Safety Meeting for January 2012

Topic: Think the Job Through Safely

Introduction: I BET YOU DIDN'T KNOW that for years, safety experts have tried to implement programs to prevent worker injuries, and government has passed many regulations to help OSHA enforce workplace safety. But all of the laws, programs and rules in the world can't keep you from injury – if you don't ***think***.

Background: Statistics reveal that for every on-the job accident caused by unsafe conditions, there are at least four that can be attributed to unsafe acts.

What must an employee know: What an employee does or fails to do can directly affect personal their safety. ***"Thinking"*** is a personal action that no one else can do for you. "***Failure to fully think the task through***" has been referred to as the hidden safety hazard or unsafe act that contributes to workplace accidents. Unsafe acts include both actions that are taken, as well as those failed to take to avoid risk exposures or accidents. So what are some of the reasons we fall into this trap of not thinking – before we act?

- **Anger:** Anger is another common problem and we all get angry at times. However, if you get mad enough you may not think straight, act in haste, and act unsafely. If you feel yourself getting angry – stop and think about the situation, before you act or respond in anger. Count to 10 or take a deep breath before you do anything else.

- **Confusion**: If you find this happening, stop what you are doing and think. If you don't understand the instructions you have been given – ask. It's not wrong to ask questions, but it could be a hazard if you don't – if it exposes you or others to danger.

- **Daydreaming:** Daydreaming or inattention on the job is dangerous and it could kill you. If this is happening to you, force yourself to focus and concentrate on the task at hand. Don't allow your attention to drift and thoughts to wander.

- **Fatigue:** Fatigue often gets in the way of straight thinking too. If you are tired, it's often hard to think things out clearly. You can avoid this problem by getting enough sleep, eating properly, and keeping yourself fit.

- **Indifference:** This can also lead to accidents. Don't let yourself get in a rut. If you feel your job is becoming routine –think about ways to improve things.

- **Worry**: This is a common problem for all of us, and no one is completely free of it all of the time. However, worry can be very distracting unless you learn to control it. There is no magic formula for controlling worry, but if you have a serious problem that you are preoccupied with – talk to your supervisor about it. He may not be able to completely solve it for you..

Think about the last accident you had at work. Where was your mind immediately before the accident? Was it focused on what you were doing? Or were you thinking about the past or some event in the future? Maybe your thoughts were just drifting. Were you bored, angry, or tired?

Keeping your attention focused on what you are doing will enable you to work safely, more enjoyable and more productively. "***Thinking the Job through Safely is well worth thinking about"!***

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Topic: Think the Job Through Safely

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL INSURANCE COMPANY

Safety Meeting for February 2012

TOPIC: Back Safety

Introduction: I BET YOU DIDN'T KNOW that the best way to prevent back injuries is to develop good habits that reduce the unnecessary strain placed on the back.

Background: Back injuries are on an alarming rise. Employees can do numerous things to help reduce back strain. Making your employees knowledgeable of correct lifting procedures. Equipment is available to assist in lifting that will decrease their chances of a back injury.

Avoid Lifting and Bending whenever you can:

- Place objects up off the floor. If you can set something down on a table or other elevated surface instead of on the floor, do it so you won't have to reach down to pick it up again.
- Raise/lower shelves. The best zone for lifting is between your shoulders and your waist. Put heavier objects on shelves at waist level, lighter objects on lower or higher shelves.
- Use carts and dolleys to move objects, instead of carrying them yourself. (Remember that it is better on your back to push carts than it is to pull them.)
- Use cranes, hoists, lift tables, and other lift-assist devices whenever you can.

Use proper lifting procedures:

Since you can't always avoid lifting, try different ways to reduce the amount of pressure placed on the back. Bending the knees to keep your spine in a better alignment and takes away the lever principle forces. Instead of using your back like a crane, you allow your legs to do the work.

Follow these steps when lifting:

- Take a balanced stance with your feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
- Squat down to lift the object, but keep your heels off the floor. Get as close to the object as you can.
- Use your palms (not just your fingers) to get a secure grip on the load. Make sure you'll be able to maintain a hold on the object without switching your grip later.
- Lift gradually (without jerking) using your leg, abdominal and buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in so as to keep a relatively straight back and neck.
- Once you're standing, change directions by pointing your feet in the direction you want to go and turning your whole body. Avoid twisting at your waist while carrying a load.
- When you put a load down, use these same guidelines in reverse.
- Reduce the amount of weight lifted. Better to load several small boxes than one extremely heavy load.
- Get help if the shape is too awkward or the object is too heavy for you to lift and move by yourself!

For information or assistance on back-lifting safety training, contact your Forestry Mutual Insurance Company at 1-800-849-7788.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE**:_____

Open Meeting & Present safety topic: **Back Safety**

Employees present:

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MEETING PRENTED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Meeting For March 2012

Topic: Chippers, grinders, and Hogs

Injuries involving chippers, grinders and hogs are never small. Most injuries from recent accidents on these machines involve improper lockout. Our investigations determined that improperly applied lockout/tagout procedures were the contributing factor in all cases and all incidents were preventable.

