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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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Bloodborne Pathogens

Bloodborne pathogens can be transmitted to anybody and have deadly consequences. What is a bloodborne pathogen? It is something that can cause disease and this pathogen lives in the blood of somebody that has been infected. There are many experts in healthcare that understand how bloodborne pathogens work and how they are transmitted from person to person. We are going to go over a few ways to keep workers safe from these pathogens.

Bloodborne pathogens are a hazard in the workplace for workers who encounter them. Common bloodborne pathogens include Hepatitis B, Hepatitis C, and HIV. They are spread through direct and indirect contact with a bodily fluid. Direct contact is when a person physically touches another person and encounters a bodily fluid. Another form of direct contact is sharing hypodermic needles. Indirect contact would be touching a doorknob that somebody else has touched or flipping on a light switch that somebody else has used. What can happen is an infected person could unintentionally leave a bodily fluid on anything from a doorknob to a light switch. We can avoid this by washing our hands throughout the day even if gloves are being worn. Washing your hands is still a good course for prevention.

Other forms of transmission are droplet transmission. This occurs when droplets of bodily fluid of an infected person are inhaled by another person. These droplets can come from a sneeze or a cough that become airborne. Vector-borne transmission occurs when a person's skin is penetrated by a bite, sting, or a laceration from something in the environment. This opens the skin and allows the disease to be spread.

Bloodborne pathogens can infect anybody through multiple ways. However, through engineering controls, good protocols, and education, we can avoid the spread of these diseases. We can do this by wearing our PPE, washing our hands thoroughly, cleaning up spills immediately and effectively, and disposing soiled clothing in proper containers. These few things can keep us safe in the workplace. Can anyone contribute a time that bloodborne pathogens were involved in your work? Can anyone recall a near miss or accident that could've been prevented?

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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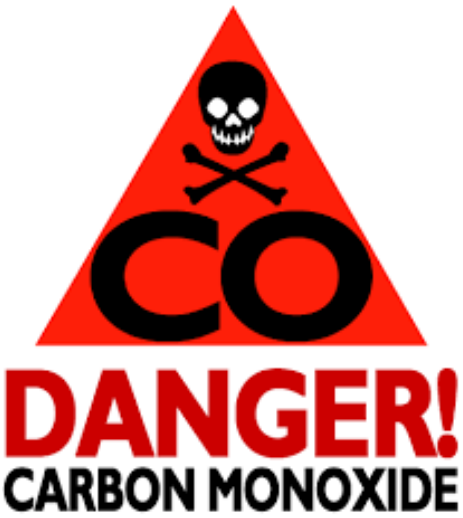
Carbon Monoxide

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. 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:

- Are you in an enclosed room with poor ventilation? Even something small could build up enough carbon monoxide in the room to be catastrophic.
- Are you running something that has a motor or is burning fossil fuels that could result in carbon monoxide?
- If entering a confined space, it needs to be tested for carbon monoxide before entry. Once inside, the air quality must be continually monitored.
- 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.
- If you are worried about Carbon monoxide, use an air monitoring device to ensure safety.
- Effective ventilation in the workspace can reduce exposure to carbon monoxide.
- If you begin to feel nauseous or sick remove yourself from the work area and get to fresh air.

Can anyone remember a time when Carbon Monoxide posed a threat at work? What was the scenario, what was done to protect everyone from the Carbon Monoxide?

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Ladder Safety

Often the most dangerous thing to our health and safety can be something that we use daily, or something that it seems anybody could use without any training. OSHA estimated that 36 fatalities and 24,882 injuries occurred due to falls from ladders. A big factor in this is that workers are not getting the training that they need or become complacent with how they use a ladder.

There are many hazards of working on or near a ladder in the workplace. Here are a few tips that can keep your workplace safer. Know the workplace that the ladders will be used for. This will give you better insight as to what type of ladder should be used, such as proper height. We can eliminate temptation to use a shorter ladder if the proper height is readily available. This is important because using the top rung of a ladder is unacceptable and creates a hazard.

Using a ladder made of the correct material is important. A worker should not be using a metal ladder near power lines, a better choice would be a wooden or fiberglass ladder. There are many kinds of ladders which are acceptable in different situations. Examples of these ladders are: extension ladders, step ladders, A-frame ladders, and many others. Only use ladders as they are intended to be used.

A large amount of ladder related accidents come from improper use while climbing and dismounting a ladder. The worker should always be facing the ladder with both hands free to aid in the climbing process. Never should a worker be facing away from the ladder they are on. Adhere to the weight limits of the ladder. If the weight limit is 250lbs don't allow a 240lb worker with 20lbs of equipment to climb the ladder. This is over the weight limit and could lead to a failure of the ladder.

Maintain a proper angle when using an extension ladder. There is also a sticker on the side of the ladder to aid in finding the proper angle. If the angle of the ladder is incorrect, the ladder will become very unstable and should not be used in this condition.

If we plan and know our work environment, we will have the right type of ladder with us. Every worker should know how to safely use a ladder.

Can anyone contribute a time that ladder safety was involved in your work? Can anyone recall a near miss or accident that could've been prevented if that person had better equipment or a better understanding of how to safely use that equipment?

