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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

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First Aid and CPR Training Requirements

Annual Hazard Communication Training

While keeping workplaces safe and free of hazards is the priority, accidents do happen. It is important to have a first aid program where employees are properly trained to help an injured co-worker until professional help arrives. OSHA gives general industry employer responsibilities regarding medical services and first aid of injured/sick workers in 29 CFR 1910.151. It states that employers must ensure that medical personnel are readily available for advice and consultation, a person or persons on site are trained in first aid, and first aid supplies are readily available. Eye flushing or body drenching stations may also be required where harmful, corrosive chemicals are exposed to employees.

There are many important aspects of a first aid and CPR program. It is necessary to have the proper supplies needed in the event of an accident. Placing first aid kits in strategic areas with the necessary supplies is key. First aid training is crucial to be able to help someone involved in a workplace accident. A training program must be tailored to the specific workplace based on the types of workplace risks. Important elements of a workplace first aid training program include: Teaching methods, hands-on skills practice, preparing to respond to a health emergency, and assessing the scene and the victim. Reviewing how to respond to life threating situations, including, performing CPR and using an AED can be the difference between life and death. Furthermore, responding to non-life threatening is required. This should include covering burns, wounds, broken bones, and eye injuries.

Workers should be trained on and be able to demonstrate their ability to assess and perform first-aid in different situations including respiratory arrest, cardiac arrest, lacerations, musculoskeletal injuries, shock, loss of consciousness, poisoning, drug overdose, etc. It is important to have adequately trained employees who can respond to incidences without further injuring the victim. The implementation of proper First aid training is crucial to minimizing potential injury or illness and provides vital knowledge that can be used to save lives.

How does your company handle First Aid Training? Where is the nearest AED on your worksite? Has anyone been involved in a first aid or CPR event? If so, what happened?

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)

Manager/Supervisor's Signature: _____

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Hearing Protection

Hearing Protection

Ear plugs should be worn in production areas where they are required! There are no exceptions to this policy even for somebody just passing through one of these areas ear plugs are a requirement.

Last year alone there were over 21,000 cases of hearing loss due to noise exposure in the work environment. For reasons like this OSHA has mandated that in a work environment that is over 90dba for an 8hr TWA then ear protection must be worn.

The most dangerous part about this is it can be hard to recognize when hearing protection is needed. As a work environment it can be easy to get use to the amount of noise you hear every day.

Here are a few tips to help you recognize a hearing hazard. Do you have to raise your voice or shout for a coworker to hear you? Is there are ringing or humming in your ears when you leave work? Do you experience temporary hearing loss when you leave work? Have you noticed people need to raise their voice for you to hear them when outside of the work place? These can be good preliminary indicators that you should be wearing hearing protection at work. However, if you have been working in a loud environment without wearing hearing protection these may not apply to you as your hearing may already be damaged.

Hearing protection can be the difference in a great quality life or a bad quality of life. Furthermore, loss of hearing can affect your brains ability to function properly. Avoid the risk of hearing loss, wear your hearing protection where it is needed.

How do loud noises affect you throughout the work day? How does your company treat hearing protection? Could it be improved?

Work Site Review: **Hazards/Safety Suggestions**

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Heat Stroke

Workers that are required to work in hot environments for long periods of time are at risk of suffering heat illness. Heat illness occurs when the body is unable to maintain normal temperature in hot conditions. Heat stroke is the most serious heat-related health issue, and if left untreated can lead to death. Heat stroke happens when the body's temperature regulating system fails and body temperature rises to critical levels (above 104f). Symptoms of heat stroke include confusion, loss of consciousness and seizures. Workers with heat stoke will have a very high body temperature and may stop sweating. Immediate medical help is needed if heat stroke occurs, Call 911!

Other heat illnesses that can occur are more common and less severe and include:

- Heat Exhaustion - headache, nausea, dizziness, weakness , irritability, confusion, thirst. Heavy sweating and body temperature greater than 104 degrees Fahrenheit.
- Heat Cramps - muscle pains usually caused by the loss of body salts and fluid during sweating.
- Heat Rash - Caused by sweating and looks like a red cluster of pimples or small blisters. Appears on neck, upper chest, groin, and elbow creases.

Factors that may contribute to heat illness include:

- High temperature and humidity , low fluid consumption, direct sun exposure (with no shade) or extreme heat, limited air movement (no breeze or wind), physical exertion, and use of bulky protective clothing and equipment.

Establishing a heat illness prevention program is an important step to avoid heat related issues for workers. Part of the program should include training about the hazards of heat health problems and how to prevent them. Other ways to prevent heat illness include providing cool water to workers, modifying work schedules to include frequent water breaks in cooler areas, acclimating workers to the high heat environment, and designating a responsible person to monitor conditions and protect workers from heat stress. Other ways workers can protect themselves include:

- Using a buddy system
- Block out direct sun light or other heat sources
- Drink plenty of fluids, water every 15 minutes
- Avoid alcoholic or caffeinated beverages
- Wear lightweight, light colored, loose-fitting clothes

If a worker becomes ill from overheating and shows signs of heat exhaustion and/or heat stroke it is important to call a supervisor and/or 911. Move the worker to a cooler/shaded area and have someone stay with them until help arrives. Remove as much clothing as possible and apply cool water to the worker. Circulate the air and use ice packs if possible.