Most often, severe lacerations, broken leg and facial bones, as well as amputations were the end results when employees failed to allow all moving parts to completely stop. On three occasions, maintenance personnel did not allow enough time for the chipper wheel that holds the blades to stop rotating before opening doors to perform maintenance. Opening doors and removing guards before all parts are at a "Zero-energy state" will hurt or even kill the operators. One operator on a whole tree grinder lost part of an arm and a foot. During our investigations, employees seemed unaware or were improperly trained on the hazard(s) associated with machinery coast down time.

Employers are required to develop, document, and implement **machine specific lockout/tagout procedures** for their equipment. Procedures must include all energy source(s) that may be a hazard or encountered during maintenance operations. Some of the most overlooked energy sources are air, hydraulics, and machinery **COAST DOWN TIME** for rotating or moving parts.

Training employees on lockout/tagout procedures is an OSHA requirement that ensures the safety of all employees. Educate them on the hazards (machinery coast down, electrical circuits, hydraulic and pneumatic systems, spring energy, gravity systems, or any other) associated with equipment and machinery. Some lockout/tagout guidelines that should be included in your program are:

- **Neutralize energy source(s)**
  Disconnect electricity. Block movable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines. Lower suspended parts to rest positions. Allow machinery coast downtime for parts rotation.

- **Lockout devices**
  Use only locks, hasps, and covers identified for lockout purposes. Each authorized worker must have a singularly identified lock.

- **Tagout power sources**
  Tag machine controls, pressure lines, starter switches and suspended parts. Tags should include your name, department, how to reach you, the date and time of tagging and reason for the lockout.

- **Verify equipment isolation**
  Check that all workers are clear. Ensure locking devices are securely placed. Attempt normal start-up procedures. Return controls to the off or neutral position.

- **Releasing machinery from LOTO**
  Inspect the area and equipment. Replace machine guards. Account for all tools and place them back into toolbox. Inform affected employees of machine start-up. Restore system connections.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Open Meeting & Present safety topic: CHIPPERS, GRINDERS, AND HOGS

Employees present:

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MEETING PRENTED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Meeting for April 2012

Topic: LOGGING SAFETY - It's not just about Chainsaws anymore!

Introduction: As if we were not already aware, logging is an inherently dangerous occupation. A simple mistake or a miscalculation can result in serious injury or worse. We work in a very unforgiving environment. Great risk is present in all areas of a logging job. As an industry, we must stay focused and aware of the risks specific to the tasks that we are performing. As an insurance company, we constantly drill loss control and training towards the manual felling and topping areas of a logging job, which is warranted. Without a doubt manual felling and topping have the highest risk levels that are present on any logging operation.

Background: But recently we have seen an increase in "other" types of incidents. Injuries have been reported while performing "normal" maintenance on logging equipment. Remember, every task on a logging job has its own specific risk or hazard. We must constantly be aware and focused on where the specific risk is on the job that we a doing.

What must an employee know: Listed below are some questions to consider about risk areas that seem to need attention, according to recent claims reported.

- Are your lock-out, tag-out procedures being followed?
- Do you allow moving parts to stop rotating before removing guards?
- After properly locking out the machine, do you have a steady, safe place to perform your work?
- Are your boots muddy or is the machine full of oil or grease that may cause a slipping incident?
- Will I be injured from a fall?
- Am I using the proper tool for the job? What's going to happen if this wrench slips?
- Are all pinch points identified so I do not injure my hands?
- Are you focused on Slip/Trip and Fall issues associated with the deck area?
- Is there loose bark, logging mats, and mud? These are responsible for many claims.
- Are your employees using their seat belts?
- Is proper 3-point of contact mounting and dismounting being used?
- Is care being taken while backing vehicles? Are spotters used for blind spots?
- Are workers reminded of the dangers around the deck area; this is a very busy place?
- Is high visibility clothing being used?
- Are eye and face protection being used? Am I visible? Am I in a "blind spot"?
- Is cell phone use, to include texting, not allowed in hazardous areas or around moving equipment?

The questions asked seem to be basic, but a great deal of risk can be reduced by following them. We must constantly remember every aspect or area of a logging operation has its own risk or hazard factor. Awareness and staying focused can reduce the chance of being injured in the "other" category. The goal is to have employees get in the truck to leave the job, the same way they got there in the morning, healthy and safe!

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE**:_____

Topic: LOGGING SAFETY - It's not just about Chainsaws anymore!

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL INSURANCE COMPANY

Safety Meeting for May 2012

Topic: Emergency Response Planning

Introduction: I BET YOU DIDN'T KNOW that your employees' ability to respond to an emergency situation is increased by more than 90% if they have been properly trained and are aware of key personnel in the event of an emergency situation.

Background: Employees should know what actions need to be taken if there is ever an onsite emergency occurs. Developing and documenting an Emergency Response Plan is an OSHA requirement. It should be specific to your workplace once you evaluate and identify potential emergency conditions and include evacuation policies and procedures, emergency reporting procedures, and an alarm system. Get your employees involved in the developing plans as they know first-hand the hazards that are confronted in the daily operations. After it is documented, review it with all employees to make sure they know what to do before, during, and after an emergency.

