



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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Hypothermia

Hypothermia is a drop of body temperature caused by exposure to cold or frigid environments. The average temperature of a normal body is 98.6 degrees. With hypothermia, this temperature drops to 95 degrees or lower in severe cases. Some medical conditions such as thyroid problems, diabetes, drug or alcohol use, and certain medications can increase the risk for hypothermia. For adults, symptoms include shivering, shallow breathing, confusion, lack of balance, and weak pulse. If a hypothermic person is unconscious, has no pulse, or is not breathing call emergency help and perform CPR immediately. If medical attention is not immediately available all wet clothes on the person must be removed and he or she should be protected against wind, wrapped in warm clothes or blankets, and given warm liquid (without caffeine or alcohol).



Each year, the winter months create a challenging work environment for many employees. While working outdoors, it is necessary to dress in layers that trap heat and are still easily adjustable for work activities. In extreme weather, workers should intake calories steadily throughout the day (as opposed to having one or two heavy meals each day) and they should drink at least 4 liters of water to prevent dehydration. OSHA does not have specific requirements for working in cold weather. However, hypothermia is included under cold stress requirements, and OSHA recommends employers train workers for cold stress hazards and prevention as well as provide engineering controls, monitor workers for signs of cold stress, communicate with workers at remote areas, schedule work during warmer parts of the day, and educate workers on the symptoms of cold stress.

Hypothermia Prevention Tips

- Promote flu shots for employees.
- Encourage proper hand washing and respiratory hygiene practices.
- Educate workers on the symptoms of flu, hypothermia, and cold stress.
- Wear appropriate clothing:
 - Heavy wool sweaters
 - Windproof or waterproof layers
 - Gloves/Mittens
 - Socks
- Keep your body fueled with water and food.

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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Identifying Fatigue

In general, fatigue means feeling tired or sleepy to a point where you may experience loss of memory, increased errors, poor judgment, issues with attention and communication, or increased stress. It can be acute or chronic. Lack of sleep or short-term heavy mental or physical work can cause acute fatigue. This can be relieved by simply resting or relaxing. Chronic feeling is constant, though the exact cause is unknown. Some of the symptoms include difficulty concentrating, unusual headaches, joint pain, inability to recall details, excessive daytime sleeping, and more. It can be caused by some health conditions or it can be genetic. At the workplace, fatigue can have a major impact on work performance safety, productivity, and efficiency. Fatigue increases the risk for injuries or other accidents. According to OSHA, long work hours and workers fatigue is a safety concern particularly for medical residents and other similar types of work. Workplaces can help employees by providing a fatigue risk management system to protect both employees and work efficiency.



Symptoms of Fatigue

- Lack of energy.
- Lack of productivity at work.
- Weight loss.
- Chest pain.
- Chills.
- Muscle weakness or pain.
- Anxiety and depression.
- Headache.
- Lack of appetite.
- Issues concentrating.

Fatigue can be Caused or Increased by

- High noise and high temperature.
- Dim lighting.
- Limited visibility (weather).
- Long, difficult, or boring work tasks.
- Nighttime work.
- Poor eating habits.
- Lack of sleep.
- Stress.

Workplace can Reduce the Risk of Fatigue by

- Providing good lighting.
- Maintaining comfortable temperatures.
- Changing tasks throughout each shift.
- Controlling noise levels.
- Providing facilities where employees can take a nap, if needed.
- Promoting safety through training, education, and communication.
- Performing risk assessments and near miss/incident investigations.
- Providing an "hours of service" guide.

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Lift It Twice

OSHA does not have a specific standard for heavy lifting hazards and back injury problems for employees. However, the General Duty Clause states that each workplace must be free of recognized hazards that create the potential for serious injuries to employees. OSHA encourages all employers to create a safe workplace by providing training and educating employees on ways to reduce or prevent back injuries.

Back Injuries can be Prevented by:

- Assessing the potential lifting hazards according to the workplace or task.
- Providing heavy lifting training.
- Using engineering controls to make lifting and other manual jobs easier and safer.
- Thinking before you lift or move an object. Plan the safest and most efficient method for lifting or moving.



Lifting Technique:

- Keep loads close to the waist and have the heavy side of the load closest to the body before trying to lift.
- Maintain a stable position and balance prior to and during lifting.
- Make sure you have good hold on the load.
- Wear proper shoes, not heels or flip flops.
- Do not bend your back when lifting.
- Keep your head up when handling the load.
- Do not twist or turn by moving your feet.
- Move smoothly, never jerk.
- If you need to adjust a load always put it down first.
- Consider your capacity, if you need help use equipment or ask for help.

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New Employee Safety Orientation

Orientation is the process of introducing a new employee to the workplace, work area, co-workers, job, policy, and the culture of the organization. Safety orientation is part of the company's management system. This phase gives knowledge and skills to a new employee so that he/she may work in a safe and comfortable manner. This extra assistance and training is critical. According to OSHA, new hires are more exposed to workplace hazards, have a higher accident rate, and are more prone to injuries than more experienced workers. Effective training of new employees helps the professional growth and productivity of the organization. The workplace safety program aims to create an accident free and safe working environment. New employee orientation should include all safety training, reporting of unsafe condition, reporting near misses, and always making safety a priority.



Safety Orientation Includes:

- Safety policies and specific safety rules must be explained to new employees.
- Necessary compliance, environmental safety, training procedure should be provided.
- New employees must be trained and educated on the company safety program by a safety specialist.
- A tour of the facility and explanation of the hazards and associated safe work procedures.
- Identification of the storage and food and beverage permitted room.
- Identification of MSDS location.
- A review of the company emergency evacuation plan.
- A review of the PPE program.
- A review of the reporting procedure for accidents and injuries.
- A list of the names, phone numbers, and fax numbers of the people who must be contacted in emergency situations.
- Location of first aid equipment and emergency equipment (i.e. eye wash station).
- Location of emergency evacuation routes.
- Name of the designated first aid trained employee.
- Name of the safety committee representative.
- Rules for smoking and the indoor air quality policy.
- Records of New Employee Safety Orientation must be kept.

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