



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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Indoor Air Quality

Indoor air quality (IAQ) is the quality of air maintained in buildings for the comfort of the people working and living in them. An indoor air pollution problem exists if the air circulating at home or the office is toxic. IAQ is part of the overall Indoor Environmental Quality (IEQ), which includes lighting, visual quality, and thermal comfort. IAQ is one of the health hazards in developing countries, often resulting in exposure to particulate matters when using wood, charcoal, dung, etc. for heating and cooking. Use of solid materials can cause acute lower respiratory infections in children and lung and heart diseases in adults. There are many sources of indoor air pollution such as oil, gas, kerosene, coal, wood, and tobacco products. Some building materials and equipment (such as insulation, stove, furnaces, mold growth from wet carpet, chemical leakage, copiers, carbon monoxide from outside traffic, poorly maintained HVAC, cleaning products, furniture from pressed products, furnishings, central heating, office equipment, cooling system, and humidification device) can be pollutants as well. Radon, pesticides, and the like are outdoor pollution sources. The primary indoor pollution source is the release of hazardous gases or particles into the air. Inadequate ventilation can increase indoor pollution. Poor indoor air quality at workplaces, schools, and offices can cause headaches, fatigue, problems concentrating, eye/nose/throat irritation, and other health problems.

The EPA regulates air pollution and has guidelines for improving indoor air quality. OSHA does not have IAQ standards but does have ventilation standards for all buildings. OSHA's general duty clause requires all employers to provide a safe workplace as well as follow the state's Indoor Air Quality standards.

Indoor Air Quality Maintenance/Improvement:

- Develop a positive indoor air quality program and follow EPA and NIOSH guidelines.
- Avoid any procedure that could cause indoor air pollution.
- Water and maintained office plants regularly.
- Do not smoke in the building - follow the smoking policy of the workplace or building.
- Store food properly.
- Dispose of garbage properly.
- Do not block air vents.
- Place large doormats at the entrance (outside and inside).
- Use a vacuum with HEPA filters.
- Avoid cleaners that include any kind of fragrance, ammonia, or chlorine.
- Install a carbon monoxide detector.
- Regularly maintain HVAC.
- Identify specific IAQ hazards at the workplace.
- If there is an indoor air quality problem notify your building manager.
 - Coordinate with building manager if there is a problem with ventilation system.



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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Train. Protect. Prevent.

Mercury

Mercury (Hg) occurs naturally in the environment and is commonly known as quicksilver. It is a heavy metal, like lead and cadmium. It is a poor conductor of heat. It is used in barometers, manometers, and thermometers and as a liquid contact material for electrical switches, fluorescent lamps, skin lightening products, pharmaceuticals, and it is used in certain electric batteries. Mercury metal and some mercury compounds are very toxic. People who work with mercury can experience health problem such as gum inflammation, loss of teeth, permanent nervous system damage, and kidney and muscle damage over a long period of time. People can be exposed to mercury through their diet (fish, shellfish), work (mining, production, transportation), human activity (coal- fired power stations, residential coal burning for heat and cooking, industrial processes, waste incinerators, and other metals mining), and through industrial processing. Health effects of mercury can be determined by the type, dose, age of the exposed person, duration, and the route of exposure (dermal, ingestion, or inhalation).

The U.S. has a set of laws and regulations regarding the concentration of mercury in water, air, drugs, food, and soil by the EPA, FDA, and state/local authorities. OSHA's Permissible Exposure Limit (PEL) for mercury is 0.1 milligrams per cubic meter over an 8-hour time-weighted-average, and NIOSH recommends an average of 0.05 milligram per cubic meter over a 10-hour workday. The OSHA respiratory protection program must be in place if respirators are in use. This includes a fit test, air measurements, and training for wearing a respirator, and it must be based on the hazard level. In addition, to minimize the risk of skin contact, required PPE should be used. In case of a spill employees must be trained for proper clean up with a mercury spill kit. Educating and training employees on mercury safety will help reduce or eliminate hazard exposure.

