proActive Safety Services

Train. Protect. Prevent.

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.

3557 Springdale Rd. Suite E Cincinnati, OH 45251 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

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Avoiding Back Injuries

Back pain is one of the most common ailments for a construction worker or any person that is constantly lifting heavy objects in the work place. A study in New England on four different construction sites with a total of 172 workers interviewed 75% of them reported having back pain at some time within three months. This will lead to less effective work while at the job site as well as a decrease in the mental health of these workers.

Stretch Before Lifting

Conducting a stretch and flex before lifting or beginning the work day can increase circulation and decrease the risk of an injury. A brief 1 to 2 minute stretch is also a great idea for after breaks.

How Can We Avoid Back Pain?

While at work improper lifting of heavy objects is the number one reason for back pain. Workers should be discouraged from attempting to lift objects too heavy for them to lift with proper form. While lifting always keep the load close to your body. Holding it farther away will create more of a load on the back which will increase risk for injury. Always lift with your legs. An easy way to remember this is to not bend at the waist to pick something up. Focus on bending and raising at the knees. At not point should the spine look rounded, the natural curvature of the back should be consistently held throughout the lift. Twisting while lifting can quickly lead to a back injury. Focus on keeping your back straight and getting your feet pointed toward the place you will set the object down.

Maintain Good Posture

A healthy back can be maintained with proper lifting techniques and great posture throughout your day. While standing, stand with the spine erect maintaining the natural curvature of the spine keeping your head in a neutral position. When sitting, use a sturdy seat where you can keep your back upright without slouching to the side or down in the chair.

Use Proper Lifting Techniques

To avoid back injuries use proper lifting technique as we have discussed in depth earlier. As well as maintain good posture throughout the day. If something is too heavy for a worker to lift alone, ensure another worker helps them with the lift. If another worker isn't available, try to decrease the size of the load before lifting.

Back health is essential for line workers to be at their best. When back health declines, work productivity declines. Can anyone recall a time that they injured their back? How did it happen? Could it have been prevented?

Work Site Review: **Hazards/Safety Suggestions**

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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: _____

1500 Kemper Meadow Drive Cincinnati, OH 45240 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

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Hand injuries

Hand injuries are one the most common types of injuries in both construction and in general industry. The reason for this is pretty simple. Employees that are working with their hands may not have been wearing the proper Personal Protective Equipment. Perhaps a lack of safety inspections and safety discipline allowed not wearing gloves to become an acceptable practice?

Gloves, How Do I Control the Cost?

Gloves can play a huge role in minimizing hand injuries. However, when gloves are issued that are too bulky, the wrong size, or are uncomfortable. Workers remove them to complete the tasks that they are assigned. One of our favorite best practices is to call Jeff Bayer at ABCO Safety 513-604-0858 and have him come out with several different types of gloves. You can then try them on, and select the gloves you need for your company. Include these gloves in your safety program and material order forms. Require whoever orders the equipment to account for safety equipment every week. All sizes must be in stock for workers to use at a moment's notice. Now that we have a guideline for the best type of glove, with the best fit for our workers, everybody will need to wear them anytime there is a risk of hand injury.

Guard Equipment

The next step in making sure that all workers return home with no hand injuries, is to make sure that all of the equipment has been properly guarded. Having a guard removed from a tool or piece of equipment is a recipe for disaster. Many workers have been injured this way. When a guard needs to be removed for servicing, that piece of equipment must be locked out and tagged out while being serviced. All tools and machinery must be de-energized before repair, or service.

Promote Hazard Awareness

The last step in creating a safe atmosphere for workers' hands is to promote hazard awareness. You want your workers to stop and think before they do something. Most of the time hand related injuries can be avoided if a worker were to slow down and ask themselves this question: What could go wrong here, and how could it affect me?

Hand injuries are some of the most common injuries in the workplace. With the help of proper PPE and engineering controls, we can send everybody home at the end of their shift with all of their fingers attached, and no lacerations. Can anyone contribute a time that a hand injury was involved at your work? Can anyone recall a near miss or accident that could've been prevented?

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Lockout Tagout

Lockout tagout is one of the most frequently cited issues that OSHA will find when they walk through a facility or jobsite. They find that lockout tagout (LOTO) is not setup correctly, or setup at all. This can have extremely painful consequences when this is ignored, or setup incorrectly.

