

# 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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## AVOIDING FROSTBITE

What is frostbite? A condition caused by exposure to the cold that will freeze the top layer and tissues beneath your skin. Frostbite occurs often in your extremities. In some cases, your skin will recover, and in others the skin will die.

Blood vessels in your skin constrict when you are exposed to cold weather. This happens to restrict the blood flow to our extremities in order to keep your vital core warm. This lack of blood flow is what can cause damage to your skin and nearby tissues.



### Who is most at risk for Frostbite?

1. Workers who are exposed to cold temperatures.
2. Workers who are working in windy areas.
3. Workers who are working at higher altitudes.
4. Workers who are working from heights.

### The degrees of frostbite!

1. First-degree frostbite - frostnip is when your skin will turn cold and red. You may begin to feel a prickling sensation and minor numbness.
2. Second-degree frostbite - ice will begin to form on your skin causing your skin to feel hard. Swelling may begin and your skin may begin to feel warm.
3. Third-degree frostbite - your skin may have a blue or gray spot, deep blood-filled blisters, and your muscles may not work properly near the affected area.

### Avoiding frostbite!

1. Be prepared! Know the weather report before you begin work and have the right equipment. Sometimes rescheduling outdoor work on a treacherous day maybe a better decision for everyone involved.
2. Seek medical attention immediately if frostbite is suspected. Call 911!

Has anyone ever experienced frostbite? If so, what stage? Could it have been avoided?

### Work Site Review: Hazards/Safety Suggestions

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Company Name: \_\_\_\_\_ Work Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

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

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(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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## CUT RESISTANT GLOVES – WHY NOT?

### Cut Resistant Gloves – Why Not?

As the thermostat drops our skin tends to become dry faster. When your skin becomes dry it will rip and tear easier. In 2017 there were over 1,000,000 hand injuries in the United States. Over the years I have witnessed several different approaches to hand protection. Every situation can be different. Some types of jobs may not need gloves at all, where others will.

My favorite type of cut resistant glove is the Terminator glove. This glove is seamless knit with an all grip coating. This glove will work well in wet, dry, or oily situations. In addition, this glove can be washed if it becomes dirty and soiled. A favorite of craftsmen that still require dexterity.



An effective glove policy starts with glove selection. Give your team different options to choose from. This allows them to find a glove that will fit well and protect their hands. Next, how will you enforce your glove policy? Most companies have a simple disciplinary policy included within their safety manual. Find your disciplinary policy and review it with everyone prior to implementing your new glove policy. It is only fair to ensure that everyone knows the rules up front. If enforcement actions are needed, be sure to document them. Only giving verbal warnings over and over will lead to hand injuries. The reason for the hand injuries will be the gloves not being worn. Take this aspect of your glove policy seriously. Lastly, be sure to have enough gloves for everyone!

What are some situations that your team finds it difficult to wear gloves? If so, why?

What type of glove policy does your employer follow? Is it effective, or could it be improved? For a free consultation about cut resistant gloves please reach out to us by emailing [sales@pasafety.com](mailto:sales@pasafety.com) or dialing 877-209-9648.

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## FACILITY AND PROJECT SAFETY ORIENTATION

Have you ever started a new job that included risks? In most cases these days you should have been briefed and even given training on how to avoid those risks. However, we meet with companies in 2019 who still have no formal Safety Orientation Program in place. Often these are newer businesses who are beginning to grow and just now may have a need for the Safety Orientation Program. Nevertheless, not having a Safety Orientation Program could prove to be costly.

Unfortunately, there are still people out there who would rather fake an accident or injury than work. The angle of these people is to figure out ways to get paid not to work. Companies and Supervisors who neglect conducting project or facility safety orientations make themselves prime targets for individuals looking to game the system.

Furthermore, did you know that over 50% of the time someone is involved in an accident or is injured at work that there was no knowledge of the hazard, or the proper protective equipment was not being worn? Crazy, but it is true. So, how can you help improve your chances of avoiding accidents and injuries? It is simple:

1. Ensure that a detailed Job Safety Analysis is conducted for each position within your company.
2. Develop a safety committee or hire someone like us to organize a safety orientation program based off the Job Safety Analysis that were conducted for each position.
3. Ensure that everyone attends the safety orientation program prior to be assigned work.
4. Implement a daily job safety analysis procedure for every supervisor involved in dangerous tasks.

By following the simple steps listed below you will give your employee the knowledge they need to avoid getting injured. Furthermore, by implementing these processes you will help deter the people who are out there looking to fake their next accident or injury on your dime.

Does your company require a safety orientation prior to each project or before job assignment? If so, what was it like? Could it be improved?

Our mission at proActive Safety Services is to reduce workplace accidents and injuries. We offer free phone consultation and are eager to assist you in solving your safety challenges. If you have any questions, please feel free to email sales@pasafety.com or dial 877-209-9648.



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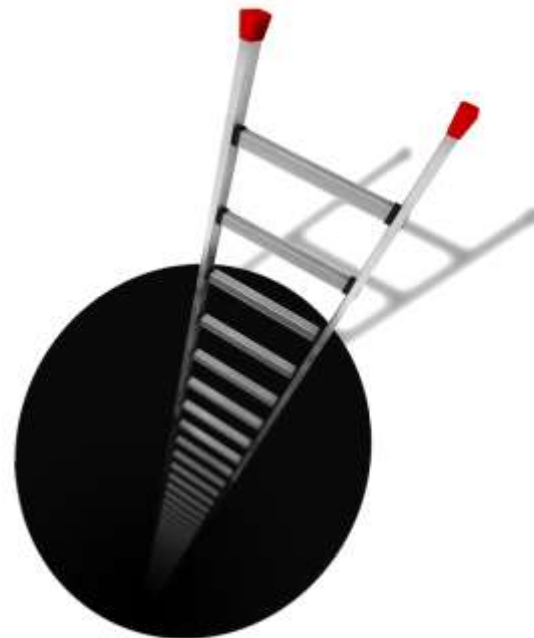
## LADDER HAZARDS AND INJURIES

Did you know that over 500 people will die this year in America from falls from ladders? Over 50% of those deaths happened to people who were carrying items while they climbed. Furthermore, if you fall off a ladder you will sustain a fracture over 32% of the time. Making matters worse, ladder accidents and injuries have increase d over 50% over the last 10 years.

Ladder hazards and injuries are very common at home and at work. Ladder hazards include electrical, fall, impalement, and can result in catastrophic consequences. With all that can go wrong there are typically 4 main types of ladder accidents.

### Types of Ladder Accidents:

1. Using the wrong ladder for the job. Frequently ladders that are too short for the selected task lead to injuries. Furthermore, the weight restrictions can easily be compromised causing falls and injuries.
2. Faulty placement of a ladder. Always try and find a firm and level surface to place your ladder on. If possible, have someone hold the ladder while you are using it. Furthermore, you can stake the feet of the ladder into the ground if needed.
3. Damaged or worn ladders. Over time ladders will wear out. Damaged ladders are extremely dangerous and should never be used. Inspect your ladder prior to each use!
4. Using ladders incorrectly is a major source of accidents and injuries. Always use the ladder as the manufacturer intended. In addition, keep 3 points of contact with the ladder to maintain stability.



Ladders may not always be the best choice for your task. Alternatives include scissor lifts, boom lifts, and scaffolding. Any task over 3 feet in height should be taken seriously. Select a tool that will help you complete the job quickly and most-importantly safely!

Do you or your company use ladders? If so, what types? Can you think of any applications where it may make more sense to use a lift or scaffolding? Have you ever witnessed a ladder accident? If so, what happened? Was anyone injured

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