Safe Work Practices Involving Mercury:

- To prevent spill of mercury, dispose of any outdated glass containing mercury.
- If it is possible replace mercury devices with other devices which can be used for the same purpose.
- If possible, use clean energy sources instead of coal burning for power or heat. This will help to protect employees as well as the environment.
- Be aware of any equipment containing mercury at your workplace.
- Use adequate PPE when necessary.
- Do not take mercury home on your clothing or skin.
 - Using disposable clothing or PPE will help prevent this.
- Never eat or drink in an area exposed to mercury.

Spill Procedures:

- Isolate contaminated area.
- Use mercury spill kits for cleanup.
- Spills must be carefully cleaned by a trained person. Untrained employees should never clean up mercury spills.
- According to OSHA, employees selected for mercury spill cleanup must use proper PPE.
- Use only disposable PPE for spill cleaning.
- Spill area must be clearly labeled until proper cleanup is accomplished.
- NIOSH recommends prompt cleaning of mercury spills with a vacuum cleaner and a water-soluble mercury decontaminant.
- Medical and biological monitoring is required when working with mercury.
- If a worker is exposed to mercury, emergency response is required.

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Near Misses

A near miss or close call is an event that did not cause an injury, damage, or illness but could have been a potential accident. A near miss is a zero-cost learning opportunity to improve the health and safety practices of the company. Employees are exposed to many near miss events at their work places every day. By investigating and tracking the root cause of near miss events an organization can control and prevent future accidents. Conducting a near miss reporting process encourages employees to be active in helping to solve problems. Work environment assessment and work planning will help employees to spot the problems in advance and fix them before they can cause harm. OSHA regulations require companies to investigate or take action after certain near misses. This includes investigating near misses during entry into confined spaces, near misses in powered industrial trucks, near misses involving fall protection, and near misses involving serious chemical hazards. Refresher training must be provided to employees involved in near misses.



Near Miss Practices:

- Leadership must establish a culture of reporting near misses in order to prevent future accidents.
- Investigate near misses to identify the root cause of an event.
- Once the root cause has been identified, identify a solution to the problem and educate all who could be impacted.
- Create an easy process for reporting near misses.
- To prevent the near miss event from recurring, the company should conduct training and provide feedback on employee performance.
- Employees must be educated on near miss reporting procedures.
- Establish a training program for near misses.

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Power Line Safety

Power lines provide electricity to homes, industries, manufacturers, businesses, etc. Electricity has become an important requirement of human life. These lines, however, can cause injuries or fatalities. If, for any reason, a power or utility line comes down it should be considered energized and dangerous. Using safe practices near power lines is necessary. Work with power lines or any electrical power operation must be done by registered engineers or qualified and trained employees. To conduct any power line work, site conditions, atmospheric conductivity, time, wind conditions, safety requirements, and required PPE must be considered. Working under adverse weather conditions is an increased safety hazard. Before working near power lines supervisors and workers should conduct a hazard assessment of the work area, make a safe work plan, take time to examine the hazard before operating equipment, establish safe distances from overhead power lines, and follow OSHA's safety power line standards.



Power Line Safety Practices:

- Before operating equipment make a safety plan to avoid contact with lines.
- Check for wind and temperature conditions that could affect the power line.
- Do not climb on equipment near power lines.
- Plan your moves and avoid passing under power lines.
- Do not touch the power line if it is on the ground. Stay 30 feet from the line.
- When reporting fallen power lines be sure to give detailed information on the condition and the location.
- When using or carrying ladders or long tools keep a least 10 feet of distance from all overhead lines.
- Prevent kids from climbing trees near overhead power line.
- Do not cut or prune trees if there is a danger of encountering a power line.
- Water, human body, animal bodies, tree branches, wooden materials, metal poles, and metal ladders are good conductors. Avoid contact between these materials and power lines.
- Do not touch any utility wire or anyone who is in contact with wire.
- Keep cranes, scaffolding, and any other high reaching equipment away from power lines.
- Use proper PPE when working with power lines.
 - Rubber gloves or leather gloves
 - Shock resistant boots or shoes
 - Safety glasses
 - Face shields
 - Flame resistant clothing

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