

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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BACK INJURIES AND HOW TO AVOID THEM

According to the Bureau of Labor Statistics, more than a million workers each year suffer from back injuries. Back injuries are very costly for employees and their employers.

Back injuries can be caused by bad posture, awkward bending, improperly lifting objects, slipping on wet floors or ice, and sudden twisting of the body. If back pain lasts more than a few days or weeks it is important to see a doctor, as this could be a sign of serious injury.

There are many ways to avoid back injuries and help reduce back pain. Some of the following techniques maybe helpful in reducing back injuries:

- Maintain a good posture.
- Stand straight and balance your weight on both legs.
- Sit upright with feet flat on the ground and with knees and hips level.
- While driving, make sure your back is supported. Take breaks regularly to stretch your legs if you are traveling.
- Walking, swimming, and yoga will strengthen your muscles.
- Knee rolls and bottom to heels stretches can help reduce back pain.
- When lifting, keep legs hip or shoulder width apart, bend at the waist, and use your legs (never your back) to lift the load.
- Keep the load close to your waist, keep your head up, and do not twist your torso while carrying the load.
- The best zone for lifting is between your waist and shoulders. Put heavy objects on the shelves that are at waist level.
- If it is possible, push the load rather than pulling it.
- If carrying the load is necessary, try to keep equal weight on both legs.
- Putting the load down, use the same technique as lifting in reverse.
- Try to use tools and techniques to avoid bending or lifting when possible. This may include lifting tables, hoists, dollies, carts, cranes, etc.



Can anyone contribute a time that improper lifting 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)

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BENZENE SAFETY

Benzene is a colorless chemical that is highly flammable. Natural sources of benzene include volcanos and forest fires, and it is also a natural component of crude oil, gasoline, and cigarette smoke.

Benzene has a variety of uses in manufacturing processes like the manufacturing of chemicals, plastics, nylon, synthetic materials, rubber, detergents, drugs, printing, and pesticides.

Exposure to Benzene can cause dangerous diseases. It can oxidize in the body, interact with DNA, and cause harmful mutation. OSHA has guidelines regarding use and exposure limits for companies who work with Benzene.

Benzene poisoning depends on the amount, route, and duration of exposure. Exposure can occur through inhalation or ingestion, skin or eye contact, and smoking. Immediate sign of breathing benzene include irregular heartbeat, headache, confusion, and dizziness. Long term exposure can lead to bone and blood problems.

Recently, Benzene exposure has been reduced by replacing it with other products that are less hazardous. OSHA requires all manufacturing companies to consider exposure limits, substitute the hazardous substance with less hazardous products when possible, and conduct safety training for employees.

Benzene Safety Includes:

- Protect your eyes and face by using chemical safety goggles and face shields.
- Wear chemical protective clothing (gloves, apron, and boots).
- Wear NIOSH approved self-contained respirators, when needed.
- Substitute hazardous material with less hazardous products.
- Use extraction ventilation systems at the workplace.
- If Benzene is released, the emergency manager may ask to evacuate the building.



If you are exposed to Benzene:

- Remove your clothing.
- Wash yourself with soap and water.
- Contaminated clothing must be disposed of by placing it in a plastic bag according to regulations.

If Benzene is ingested by a person do not give him/her water, make him/her vomit, or conduct CPR. These may cause long term damage. Immediately call 911.

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BIOLOGICAL AGENTS

Bacteria, viruses, fungi, and parasites are all biological agents that are widely found in the natural environment. Some of these invisible agents can be harmful to human health, and they can replicate very rapidly.

Employees may be exposed to biological agents at the workplace. For example, farmers may be exposed to animal diseases, and healthcare workers might be exposed to blood borne viruses.

The sources of biological agents at the workplace can include coughs, sneezes, direct skin contact, human waste, and body fluids (blood). Some employees such as nurses, clinical workers, laboratory employees, and medical waste handling workers can directly be exposed to biological agents.

According to the OSHA Health and Safety Act, every employer is required to provide and maintain a safe working environment for all employees. The company must have a health and safety policy that is specific to its work process, and employees must be trained on required health and safety regulations.

Biological Agents Can be Reduced or Eliminated By:

- Risk assessment of organization (hazards identification, recordkeeping, reviewing of assessment).
- Conducting new safety or work practice methods.
- Good housekeeping.
- Good personal hygiene.
- Using PPE according to job requirements.
- Training employees on the precautions and procedures for working with biological agents.
- Training employees on risks associated with exposure and the use of PPE.
- Training employees on emergency procedures.

Companies must:

- Have a health and safety committee to evaluate safety matters.
- Have a plan for health and safety training.

What types of Biological Agents could we be exposed to while working today? Can anyone recall a time when they were affected by biological agents?

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BLOODBORNE PATHOGENS

Bloodborne Pathogens are viruses and bacteria that exist in human blood or body fluids. They can cause disease such as Hepatitis B Virus (HBV), and Human Immunodeficiency Virus (HIV).

Blood borne pathogens can enter the human body by direct contact with the blood or bodily fluids of an infected person. Humans can also be affected by skin touching the contaminated blood, objects, or body fluids of an infected person indirectly, as well as by inhaling droplets from a sneeze/cough of an infected person. Insect bites, such as those from mosquitoes, can also affect humans.

The OSHA standard on bloodborne pathogens covers the basic polices required to minimize the risk of exposure to blood borne pathogens.



Protection Required:

- Engineering controls where possible.
- Personal Protective Equipment (PPE) - using disposable gloves, gowns, face shields, eye protection, etc. according to your job requirements.
- Good housekeeping - regulated waste removal, decontamination procedure.
- Remove disposable gloves and place them in a designated container without contacting the soiled parts. Always change gloves before giving care to another person.
- Cover any cuts and remove jewelry before using disposable gloves.
- Wash or use sanitizer to clean your hands after each task.
- Use biohazard bags and containers for disposable materials like needles.
- Training on blood borne pathogens and the hazards they may present at the workplace.

Can anyone describe a situation where they had to protect themselves from an exposure to Bloodborne Pathogens? If so, how did you protect yourself?

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CADMIUM SAFETY

Cadmium is a soft metal that is resistant to corrosion, ductile, highly toxic, and not flammable. The main source of cadmium is the burning of fossil fuels. Cadmium is used in the manufacturing and construction businesses. Landfill operators and waste collector employees can be exposed to cadmium.

Exposure can occur by breathing in dust/fumes, mist, or contact with skin or food.

According to OSHA, cadmium exposure can cause very serious health problems. These health problems can include those involving the cardiovascular and neurological systems. OSHA requires cadmium safety training for all associated employees.

Workplaces can eliminate or substitute cadmium with less toxic materials. Conducting engineering, administration, or work-practice controls, using required PPE, and proper cadmium safety training could eliminate or reduce the health hazards posed by cadmium exposure. Protection Includes:

- Isolation of the source and ventilation systems to minimize cadmium exposure.
- Replacing cadmium with less toxic materials.
- Limiting the amount of time of employee exposure.
- Wearing proper OSHA required PPE (respirator, protective clothing).
- Explaining safety and protection information of cadmium to employees.
- Maintaining personal hygiene and safe work practices.
- Following emergency and housekeeping procedures.

A copy of OSHA's cadmium standard must be available to all employees. This includes:

- Use of PPE and training (when, how, maintenance, etc.).
- Measures employees can take to protect themselves.
- Written compliance program to if cadmium exposure is at or above PEL control.
- Written compliance program must be reviewed and updated.

What are some examples of when you or your crew can be exposed to cadmium? What protections measures do you have in place to ensure the safety of the crew?

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