



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.

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.



Cold Medication and Drowsiness

Usually people get colds or the flu during wintertime. The common cold and the flu are both respiratory illnesses, but they are caused by different viruses and have different health effects. The common cold lasts a few days and involves symptoms such as sore throat, running nose, and cough. The flu is more severe than a cold. It can cause sore throat, cough, headache, and muscle aches. There are usually copious amounts of over-the-counter, FDA approved medications available at pharmacies for cold treatment (i.e. aspirin). These OTC drugs should be used with caution, as many of them have side effects, especially if taken in conjunction with another OTC medicine or a prescription medicine. Common side effects include drowsiness, which can slow down a person's reaction time. This can have dangerous effects at work (less productivity, inability to focus, accidents/injuries). During the flu season, the workplace can encourage employees to get vaccinated, maintain good hygiene, use masks, keep the workplace clean, and (if an employee is sick) to stay home. Good hygiene is the best method for preventing the spread of the flu.

Other Practices to Prevent the Flu:

- Getting an annual flu vaccination.
- Never sharing cups, plates, and cutlery.
- Cleaning your phone, door handles, and other frequently touched surfaces to get rid of germs.
- Washing your hands regularly with soap, especially before eating.
- Coughing or sneezing into tissues, throwing these away, and washing your hands.
- Staying home, if possible, when sick.
- Not mixing medications.
- Reading OTC medicine labels carefully and following the directions.
- Do not use co-workers' phone, desk, and equipment.
- Do not shake hands and get close to other people.
- Try to maintain a good diet.
- Use alcohol-based hand sanitizers.



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: _____

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations



Everyone is Responsible for Safety

Safety is the responsibility of everyone, everywhere. All jobs have hazards, so in order to make the workplace safe and prevent or reduce hazards both the employer and the employees must follow safety procedures. It is the responsibility of all working people to keep themselves and others safe at work- place by working together to promote safety. All industrial and manufacturing companies must have a health and safety policy that fits their job process requirements and is in compliance with OSHA health and safety requirements. It is required that every employee works safely and cooperates with the employer by following all safety rules according to their job requirements. Management must ensure that everyone understands the safety policy of the company and has proper training for each specific task or environment. A safe workplace must be the goal of everyone in the work environment.



Safety Responsibilities:

- Take safety training seriously.
- Know your company's regulations and rules.
- Be patient with your job. Never take short cuts.
- Try to implement ergonomic techniques.
- Follow good housekeeping procedures.
- Use proper PPE for your job.
- Speak with your manager or supervisor if there is a problem with safety at the workplace.
- Follow the emergency plan in case of an accident or injury.
- Maintain a positive attitude towards work and encourage others to work safely.
- Try to learn from near misses or injuries.
- Safety rules must be followed inside, outside, in the lunchroom, in parking lots, or in any motor vehicles, not just at your workstation.

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: _____

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations



Machine Guarding

Machine guarding is on The Occupational Health and Safety Administration's radar!

Machine guarding was the ninth most cited infraction from OSHA in the year 2015. Machine guards are put in place to defend an employee against machine operation hazards. To modify or to remove a guard creates a hazardous work condition and is unacceptable. According to OSHA this is also the reason for over 18,000 amputations, lacerations, and abrasions, as well as over 800 deaths. Often people do not report or record these accidents as OSHA requires, so these numbers may be lower than how many people were injured by incorrect machine guarding.



How should I work with machine guards?

Inspect every machine guard to ensure it is firmly in place. Never under any circumstance remove a guard when using a machine. Always report missing or damaged guards. If a guard is damaged make sure to shut down the machine and have a qualified person inspect it. That guard may need to be replaced before you are able to resume operations.

Is it acceptable to remove the guard from a grinder?

Definitely not, we see this a lot when we conduct inspections. Removing the guard on a grinder is risky business. When the guard is removed there is nothing to protect you from the wheel breaking or flying particles created using the grinder. Use common sense, the guard is there for a reason. Leave the guard on the tool.

Hazards associated with guard removal or modification include:

- Open blades.
- Projectiles towards the operator.
- Possible amputation or death.
- It is an OSHA violation.
- Puts everyone in the work area at risk.

Can anyone contribute a time that machine guarding was involved in your work? Can anyone recall a near miss or accident that could've been prevented?

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: _____

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations



Overconfidence

Overconfidence can be extremely dangerous at the workplace. It often results in a person thinking he/she can complete a task that he/she does not actually have the skills or knowledge to complete safely and satisfactorily. It can also result in an employee giving less than his or her best effort on the job. Overconfident people often do not prepare properly for a situation or job, resulting in unsuccessful or unsafe work practices. Employers can help to reduce accidents caused by overconfidence by increasing awareness of the phenomenon. Lecturing, educating, monthly safety meetings, regular safety training, and providing prompt feedback to an overconfident person can help to prevent accidents caused by overconfidence at the workplace.



Signs and Dangers of Overconfidence:

- A person thinks he/she is smarter than he/she actually is.
- A person thinks he/she knows every required step for the job and does not need to be trained.
- A person does not use map or other tool (GPS) to drive to unfamiliar places.
- Somebody attempt to do a job with no experience.
- A person procrastinates on work and still considers the job satisfactory.
- A person does not properly prepare, design, or analyze a job before beginning.
- A person comes to work with the attitude of "it never happens to me."

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: _____

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations