

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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AMPUTATIONS

Amputation is the loss of a body part resulting from accidents or injuries. Amputations can happen at almost any worksite. Construction, industrial, manufacturing, and transportation worksites are at a higher risk. Is your facility or project at risk for Amputations?

Amputations are among the most serious injuries at a workplace. OSHA requires that amputations are reported within 24 hours. So, what typically causes an amputation? If workers aren't trained on the machine guarding, lock out and tag out, or personal protective equipment they are much more likely to be involved in an amputation. Parts that rotate, machines that move can trap a worker, workers can be pinched, cut, stabbed, or crushed by machines. Luckily, all these accidents can be prevented.

So how do you prevent an amputation?

A daily Job Safety Analysis reviewed and signed by each employee is the first step. Furthermore, every company should have training in place to make workers aware of the amputation hazards they may face. Supervisors should inspect projects and facilities weekly to identify any machine guarding hazards. Workers need to understand the purpose of the machine, how it operates, and any safety procedures required to operate or work around the machine safely. Long hair, loose clothing, jewelry, and some personal protective equipment maybe hazardous. Clear dress code requirements should be established and posted near the controls of each machine.



Amputations can be prevented! With attention to detail, training, inspections, and a dedication to a safe work environment you can help prevent amputations! Losing a limb, it is a life altering event. Remember, we all want to get off work the way we started work.

Can anyone describe a time when they witnessed an amputation? What happened? What caused the amputation? Could it have been prevented? If so, how?

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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ASPHALT FUMES

Road construction crews are ramping up everywhere this time of year. Asphalt Fumes can be dangerous, and procedures should be in place to protect you and your workers.

Asphalt is a black or brown, semi-solid or liquid mixture used for buildings, roofing, roads, and rubber. It can be hazardous to human health, as cited by NIOSH, NFPA, and ACGIH (American Conference of Governmental Industrial Hygienists). Exposure to asphalt must be evaluated on a regular basis. OSHA does not have any specific standard for asphalt fumes, but it should be addressed by the construction industries.

Many workers are exposed to asphalt fumes used for road paving, siding, roofing, and concrete work. Exposure to fumes can cause eye irritation, throat irritation, skin rash, cough, headache, shortness of breath, and dizziness. Asphalt exposure can also have chronic health effects in addition to these acute effects. For example, long term exposure can cause change in skin pigmentation.

Protection Tips:

1. Wash your hands with soap before leaving work sites or eating.
2. Have your lunch away from the work area.
3. Change your work clothes before going home.
4. Avoid skin contact.
5. Wear protective clothing.
6. Use eye protection as well as gloves.
7. All clothing and gloves must be made from an appropriate protective material.
8. All PPE must be clean and available each day.
9. If using respirators, employees must undergo a fit test, medical test, and training on the use of respirators.
10. Respirators must meet OSHA requirements.
11. Use safe equipment.
12. Try to maintain a safe temperature.
13. Train employees on the hazards of asphalt exposure and prevention methods. Proper use of PPE must also be included in training.



How do Asphalt Fumes impact your work environment? Can anyone share an experience that didn't go well with Asphalt Fumes? What happened, were there any consequences?

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CARBON MONOXIDE

Carbon monoxide is often referred to as the silent killer. The reason for this is because it is an odorless and tasteless gas. It could be present, and you would not know unless you had an air monitoring device or a CO alarm with you. Carbon monoxide poisoning is responsible for hundreds of deaths per year. These deaths occur in both our homes as well as our workplaces.

Carbon monoxide comes from incomplete combustion. There are many things that can release it: hot water heaters, furnaces, gas powered generators, or vehicles. Carbon monoxide in high concentration can kill in minutes.

What happens when we are poisoned with carbon monoxide?

When this poison enters the human body, it displaces oxygen. At first, symptoms can include fatigue, nausea, or a headache. These symptoms are often mistaken for food poisoning or the flu.