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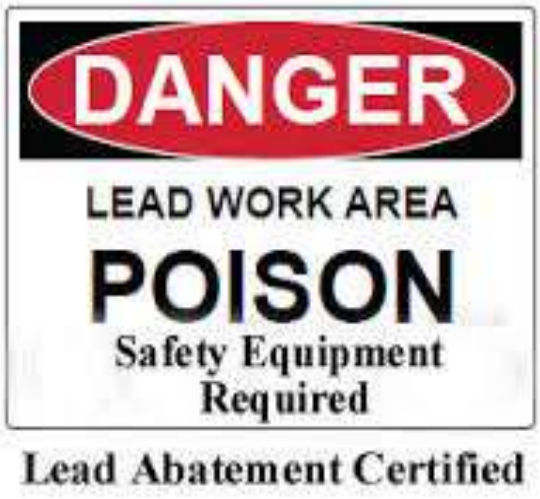
Lead Safety

Lead was used in many different applications in residential and commercial construction up until the late 1970's. Lead-based paint was the most commonly used source for lead. Lead was also found in plumbing pipes and solder, gasoline additives, and electrical fittings and conduits.



Children are considered high risk for lead poisoning because they are still developing, and lead exposure affects the central nervous system. Lead exposure in children may result in stunted growth and permanent brain damage. Adults are also at risk. Symptoms can include headaches, joint pain, abdominal pain, miscarriage, and premature birth in pregnant women.

If Lead is an issue on your jobsite, a Lead-certified professional must be consulted before any other work begins. The only way to know for sure if your paint contains lead is to have it tested by a professional. If it does contain lead this does not mean that it must be removed. However, any work that would disturb the paint or create lead dust would require a professional.

Wearing a dust mask will not protect you from lead dust. A respirator with a specific HEPA filter for lead is required to protect yourself from airborne lead hazards.

If your project is disturbing lead-based paint your firm must be certified and have at least on certified renovator. Different levels of lead certification re required based on the type of renovation being performed. These certifications are issued by the EPA. EPA Certified Lead Contractors have specialized equipment and methods for safely removing materials coated with lead-based paint. These certified contractors should provide a copy of their lead training certificate as well as provide a safe and secure jobsite for everyone at the jobsite.

Sometimes working safely might seem like it can cost more money and take more time. However, doing it the right way, the legal way, and holding the long-term safety of these workers should be the primary concern for everybody involved. So, when you work with lead, do it safely and find a certified contractor who is trained to mitigate the hazards on the jobsite.

Can anyone contribute a time that lead safety was involved in your work? Can anyone recall a near miss or accident that could've been prevented?

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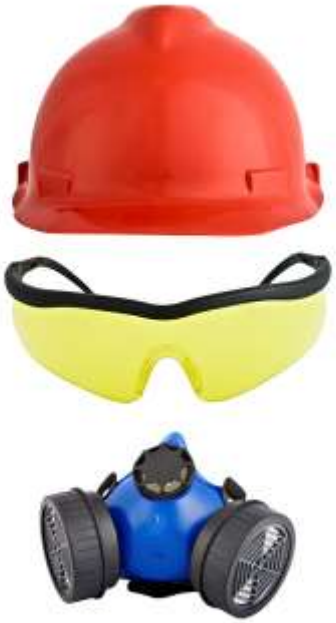
Respirator Safety



As the need for safety in the workplace has increased, so has the use of respirators. Respirators can protect you from breathable chemicals, vapors, and dusts that could have serious health consequences. When there is a risk of exposure to harmful chemicals and dusts in the workplace, the employer must provide the respirator as well as the training to use them correctly.

Respirators must be OSHA approved and certified by NIOSH (National Institute for Occupational Safety and Health). The employer must provide a physician to medically clear you to use a respirator. A properly fitted respirator will limit your oxygen intake, as you now must breathe through filters.

Now that you have the proper respirator and have been medically cleared to be in good enough health to use a respirator, you can begin your fit test. Fit testing is a vital step to using a respirator because we all have a different head size and shape. For the respirator to fit correctly, the proper size respirator must be worn, and it must be adjusted correctly. For the respirator to get a good seal, the wearer must not have facial hair that is obstructing the sealing surface of the respirator.

In addition to the initial fit test, workers must be fit tested every year to ensure they are still getting a proper fit. If there is a major physical change to that worker, they must be fit tested again. This can include major weight gain/loss, facial surgery, or an injury anything that could change the way the respirator would seal against your face.

You now have a respirator that fits properly and can work safely. The employer must educate the worker on when to wear it and what airborne hazards they will be exposed to. A respirator must be inspected prior to each use to ensure that it is clean, all straps are in good condition, and there is no damage to the sealing surface.

After use, the respirator must be cleaned and stored in manner that will keep it from getting contaminated or damaged. Never leave it hanging on a machine or lying around. The final step in maintaining your respirator is to routinely change out the filters, as recommended by the manufacturer. If for some reason that filter becomes compromised, change it immediately.

These are some of the requirements of a typical N95 particulate respirator. Make sure they fit properly, ensure that you are medically cleared to wear one, keep it clean, store it properly, and change the filters on time.

Can anyone contribute a time that respirator safety was involved in your work? Can anyone recall a near miss or accident that could've been prevented?

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