure costs you nothing to implement. All you have to do is assign a leader each day to lead 5 to 10 stretching exercises before the day begins.

**You may be asking, how long should the stretch and flex take?**

No more than 5 to 10 minutes.

**What happens if we don't stretch before we exercise?**

Muscles become short and tight without stretching. We need flexibility to keep a range of motion . Tight muscles equal injured muscles. Injured muscles lead to injuries in your joints because they simply don't have the strength to support your joints. Therefore not stretching will increase your chance of injury.

**Implementing a daily stretch and flex process has the following benefits:**

- Warms up the body
- Promotes blood flow
- Distributes nutrients
- Helps prevent injury
- Increases your range of motion
- Promotes long term mobility

**Does your company have a stretch and flex program? If not, what is stopping you from starting one?**

**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)

**Manager/Supervisor's Signature:** _____



4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

proActive Safety Services

# Weekly Safety Meeting

Train. Protect. Prevent.

## Supervisor Safety Inspections

**Supervisor Safety Inspections help prevent accidents and injuries!**

Since 2009 we have conducted thousands of safety inspections, on all type of facilities and projects. Each site is different, consistently the facilities and projects that perform the best are the ones where Supervisor Safety Inspections are being conducted.

Weekly Supervisor Safety Inspections coupled with a daily Job Safety Analysis procedure is an excellent recipe for a safe, productive work environment.

**So what are the inspections like at the facilities and projects that choose not to conduct supervisor safety inspections and daily Job Safety Analysis?**

This really depends on the site and/or facility. We have seen lack of machine guarding, respiratory protection, fall protection issues, and struck by hazards. These are the most routine. What worries me is the lack of commitment to the personal protective equipment that has been issued. Typically personal protective equipment is the last line of defense measure. Meaning, if something goes wrong and you aren't wearing it, you most likely will be injured. An injury that should have been avoided if the personal protective equipment was worn. Anyways, to answer the question, typically sites that choose not to conduct Supervisor Safety Inspections are not as safe as the sites that do.

**What should I do if I spot a violation while conducting a Supervisor Safety Inspection?**

This one is easy. Simply refer to your safety disciplinary policy in your safety program. There will be procedures in place for you to contact the office if needed, and then properly document and communicate the discipline rendered. Remember, this is definitely the worst part of administrating your safety program. But don't kid yourself. If the program isn't implemented, the chances of accident and injury increase tremendously.

Are you weekly Supervisor Safety Inspections up to date? If not, what is stopping you from getting them completed?

**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)

**Manager/Supervisor's Signature:** _____



4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com