

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 SAFETY

Both a colorless and odorless gas, Carbon Monoxide is called the silent killer.

Possible sources of Carbon Monoxide are wood, coal, gasoline, oil, and methane. It is poisonous and can cause headaches, fatigue, shortness of breath, nausea, and dizziness. In severe cases, exposure to this gas can cause neurological damage.

Prevention and Protection:

- Have a CO alarm in the house and workplace. Check the batteries monthly.
- Never warm vehicles in a closed garage.
- Heating systems and other gas or coal burning appliances must be serviced every year by a qualified person.
- Do not use generators near the outside of windows or doors.
- Test the air regularly if you are in confined space.
- Know the signs of exposure. Training and educating are vital.

Employee Responsibilities for Carbon Monoxide Safety

- When a Carbon Monoxide alarm sounds, immediately move outside and call 911. Make sure all people are accounted for.
- Report any complaints of nausea or dizziness.
- If you suspect carbon monoxide poisoning, immediately leave the area and move outside.
- Beware of potential 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.

Those who are most at risk for Carbon Monoxide exposure include:

- Employees working in boiler rooms, breweries, warehouses, petroleum refineries, or paper/steel production plants.
- Welders, firefighters, longshore workers, and forklift operators.

Where are areas in our workplace where Carbon Monoxide could be a risk? Has anyone ever been involved in a Carbon Monoxide poisoning? If so, what was it like?

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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CELL PHONE SAFETY

Cell phones use cellular network technology to send or receive calls. Everyone today has a cell phone. They make getting in touch with anybody at any time much easier, and they can be useful in many other ways.

For example, they can be used for keeping you connected via text, email, and mobile apps. , Searching for directions, watching Netflix, and conducting video calls.

Cell phones also have some disadvantages. They can be a distraction while driving and will cause accidents. They can put people at risk for security or privacy breaches, and they can cause health problems.

The National Safety Council study shows driving and using a cell phone increases the risk of crashing by four times and contributes to 6% of all crashes. OSHA encourages employers to establish work procedures and rules that prohibit employees from texting while driving for job duties.

Some Safety Rules Include:

Turn off your cell phone before starting your car, or turn on the hands-free mode.

Never text and drive.

Turn on the notification that lets people know you are driving, and are available via hands free voice.

Set your destination and book your hotel before you begin driving.

Have your passenger respond to important messages while you are driving.

Be a leader for mobile phone safety while driving. Offer to text for other drivers when you are the passenger. Demonstrate to your kids that texting and driving is unacceptable.

Mobile phones make our lives better, do your part to keep them from ruining a life, or maybe your own.

Can anyone describe a near miss or an accident where texting and driving was to blame? What was it like? What did the accident feel like? How bad were the injuries?



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CHEMICAL REACTIVITY HAZARDS

Chemical reactivity is when a material or materials change under certain conditions. Through reactivity, certain chemicals can be altered to create new and useful products. However, reactivity creates the potential for uncontrolled reactions, which can lead damage of people, property, or the environment.

Some materials can be reactive when exposed to heat, pressure, friction, water, or air. Chemical industries or other manufactures must have a safe operation system, design, and adequate hazardous materials handling procedures on their facilities. If there is not proper control at the facility, unexpected release of toxic or flammable liquids or gases can cause major disasters.

OSHA issued the process safety management of highly hazardous chemicals standard. This is the requirement for handling hazardous chemicals. Chemical reactivity is a very serious topic. When they are not properly understood or handled, chemicals can be extremely hazardous to employees as well as the public. The best method for preventing these hazards is to thoroughly train all employees on chemical hazards and safety requirements according to the OSHA standard.

Protection Includes:

- Consider all chemicals are reactive.
- Make sure containers are labeled.
- Understand the fire control plan.
- Store flammables according to the guidelines.
- Do not store chemicals above eye level.
- Do not put strong chemicals on the floor.
- Store liquids in safe containers.
- Do not overcrowd the shelves.
- Follow safe housekeeping.
- No blocked exits or aisles
- Waste handling procedures.
- Have ongoing safety training, as required.
- Conduct spill procedure training.



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CHEMICAL SAFETY TIPS

Chemicals are a major part of daily life at the workplace and at home. Chemicals can be found in many different products such as household cleaners, building materials, furniture, fabrics, toys, electronics, food, and beverage containers. Since 1976, 22,000 chemicals have been introduced to the world.

Most chemicals are toxic, corrosive, flammable, combustible, or reactive. To handle chemical safety at the workplace employees must be trained annually in Hazard Communication.

Safety Tips:

Research the properties of chemicals being used. Read the container labels. Follow storage handling procedures for hazardous materials.

Use proper PPE at your workplace (goggles, steel-toed shoes, rubber gloves, apron, and face shield). Inspect all PPE prior to use.

Use Safety Data Sheets for detailed information about chemicals. Follow your hazard communication program.

Know where all safety showers and eye wash stations are located. Wash your hands before eating.

Do not take home contaminated clothing.

All chemicals and wastes must be labeled properly, and employees must know the proper way to dispose of all chemicals. Use a fume hood if you work with volatiles. In general, it is good to always properly ventilate areas where chemicals are being used.

Practice good housekeeping – work areas must be clean and uncluttered.

Do not eat or drink, chew gum, or touch your face while working with chemicals.

At Home:

Keep chemicals away from children. Keep the product in its original container. Always follow the manufacturer's guidelines.

Keep cleaning chemicals away from pet access. Do not store chemicals near food. Chemicals must be stored in a cool and dry place.

Do not wear contact lenses when using chemicals.

Do not light a match or use a lighter near any chemicals.

If you feel dizzy, lightheaded, or have a headache, go to an area with fresh air immediately.

Try to use environmental friendly cleaning products.

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CHEMICAL EXPOSURE

Manufacturing and industrial processes create hazardous waste. Chemical hazardous substances can be released into the environment, resulting in exposure to people. Exposure can be direct or indirect through other substances containing hazardous chemicals.

Chemicals can enter into the environment from different sources like tanks, drums, factories, chemical plants, incinerators, and landfills. Exposure pathways can include breathing, inhaling, skin contact, and ingestion. The kinds of chemicals, pathway, duration, dose, and frequency of chemical exposure are important to evaluate health effects.

OSHA has set Permissible Exposure Limits (PEL) to protect the safety of employees exposed to hazardous chemical substances. Human susceptibility to exposure can be affected by age, gender, genetics, pregnancy, or other health conditions. Low percentage exposure can cause eye, nose, throat, chest, and skin burning. It can also cause headache, sweating, and blurred vision.

A large dose chemical exposure may cause breathing difficulties, coughing, and fainting. Chemical manufacturers must have detailed hazard information available for all chemicals on Safety Data Sheets.

Your employer should conduct chemical safety training, covering emergency procedures, first aid, and record keeping. Review and update the safety program annually.

Common protection measures include:

- Leave the area if you experience any exposure symptoms.
- If you breathe in a chemical move to fresh air.
- In case a liquid chemical gets on your clothing or skin, remove your clothes and wash your skin immediately.
- If a chemical liquid or gas gets in your eyes flush your eyes with water.
- If you are feeling sick seek medical care immediately.
- Avoid touching a contaminated person skin or clothing.

Has anyone ever been involved in a Chemical Exposure? If so, what was it like? Was anyone seriously injured?



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