



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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Train. Protect. Prevent.

Aerial Lifts

Aerial lifts are vehicles with mounted, boom-supported aerial platforms that are adjustable in order to provide access to equipment or above-ground structures. Aerial work platforms can be powered or raised/lowered manually. They may only be used by trained, qualified, and authorized employees.

Manufacturers recommend that those who use aerial work platforms (AWP) are thoroughly trained and read/understand all information regarding the safe use of an AWP. Managers must have copies of the manufacturer's operating manuals available for all employees who work on aerial work platforms. In addition, the company must develop a written safety program including safety information from the manufacturer.

Under Construction Standards and General Industry Standards, OSHA requires the use of fall protection when working on an AWP. Aerial lift compliance falls under OSHA as well as ANSI. OSHA may cite businesses under the "general duty clause" for not complying with AWP standards. Only trained employees may work on or operate an aerial platform, and the trained employees must be fully aware of the hazards associated with aerial lifts (tip-over, collapse, electrical shock, falling objects, contact with overhead objects, etc.).



Aerial Lift Procedures:

- Only trained employees can operate an AWP.
- Training must include:
 - An explanation of possible hazards.
 - Use and maintenance of PPE.
 - AWP inspection procedures.
 - Hazard recognition.
- Employees must read and understand all required safety procedures before operating an aerial lift.
- Hazards must be identified and eliminated, if possible.
- Aerial lifts should not be operated if wind speeds exceed 30 mph.
- Operators must:
 - Know the procedure for dealing with hazards or unsafe conditions.
 - Inspect the AWP prior to beginning work.
 - Know every component of the machine (tires, battery, emergency control device, etc.).
 - Know how to use required PPE.
 - Know the load limit of the equipment.
 - Know to set the brakes and use wheel chocks when on an incline.
 - Maintain at least 10 feet of clearance from overhead lines.
- Operators must be retrained if there is any operating problem.

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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Controlling Stress

Stress is a negative emotion that everybody tries to avoid. It is emotional strain or tension caused by adverse conditions. Stress appears when we cannot handle the pressure of a situation, and it triggers physiological responses. Significant changes in life, such as major illness, changing or losing a job, moving to a new house, conflicts at home or the workplace, environmental factors (noise, excessive light, etc.), unrealistic expectations, and perfectionism can cause stress. Sometimes small things can cause stress at work. This is normal and can often help employees to be more focused on job or finish the job faster. At the workplace, major stress can come from conflict with your manager/coworker, having too much (or too little) work, or working on something that is not satisfying for you.



Other factors that may contribute to stress include lack of role clarity, poor management, job changes, ineffective communication, and job insecurity. Stress can affect people in different ways, and everybody deals with it differently. As a result of stress, the human body releases chemicals which can lead to mental or physical health effects.

Some Tips to Help Reduce Your Stress:

- Give yourself time to do something you enjoy. This can be a personal hobby or spending time with friends on the weekends.
- Keep up your energy by eating healthy foods (vegetables, fruit, high fiber foods, grain, etc.).
- Get a sufficient amount of sleep regularly.
- Stay connected with friends and family.
- Take an active role in your health:
 - Medical checkups
 - Regular exercise
- Think positively and try to manage your stress (deep breathing, taking vacation time, etc.).

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Dress for the Job

Most workplaces have a dress code. There are many reasons for workplaces to have a dress code. Dressing for the job is dependent on specific job requirements, environment, region, climate, season, and the type of workplace.

Dressing for Office Work:

- Dressing for the office is different than dressing for a construction site, manufacturing environment, hospital, etc. The general rule is to try to dress according to your company culture (casual or business). Be sure to have a copy of and understand the company's specific dress code policy. Recently, many offices are becoming more "business casual" instead of requiring employees to wear suits.

Dressing for the Job:

- Dress code must:
 - Match with the nature of the company's work.
 - Be safe.
 - Show a public image of the business.
- If your company is more business than casual wear tailored pants and a sport coat or sweater.
- Have a good raincoat.
- Take good care of the quality clothes in which you have invested.
 - Your clothes must be clean and in good condition. This includes being wrinkle-free.
- It is not appropriate to wear tight or trendy clothing to work.
- Do not wear printed t-shirts. Solid color shirts are generally ok.
- Do not wear jeans or shorts. Some companies allow jeans on Fridays. Check your specific Dress Code Policy to find out.
- For ladies, make sure you are not showing too much. Your clothing should be both comfortable and professional.
- If you work at machinery it is not safe to wear loose clothing, have loose hair, or wear jewelry.
- If you work in a kitchen, you must tie your hair back and cover it for hygiene reasons.
- Health care employees should not wear jewelry or loose/long sleeves for the safety of patients.



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Needle Stick Prevention

Needle stick injuries are a common hazard for people who work at health care facilities. These injuries can happen to the people who use, disassemble or dispose of needles as well as those who perform procedures involving sharps or the transmission of blood borne pathogens. Certain factors can increase the possibility of an accidental needle stick. Lack of professional experience, personal protective equipment, training, and the improper disposal of sharps are just a few oversights that can cause injuries and illness involving needles.

OSHA has revised the blood borne pathogen standard in conformance with the requirements of the needle stick safety and prevention act. This act includes engineering controls, an exposure control plan, and technology (establishing and maintaining a log of percutaneous injuries from contaminated needles and sharps). Conducting engineering and work practice controls can eliminate or minimize employee exposure to injuries and illnesses.

Needle Stick Prevention Practices:

- Employees who are exposed to blood must be trained on the hazards and safety measures associated with blood borne pathogens.
- Employees must use engineering controls and safe medical devices.
- PPE must be used when necessary.
- Employer should maintain a log for occupational illnesses and a log for sharps injuries.
- All workplaces with 10 or less employees are required to maintain records (blood, sharps injuries).
- A comprehensive sharps injury prevention program must be in place. This includes:
 - Improving equipment
 - Effective disposal system
 - Proper decontamination procedures
 - Safety guidelines
 - Employee training
- For sharps injuries:
 - Immediately wash with soap and water.
 - Wash nose, eyes, mouth or skin with water (flush/splash).
 - Report the incident to supervisor and seek medical attention..
- Cover any cuts and remove jewelry before using gloves.
- Wash or sanitize your hands after each task.
- Use biohazard bags and container for disposable materials.
- Complete the company training program before working with blood borne pathogens.
- The blood borne pathogens standard applies to all occupational exposure to blood or infections materials.



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