How does the heat factor in to your workday? Has anyone ever witnessed a heat stroke? If so, what was it like?

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Lightning Safety

Lightning can be a dangerous aspect of mother nature during thunderstorms. Just in the United States, lightning occurs 20 to 25 million times and around 300 people are struck by lightning annually. Around 50 people per year, on average, have been killed by lightning strikes and many more suffer permanent injuries. Lightning should be considered an occupational hazard by employers.

Jobs that involve working outdoors in open spaces, on or near tall objects, or near explosives or metal have significant exposure to lightning risks. Some of the higher risk work activities include industrial, manufacturing, aviation, and the construction industries.

It is important to reduce lightning hazards when working outdoors by being informed and seeking shelter. Lightning is unpredictable and can strike up to 10 miles from the closest rainfall. Many lightning strike injuries/deaths occur because the victim did not promptly get to safe cover or they went back outside to soon after the storm passed.

Checking NOAA weather reports prior to beginning any outdoor work is an important first step to avoiding the hazards of lightning. Also, watching for darkening clouds and increasing wind speeds can indicate of a developing thunderstorm. Seeking shelter in an enclosed building is imperative to reducing lightning risks. It is important to remain in the building for 30 minutes after the last sound of thunder. If buildings are not an option, hard-topped metal vehicles with the windows rolled up should be used as a shelter.

Another important part of lightning safety is having a written Emergency Action Plan (EAP) which should:

• Inform supervisors and workers to act after hearing thunder, seeing lightning, or perceiving any other warning signs of approaching thunderstorms.

• Indicate how workers are notified about lightning safety warnings.

• Identify locations and requirements for safe shelters.

• Indicate response times necessary for all workers to reach safe shelters.

• Specify approaches for determining when to suspend outdoor work activities, and when to resume outdoor work activities.

• Account for the time required to evacuate customers and members of the public, and the time needed for workers to reach safety.

Workers should be adequately trained on lightning safety, as far as what to look for and what to do during a lightning storm. If caught outside in a thunderstorm, avoid tall objects such as isolated tall trees, hilltops, utility poles, cell phone towers, cranes, large equipment, ladders, scaffolding, or rooftops. Avoid open areas and bodies of water and retreat to dense areas. Also avoid wiring, plumbing or fencing and do not seek shelter in sheds, pavilions or tents as these do not provide adequate cover. It is also important to know OSHA standards, which prohibits certain work to be done during high winds or storms. Employers must be aware of and take lightning hazards seriously. Proper precautions must be made to ensure that injury or death from lightning strikes are avoided.

Have you ever witnessed a lightning strike? If so, what was it like?

Work Site Review: **Hazards/Safety Suggestions**

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Trenching and Excavation Awareness

Trenching and excavation can be considered some of the most hazardous construction-related jobs. Excavation can be considered any man-made cut, trench or removal of earth's surface. A trench is defined as underground, narrow excavation that us deeper than it is wide, and no wider than 15 feet. OSHA requires that employers provide a workplace that is free from recognized hazards and therefore has created regulations and requirements related to excavation and trenching. The requirements for proper trenching and excavating include, but are not limited to:

- Trench safety measures
  - Trenches that are 5 feet or deeper require a protective system to be in place; unless the excavation is made entirely of stable rock. If less than 5 feet, a competent person can decide if protective system is needed.
  - Trenches 20 feet or deeper require a protective system that is designed by a registered engineer or based on data approved by a registered engineer.
- Competent Person
  - Before any work can be done, OSHA requires that employers have a competent person inspect trenches daily and ensure that excavation hazards are eliminated.
  - A competent person is one who is capable of identifying hazardous working conditions, soil types and necessary protective systems.
- Access and Egress
  - Keep heavy equipment away from trenches
  - OSHA requires safe access and egress to all excavations, which may include - Ladders, steps, ramps, or other safe means of exit for employees working in trench excavations 4 feet or deeper
  - These devices must be located within 25 feet of all workers
- Protective Systems
  - There are different types of protective systems that are detailed below

    - Benching is a method of protecting workers from cave-ins by excavating the sides to form one or more horizontal levels or steps, usually with vertical or near vertical surfaces between levels.
    - Sloping involves cutting back the trench wall at an angle inclined away from the excavation.
    - Shoring requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave-ins.
    - Shielding protects workers by using trench boxes or other types of supports to prevent soil cave-ins.
  - Designing a protective system can be complex because many factors must be considered: soil classification, depth of cut, water content of soil, etc.

Safety related hazards other than cave-ins include falls and falling loads, where workers and work equipment can fall into excavated area. Hazardous atmospheres with depleted oxygen levels and/or toxic gases can be dangerous and respiratory protection equipment may be required. Mobile equipment such as dump trucks and backhoes can be hazardous and fall into trenches. There are also underground utility lines that can be hit while digging which can cause electrocution and fatal natural gas leaks.

What types of excavations are you working around? Has anyone ever witnessed a cave in? If so, what happened?

Work Site Review: **Hazards/Safety Suggestions**

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