



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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Accident Investigations

An accident is an unexpected event that can cause injury and can occur at the workplace, or any other place, due to human or machinery error. Accidents might be the result of a near miss, any dangerous event, horseplay, work tools or equipment that were not inspected prior to use, poor housekeeping practices, and improperly trained employees. In the case of accident, it is very important to focus on the root cause in order to prevent the accident from recurring in the future. This should be part of the accident investigation and recording procedure. Accident investigations must be complying with OSHA laws and regulations. Remember, safety training in accordance with the OSHA requirement is key for a safe workplace.



Investigations Must be In Writing and Include the Following:

- Cost of damage
- Location of accident
- Photographs to document the location/scene of the accident
- Name of the witnesses
 - All must be interviewed
- The cause of the accident
 - List of probable causes
 - Who or what is responsible
 - Most probable cause must be determined
- What the normal condition was before the accident occurred
- How the accident happened
- Data must be analyzed
- Investigation must be recorded and saved
- Summary must include recommended action to prevent another recurrence of the accident in the future

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: _____

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Health and safety are not excuses to avoid hiring older employees. Today, many older workers are part of the workforce. Older workers can bring experience, skill, and knowledge to the workplace. It is important to remember that, regardless of age, there is no difference in the required health and safety responsibilities of employees in the workplace.

Risk assessment can be performed on employees as they become older, especially if the employee is experiencing any noticeable physical or mental changes. It is also important to consider the learning ability of each employee. For example, people who have had previous training, education, or experience on the job may be experienced learners who have the ability to learn new skills well. Other employees may not learn in the same manner. Based on assessments, the employer may allow more time for older employees to be trained or the employer might move the employee to a different job type.

Employers and older employees should keep in mind that, generally, thinking and memory abilities may decrease after the approximate age of seventy, and, though they may have fewer accidents than younger workers, accidents involving older employees can be more harmful and can cause serious injuries. Older workers should speak to their employers if they have any concerns or issues with job performance. The workplace can help by providing a safe work environment and reducing the chance of injuries and illnesses through training, maintaining good working conditions, following safe work procedures, and completing risk assessment to prevent hazardous work conditions.

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Trenching and Excavation

Trenching and Excavation Emergencies

Each year over 60 people are killed while working in and around trenches and excavations. Working in an unprotected trench or excavation can lead to death from becoming buried alive. In fact, this task is so hazardous that OSHA has identified it as one of the top four hazards that can cause death to workers. OSHA has also targeted trenching and excavations through a National Emphasis Program (NEP) which, when found, requires a mandatory inspection.

Why is trenching and excavation so deadly?

A cubic yard of dirt weighs nearly 1- and one-half tons, or around 3000 pounds. A worker in an unprotected trench can easily become immobile or trapped by sliding dirt around the legs or ankles. When unprotected dirt reaches an employee's chest area, it quickly becomes impossible to take a breath. Once trapped by sliding dirt, rescues becomes a touch and go operation; nearly every employee buried by dirt in a trench or excavation dies long before reached by emergency responders.



How can these worker deaths be prevented?

- Plan your job – A Competent person has been trained to examine soil types and environmental that can determine what type of equipment and preplanning will be needed. Use information to choose a protection system for the type of hazard - Soil analysis is important in order to determine appropriate sloping, benching, and shoring.
- Monitor the work – Your previous training will enable you to recognize the signs and hazards that can lead to collapse.

Recognize some critical signs of danger

Some easily identifiable and recognizable hazards during trenching and excavations include working with heavy machinery; manual handling of materials; working in proximity to traffic; electrical hazards from overhead and underground power-lines; and underground utilities, such as natural gas.

Fatal Fact: Two employees were installing storm drainpipes in a trench, approximately 20-30 feet long, 12-13 feet deep and 5- 6 feet wide. The side walls consisted of unstable soil undermined by sand and water. There was 3-5 feet of water in the north end of the trench and 5-6 inches of water in the south end. At the time of the accident, a backhoe was being used to clear the trench. The west wall of the trench collapsed, and one employee was crushed and killed. As result of the its investigation, OSHA issued citations for one willful, one serious, and one-other-than-serious violation of its construction standards. OSHA's construction safety standards include several requirements which, if they had been followed here, might have prevented this fatality.

Closing: Can anyone contribute a time that insert topic name was involved in your work? Can anyone recall a near miss or accident that could've been prevented?

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Welding Safety

Welding Hazards Safety Program

Welding, cutting, and brazing are hazardous activities that pose a unique combination of both safety and health risks to more than 500,000 workers in a wide variety of industries. According to the Occupational Safety and Health Administration (OSHA), the risk from fatal injuries alone is more than four deaths per thousand workers over a working lifetime. Protecting the worker when performing welding operations depends on understanding of the hazards involved and the proper way to control them. Control of welding hazards includes avoiding eye injury, respiratory protection, ventilation of the work area, protective clothing, and having safe equipment to use.

The Process of Welding

Welding joins pieces of metal by the use of heat, pressure, or both. There are more than 80 different types of welding and associated processes. Some of the most common types of welding include arc welding, which includes “stick” or shielded metal arc welding (SMAW), the gas-shielded methods of metal inert gas (MIG) and tungsten inert gas (TIG), plasma arc welding (PAW), and submerged arc welding (SAW). Other welding processes may use oxy-acetylene gas, electrical current, lasers, electron beams, friction, ultrasonic sound, chemical reactions, heat from fuel gas, and robots.



Health Hazards of Welding Gases and Fumes

Welding “smoke” is a mixture of very fine particles (fumes) and gases. Many of the substances in welding smoke, such as chromium, nickel, arsenic, asbestos, manganese, silica, beryllium, cadmium, nitrogen oxides, phosgene, fluorine compounds, carbon monoxide, cobalt, copper, lead, ozone, selenium, and zinc can be extremely toxic. Welders who smoke may be at greater risk of health impairment than welders who do not smoke, although all welders are at risk.

Exposure to welding smoke—short-term and long-term health effects

Short-term (acute) health effects Exposure to metal fumes (such as zinc, magnesium, copper, and copper oxide) can cause metal fume fever. Symptoms of metal fume fever may occur 4 to 12 hours after exposure, and include chills, thirst, fever, muscle ache, chest soreness, coughing, wheezing, fatigue, nausea, and a metallic taste in the mouth. Welding smoke can also irritate the eyes, nose, chest, and respiratory tract, and cause coughing, wheezing, shortness of breath, bronchitis, pulmonary edema (fluid in the lungs), and pneumonitis (inflammation of the lungs). Gastrointestinal effects, such as nausea, loss of appetite, vomiting, cramps, and slow digestion, have also been associated with welding. **Long-term (Chronic) health effects** Studies have shown that welders have an increased risk of lung cancer, and possibly cancer of the larynx (voice box) and urinary tract. These findings are not surprising in view of the large quantity of toxic substances in welding smoke, including cancer-causing agents such as cadmium, nickel, beryllium, chromium, and arsenic.

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