Things to consider when you suspect carbon monoxide to be near:

1. Are you in an enclosed room with poor ventilation? Even something small could build up enough carbon monoxide in the room to be catastrophic.
2. Are you running something that has a motor or is burning fossil fuels that could result in carbon monoxide?
3. If entering a confined space, it needs to be tested for carbon monoxide before entry. Once inside, the air quality must be continually monitored.
4. If carbon monoxide poisoning is suspected, move immediately outside to fresh air and call 911. If a coworker is trapped, call a trained professional to rescue them. Often a rescue attempt may result in two fatalities.
5. If you are worried about carbon monoxide, use an air monitoring device to ensure safety.
6. Effective ventilation in the workspace can reduce exposure to carbon monoxide.
7. If you begin to feel nauseous or sick remove yourself from the work area and get to fresh air.



Can you recall a time when someone was poisoned by carbon monoxide? If so, what happened?

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FATIGUE ON THE JOB

Generally, the word “fatigue” implies feeling tired, sleepy, loss of memory, increased errors in judgment, increased stress, and, poor decision making. Fatigue can be acute or chronic.

Lack of sleep or short terms of heavy mental or physical work can cause acute fatigue. This can be relieved by resting or relaxing. Chronic fatigue, though the exact cause is unknown, is constant and can be long term. Syndromes of chronic fatigue include difficulty concentrating, unusual headaches, joint pain, inability to recall details, excessive day time sleeping, etc. It can be caused by some health conditions, or it can be genetic.

At work fatigue has an impact on work performance, safety, productivity, and efficiency. It increases the risk of injuries and accidents. According to OSHA, long work hours and workers fatigue are major safety concerns. Long hours of mental or physical work, inadequate rest, and high stress can cause fatigue.

What are some things you can eliminate around your facility, office, or project that increase fatigue? Eliminating noise, dim lighting, high temperatures, and long boring tasks can help. Some studies suggest that allowing in more natural light can help decrease fatigue.

Fatigue at work can be extremely dangerous to the person fatigued and everyone around them. Developing procedures that help identify a fatigued employee can be extremely beneficial to reducing fatigue related accidents. Also, long work hours can contribute to fatigue. Especially when the temperature is extremely hot or cold. Efforts should be made to not overwork your staff.

Fatigue can be managed in several different ways. How does your company manage fatigue at work? Can anyone recall a time when fatigue caused an accident? What happened? What was the cause? Did the accident hurt only the fatigued person, or others as well?



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THE IMPORTANCE OF ARC FLASH SAFETY

An arc flash is a hazardous event where a flashover of electric current leaves its intended path and travels through the air from one conductor to another or to ground. It often results in a large energy burst and if workers are in close proximity of an arc flash, serious injury or even death can occur. OSHA has standards related to the NFPA 70E to protect workers from electrical arc flash hazards. The NFPA 70E national consensus standard is a comprehensive standard developed by the National Fire Protection Association (NFPA) that contains detailed information on how to protect workers from arc flashes and electrical hazards.

Arc Flashes can be triggered by many different things including:

1. Dust
2. Mishandling of tools
3. Accidental contact
4. Condensation
5. Equipment/material failure
6. Corrosion
7. Faulty installation



A high hazard event like an arc flash can create dangerous levels of energy output. Arc flashes can cause burns and fires and can also cause object to fly through the air. The flash can create a blast pressure of up to 2,000 lbs. per square foot and can cause a sound blast of up to 140 decibels. Extreme heat can occur during an arc flash, creating temperatures of up to 35,000 degrees Fahrenheit!

It is important to follow OSHA and NFPA requirements when it comes to arc flash safety and prevention regulations. A crucial first step is to perform an arc flash risk assessment to determine the likelihood and potential severity of injury from the hazard. Use the hierarchy of risk control methods to mitigate electrical hazards by 1) Elimination, 2) Substitution, 3) Engineering Controls, 4) Awareness, or 5) Administrative Controls.

There is a 4-step strategy to the protection and prevention against arc flashes that include:

1. **TURN OFF THE POWER.** Work de-energized, whenever possible. This isn't always feasible. If de-energizing is not possible, NFPA 70E requires the following:
2. **LIVE WORK PERMIT.** Have the customer sign an Energized Electrical Work Permit.
3. **PLAN THE WORK.** Have a written plan for performing the live work safely.
4. **USE PERSONAL PROTECTIVE EQUIPMENT (PPE).** This includes flame-resistant (FR) clothing, insulated tools, face shields, and

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