



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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Cold Weather Risk Factors

It is wintertime and that means one thing is certain to happen, it's going to get colder. Cold weather adds a multitude of complications to whatever it is that you are doing outside. It brings with it the obvious problems of frostbite and hypothermia, but there are many other factors to consider. Dehydration is often associated with hot and dry conditions. Dehydration is not just a warm weather factor, when working in cold conditions you may not notice how much water you're burning off. Cold air is much drier than warm air and sweat often evaporates more quickly than you can notice it. Remember to stay hydrated in all conditions, warm or cold.



Another issue you'll have to deal with is mobility. This issue has many different factors, and results. First, in order to avoid frostbite and hypothermia you'll have to dress appropriately. This means dressing in layers to make it easier to regulate your body temperature. Unfortunately, every layer you add can make moving around a lot more difficult. If using multiple cumbersome layers make sure you plan your job accordingly, account for some extra time to complete tasks. Gloves and mittens are also essential pieces of clothing to protect your hands from the cold but can also hinder your ability to work with tools or work with any finesse. Again, planning for tasks to take extra time is always a wise decision.

Another issue with mobility is the other weather conditions we often associate with cold temperatures. Snow and ice greatly increase the risks of slips, trips, and falls. You should always be cautious of the surface conditions regardless of the activity you're performing. Salting exterior walkways and driving areas and using kitty litter/sand as a traction additive can significantly reduce these risks. Remember, even with the precautions you should remain aware of the hazards. Don't run, move slowly, and if driving it may take longer than normal to stop.

What areas around your project or facility do you need to use extra caution during the winter months?

proActive Safety Services was established in 2009. We specialize in workplace safety training, staffing, inspections, and consulting. If you have any questions, please call us by dialing 877-209-9648 or email SALES@PASAFETY.COM

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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Dressing for Cold Weather

There are lots of extra hazards associated with wintertime. The most obvious is how darn cold it gets. In order to stave off dropping temperatures and things like frostbite and hypothermia it's important to dress in a way that keeps you warm. However, wearing bulky jackets and double layers of socks can do more harm than good. If you want to be able to move around without the extra effort, yet still be warm enough to work here are some guidelines to follow.

Layers

Layers are a good way to regulate heat, you can remove the outermost layer easily if you get too hot and put it back on if you get cold again. Layers also reduce the need for thick and bulky clothing that can hinder your ability to work. You should start with a light breathable base layer. Long underwear/long johns, or any alpaca/merino wool shirt or form pants work wonders for keeping you warm but wipe sweat away so you don't leave moisture sitting on your skin. On top of the base layer you'll want a small insulating layer. Sometimes this layer is incorporated into the last layer which is the wind resistant outer shell. If using a winter jacket as an outer layer this may be all that you need over the base layer since most winter jackets have a nice liner built in. If not, a sweatshirt is great insulating layer before the wind breaker outer shell. For legs sweatpants over the base layer are highly recommended with a pair of jeans or other wind breaking pants over top of them.



Extremities

If working in cold weather remember to wear gloves or mittens to keep your hands warm. Gloves are advantageous for dexterity and are easier to operate machinery and tools with. Mittens, although lacking in the ability to operate certain tools, are significantly warmer than gloves. Knowing this make sure you plan your clothing appropriately. Your feet, another extremity, are also incredibly important. If possible, wear a single layer of socks, a good merino wool or synthetic sock of appropriate thickness is best since multiple layers of socks can become tight or force footwear to become tight. This tightness can restrict blood flow and make your feet colder. Avoid cotton socks as they tend to hold moisture on your feet. Moisture from sweating can rapidly cool your feet and too much moisture can eventually cause your feet to become too cold after even light sweating. Lastly remember to cover your head particularly your ears. Heat can easily leave the body through your uppermost extremity, especially since your face is often exposed to the elements even if you wear a warm winter hat.

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safety Orientation – Set Your Safety Standards

We have meet with thousands of companies since starting proActive Safety Services in 2009. I have always been amazed by how many of the companies we meet with didn't have a safety orientation for people they were putting in harm's way.

Why is a safety orientation so important?

There are legal obligations that must be meet prior to assigning people to safety sensitive tasks. Furthermore, the chances of accidents and injuries increase dramatically during the first six months of employment. That means that your employees are more likely to get injured during their first 180 days on the job. In addition, over half of the time there is an accident or injury the person who was injured didn't have the proper training or personal protective equipment that would have prevented the incident. During the safety orientation you must set your safety standards. We highly recommend that a management leader,

owner, or even the company president attend every safety orientation. The message that unsafe work will not be tolerated and a number to call to report it is crucial. Your workers need to understand that the leaders of the company want every job to be completed in a safe manner. Not just the jobs, that the General Contractor or Construction Manager requires it. Unfortunately, there is a segment of workers who actively fake accidents and injuries. With the high cost of worker's compensation costs and the potential cost of litigating claims arising from accidents and injuries it is essential that you do everything you can to prevent accidents and injuries from happening. Having a safety orientation program that ensures your workers are introduced to the hazards they will encounter is vital to preventing accidents and injuries.

How long should the safety orientation last?

The length of your safety orientation will depend on the number of hazards and procedures that must be reviewed. Also, how your safety training program is structured will play into this. For instance, if your company requires a 30 Hour OSHA Outreach Training prior to employment. The length of the orientation could be much less depending on the complexity of the position.

What is the most important part of the safety orientation?

This is a tough question, however if I must choose, a job title specific job safety analysis review is the most important. It is difficult to know how to avoid a hazard if you don't know it exists.

How would you rate the safety orientation program at your company? Could it be improved? If so, how?

If you need assistance establishing a safety orientation program, please contact us by dialing 877-209-9648 or email sales@pasafety.com.



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Safe Hearing Protection

Noise is one of the major occupational health concerns in the United States. Long term exposure to high levels of noise can cause permanent hearing loss, and short-term exposure can cause temporary hearing loss. Loud noises can cause stress, affect communication, reduce productivity and concentration, and may contribute at workplace accidents and injuries. At the workplace, excessive noise exposure can be controlled or reduced through administrative, engineering, and hearing protection devices. This includes keeping employees away from noisy equipment, isolating noisy areas, providing less noisy tools/equipment, and using hearing protection devices. NIOSH has recommended that all workers' exposure limit to noise should be under or equal to 85 dBA for eight hours in order to reduce exposure to noise and prevent hearing loss. The OSHA standard requires a hearing conversation program when workers are exposed to a time weighted average noise level of 85 Dba or higher over an 8-hour work shift. Hearing conservation programs require employers to measure noise levels, provide free yearly hearing checks and ear protection, and provide training to employees.



Hearing Protection Practices

1. Wearing ear protection
 - Good quality earplugs or earmuffs
 - Noise-cancelling headphones
 - Proper selection of hearing protection is dependent on workplace noise levels.
2. Do not smoke and check your blood pressure regularly (can be damaging to your ear).
3. Choose low-noise tools or equipment.
 - Maintain machinery and equipment.
4. Provide noise sampling and personal noise monitoring.
5. Have a hearing test program in place.
6. Providing training and information to make sure workers are protected according to OSHA requirements.
 - Educate workers for noise hazard levels and protection.

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