



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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CARBON MONOXIDE

Both a colorless and odorless gas, Carbon Monoxide is called the "Invisible Killer." Sources of this poisonous gas include wood, coal, gasoline, oil, and methane. It can cause headache, fatigue, shortness of breath, nausea, dizziness, and, in severe cases, neurological damage.

Prevention and Protection:

- Know the emergency phone number of your local fire department.
- Have CO alarms at home and in the workplace. These must be checked monthly.
- Do not warm a vehicle in a closed garage.
- Heating systems and other gas or coal burning appliances must be serviced every year by a qualified person.
- If the CO alarm sounds, immediately move outside and call 911. Always check to make sure all employees are accounted for.
- Do not use generators near windows or doors outside.
- Test the air regularly if you are in a confined space.
- Training employees on CO exposure is helpful.



Employees at the Workplace:

- Report immediately if there is any accusation of CO presence.
- Report if there are complaints of nausea or dizziness.
- If you suspect CO poisoning leave the area and move outside immediately.
- Be aware of ventilation problems, especially in closed areas.
- Do not use gas or gasoline powered engines or tools in closed areas.
- Use effective ventilation systems to reduce CO poisoning at the workplace.

Usually, the people who may be exposed to CO are those working in boiler rooms, breweries, warehouses, petroleum refineries, and paper or steel production environments. Welders, firefighters, longshore workers and forklift operators are also commonly exposed to Carbon Monoxide poisoning.

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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Emergency Eye Wash

Eye injuries are common at industrial workplaces. Many workers are exposed to a variety of chemicals, splashes, particles, sparks, dust, and flying objects. In an eye emergency it is very important to protect the employee's eyes from further damage as best as possible. Emergency eye wash stations must be located within ten seconds walking distance from the hazard area, as these can help to reduce damage in emergency situations. Eye wash stations come in different sizes and shapes and should be provided based on a workplace safety assessment. Maintenance must be considered. Every eye station should be inspected and be clear of any objects, so it is easy to reach for an injured worker. Stations must also be clearly marked and visible to employees. SDS's should be available for all chemicals for employees at workplace. It is important for employee to know and understand the dangers of the chemicals and materials they handle as well as how to respond to exposure. OSHA regulations for eye wash stations apply to certain industries involving powered industry, open surface tanks, storage and handling ammonia, trucks, telecommunications, paper manufacturing, and hazardous materials. ANSI also has a standard for eye wash emergencies. The flushing fluid should be between 60 - 100 degrees Fahrenheit.

Emergency Eye Wash Requirements and Procedures:

- First line of eye protection is safety glasses, goggles, and face shields in any area that could potentially cause eye damage.
- If eye wash device contains its own flushing liquid it must be refilled or replaced after each use.
- Eye wash stations:
 - Should be located no more than 10 seconds from the hazardous area.
 - Must be in a visible area and have a sign.
 - Must be on the same level as the hazard.
 - Must be able to provide fluid for 15 minutes, and flushing fluid must be provided for both eyes.
 - Must be protected from dust by installing a dust cap or cover.
- All employees who might be exposed to a chemical splash shall be trained in the use of equipment.
- Equipment must be inspected annually to meet ANSI requirements.
- Manufacturer instructions should be followed.



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Train. Protect. Prevent.

Foot Protection

According to the Bureau of Labor, more than 60,000-foot injuries happen at workplaces each year. Foot injuries do not just happen at factories or construction sites, they can happen at any place at any time. Usually, work injuries involve sprained or twisted ankles, electrical shocks, cuts, strain, and fractures due to improper shoes, slips and falls, wet floors, falling objects, flat feet, fatigue from standing, and falling of improperly stored materials.

Employers should conduct workplace analyses and create a foot protection program in order to prevent foot injuries. Workplace hazards can be reduced or eliminated at the source by observation, engineering/administrative controls, and training/educating employees. This may include checking power equipment, setting up guarding/signs, following good housekeeping practices, using color codes for trip and fall area hazards, having good lighting, and wearing protective shoes (especially steel or composite toe for heavy industrial plants, PVC compound boots, or over shoes for chemical workplaces). Required footwear for the job will help prevent foot injuries at the workplace.



OSHA requires the employer to ensure that employees working in an area where foot injury hazards are present take proper protective safety measures. Training and information on the hazards of wearing improper shoes is key to an effective foot protection program.

Foot Protection Practices:

- Establish a housekeeping procedure as part of a daily routine to avoid trips and falls.
- Reduce wet or slippery surfaces.
- Assign cleanup responsibilities to specific people or groups.
- Avoid clutter in aisles, stairways, and exits.
- Keep work areas, staircases, ramps, and hallways lit and clean.
- Wear proper shoes according to your job requirements.
- Use leather safety footwear with rubber, plastic, or PVC compound boots to protect from chemical spills.
- At restaurant or similar environments wear shoes with non-slip soles.
- If standing for long hours wear comfortable shoes.
- Safety shoes must grip the heel firmly and also allow toes to move.
- Shoes must have a low, wide-based heel.
- Dry floors covered in oil or grease with wood dust or powder.
- Keep parking lot in good condition.
- Use wet floor sign, as needed.
- Conduct inspections for slip and trip hazards at the workplace.
- Avoid leaving boxes, pallets, and files in aisles.
- Properly guard machines to avoid machine-related foot injuries.
- Label areas where foot protection is required.
- Use anti-slip flooring or matting to reduce slipping incidents.

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Mold

Mold is not a plant or animal; it is a fungus (plant-like organism) that can be different colors and can be found indoors or outdoors. Mold consumes the material on which it grows. If it present in large amounts it could create health hazards for humans, such as respiratory or allergen problems. It can be found in damp/dark areas, basements, under carpet/drywall, on food, and in poorly ventilated places. Outside, mold grows on soil, grass, wood, and decaying plants or animals. Places such as antique shops, farms, greenhouses, construction areas, flower shops, and summer cottages tend to have high mold exposure.

Thousands of kinds of molds exist, and some, like aspergillus or stachybotrys (black mold), are toxic for humans and animals. Toxic black mold is one of the major causes of sick building syndrome, and it is very toxic to humans. Sensitive people must avoid areas where mold is present. Symptoms of mold exposure can include headache, watery eyes, chronic cough, breathing problems, rashes, asthma, tiredness, and sinus problems. Mold can be removed from hard surfaces with soap and water, bleach mixed with water (not with ammonia or other cleaning products), or hot water and detergent.

OSHA provides guidance regarding mold prevention and remediation in buildings for property managers or owners, contractors, consultants, and safety professionals. Under the general duty clause employers are required to provide their employees with a workplace free from recognized health and safety hazards. This standard includes mold.

Mold Safety Practices:

- Do not touch moldy items with bare hands.
- Avoid breathing in mold.
- Use PPE when necessary (gloves, eye protection, respirator).
- Try to improve ventilation in damp areas at home or in the workplace.
 - Open windows and doors for fresh air.
 - Use air-conditioning or a dehumidifier in damp areas of a building.
- Focus on fixing the cause of mold at home or the workplace (leaking roofs, pipes, etc.).
- Do not carpet basements or bathrooms.
- Try to keep humidity at less than 50%.
 - Use air-conditioning or dehumidifiers in damp areas of a building.
 - Prevent high indoor humidity with an HVAC system.
- If you use bleach with water to clean up mold, follow manufacturer instruction.
- If the area to be cleaned is more than 10 square feet, consult with the EPA.
- If an employee has a respiratory problem, encourage him/her to see a health care provider and follow the recommendations involving building-related respiratory disease.
- Establish a program for recording and responding to indoor air quality complaints.

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