Never should any part of an employee's body pass through the plane and into the area of an energized machine, while it is still energized. If an employee fails to lockout tagout a machine properly and a coworker energizes that machine, it can lead to serious injury or loss of life.

A company lockout tagout procedure must be established and followed every time an employee needs to service a machine. This service could be a long term plant shut down, cleaning, routine maintenance, clearing a jam, or replacing a tool. There are many items on an energized machine that need to be serviced. At any point if a guard is removed or an employee moves any part of their body into the point of operation they must follow the lockout tagout procedure.

To properly lockout and tagout a machine you must first de-energize the machine, then place a company issued lock onto the disconnect. If there will be multiple people entering the point of operation or working near the machine while the guard is off, then a HASP device must be placed on the disconnect. Each person must place their own lock onto the device. If the machine has multiple sources of energy, for example pneumatic energy and electric energy, then all sources of energy must be locked out and nothing should be energized while performing the work. Every time a lockout is setup a tag must be filled out and hung with the lock. On the tag, write the reason for the lockout, the name, contact information, along with the date. Once this is complete, if the machine is still energized contact a supervisor before further action is taken.

The person that is locking out and tagging out a machine, or device, shall be the one to remove the lock and the tag. If the machine has a wall outlet, or a plug, you may disconnect without performing a lockout tagout, if the person performing the service will be the only person with access to that cord and the machine cannot be energized.

The key to preventing accidents related to lockout tagout will be effective training and have a strong safety program in place. Can anyone contribute a time that lockout tagout was involved in your work? Can anyone recall a near miss or accident that could've been prevented?

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Machine Guarding

On OSHA's Radar

Machine guarding is 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 is 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 times people do not report or record these accidents as OSHA requires, so these numbers may be lower than how many people were actually injured by incorrect machine guarding.

How Should I Work With Machine Guards?

Never under any circumstance remove a guard when using a machine. Always report missing or damaged guards. If a guard is damaged while working 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 perform work safely. The original guard from the manufacturer must be left on the machine and not altered in anyway.

Hazards associated with guard removal or modification:

- Will expose an open blade that could injure a person.
- In the event that a grinding wheel fails, or a cutting device fails, it could projectile towards the operator.
- Possible amputation may occur.
- It is an OSHA violation.
- Puts the operator, as well as people working nearby that person, 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?

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OSHA Reportable

Everyday we strive to create work environments free from accidents and injuries. Unfortunately, accidents and injuries happen despite our best efforts. Knowing what to report and what not to report is crucial in maintaining compliance with OSHA.

What Types of Injuries Need to Be Reported?

A lot of people have questions about what type of accident is required to be reported to OSHA. Any injury that goes beyond basic first aid, meaning if a worker was injured and had to be admitted to the hospital overnight, this is reportable. Once the employee is admitted for in-patient care at a hospital for more than 24 hours the incident is now required to be reported. There are several scenarios to consider before reporting an injury. We strongly recommend that you call us at 877-209-9648 if you have questions about reporting.

If a worker goes to see a doctor and the doctor says that the worker is fine and no prescriptions or work restrictions are given, then this is no longer a reportable incident. Workers kept over night just for observation, may not be a reportable incident.

A work related incident where there is an amputation involved must be reported to OSHA. There has been clarification given on the loss of a finger tip, if the tip of the finger has been amputated in a work related incident it is reportable. It does not have to take bone off to be classified as an amputation, if unsure whether it is classified as an amputation seek a licensed physician's opinion. Medical amputations due to damage must also be reported.

A worker that has been in an accident and has lost an eye, is reportable to OSHA. It is not reportable if the worker has lost his or her sight however, if they are admitted to the hospital for that loss of sight it now becomes a reportable incident.

In the event of a workplace fatality OSHA requires that this be reported within 8 hours by phone, or in person to OSHA. A reportable incident other than a fatality should be reported within 24 hours. Very soon OSHA will have the ability to submit this report via their website. Not reporting these items to OSHA can have legal consequences.

In conclusion there are incidents that will happen in the workplace that are reportable. If you are unsure still if something is reportable please call us by dialing 877-209-9648 or email sales@pasafety.com.

Has anybody been on a job site where there was a reportable incident? What happened? Could it have been prevented?

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