What must an employee know: It is critical that employees know who the emergency coordinator is and that this person has the authority to make decisions during an emergency. The coordinator is responsible for evaluating a situation to determine whether an emergency exist that requires activating emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or company operations.

Training

After developing the Emergency Response Plan make sure employees are fully aware of the procedures and properly trained. Some employee need to be designated to assist in the safe and orderly evacuation of all personnel. Review the plan with all employees when:

- It is first developed;
- Or an employee is initially assigned to work task or different work assignments;
- Or if an employee's responsibilities change;
- Or if the plan changes.

Plan review, Coordination, and Up-date

Have your plan reviewed by local emergency responders in your areas to ensure its completeness and to improve its effectiveness. Hold practice evacuation drills to make all employees familiar with the emergency procedures, exit routes, and assembly locations so if an actual emergency occurs, they will be able to respond properly and safely. Drills should be conducted at least semi-annually to keep all employees prepared and could include outside resources such as fire and police department when possible. After each practice drill get employee feedback to improve the effectiveness of the plan.

Review the Emergency Response Plan on a regular basis and update it whenever:

- There is a change in emergency response or responsibilities.
- A change in the layout or design of the workplace.
- New equipment, hazardous materials, or processes are introduced that affect evacuation routes.
- New types of hazards are introduced that require special action.
- A new employee is hired.
- After a real emergency has occurred to check for effectiveness.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Topic: Emergency Response Planning

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL INSURANCE COMPANY

Safety Meeting for June 2012

TOPIC: **Heat Stroke Prevention**

The logging industry, sawmill operations, and wood manufactures all have a common attribute; most of the work is performed outside or in a facility that does not allow for an air-conditioned environment. Basically, it's just plain "HOT" accompanied with high humidity levels during the summer months in our part of the United States. This condition makes employees more susceptible to heat-related illnesses and most notably heat stroke.

Heat Stroke

Heat stroke is the most dangerous heat related disorder there is, often putting employees' lives in danger. Understanding the signs of heat-related illnesses could protect you and others from heat stroke. Remember, a heat stroke is a fast acting, dangerous killer. It can bring about an irreversible coma and even, death, if not properly treated.

Heat Stroke is a medical emergency, and the most severe form of heat related illness. Anyone exhibiting the signs and symptoms of heat stroke should be rushed to the nearest hospital or clinic. A heat stroke does not have to be caused by exercise or exertion. High temperatures, lack of body fluids and overexposure to the elements can all bring about a heat stroke.

Symptoms

The first sign to look for is red, flushed skin. A person that is suffering heat stroke does not sweat, so it is critical that they receive emergency care immediately to relieve their body of heat. Other signs of Heat Stroke include:

- Seizures
- Headache
- Rapid pulse
- Unconsciousness
- A body temperature of 106-degrees or higher

Prevention

The easiest way to avoid heat stroke and other heat disorders is to keep your body well hydrated. This means drinking plenty of water before, during and after exposure to the elements. Sports drinks are a good choice if you are working in hot conditions, but water works fine, too.

Staying in a place where there is plenty of airspace that will allow your body to naturally cool itself. Sitting in a shaded, open area will help your body rid itself of heat through sweating.

What you wear can play a big factor in how your body will handle the heat. Light colored, loose fitting clothing will aid your body in breathing and cooling itself down naturally. Tight clothing restricts such a process and dark colors absorb the sun's light and heat.

Heat related illnesses and heat strokes are preventable. Like many sicknesses, it's easier to take steps against heat stroke than it is to treat it. Most doctors recommend consuming eight or more glasses of water a day during normal weather conditions and twice that during high heat periods. Remember, a heat stroke is a fast acting, dangerous killer but it is preventable.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Topic: Heat Stroke Prevention!

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

SAFETY MEETING FOR OCTOBER 2012

TOPIC: Encountering Severe Weather in Your Vehicle

Introduction: Across the United States, the news reports tell of the severe weather devastation and tragedies in 2012. As the seasons change, safety and preparedness for weather emergencies must be foremost in our minds. Would you know what to do if you were caught by surprise in by a tornado or other severe weather condition while in your car?

National safety agencies have provided excellent advice and some safety tips if you become stuck in a vehicle for different types of weather situations:

Tornadoes

- If you are traveling in a vehicle, get out immediately and make your way to the lowest floor of a nearby, secure building or storm shelter.
- If there is no shelter around, do not try to outrun the tornado in your vehicle. Make your way to a ditch or depression and cover your head with your hands.

Floods

- Do not drive into a flooded area as the road underneath could have washed away.
- If water does rise around your vehicle, abandon it quickly and move to higher ground if you can do so safely. Use caution as six inches of moving water can make you fall.
- Six inches of water can reach the bottom of many cars. This much water can cause loss of control and possible stalling. A foot of water may float a vehicle and two feet of rushing water can carry away most vehicles, even sport utility vehicles and pick-up trucks.

Severe Thunderstorms

- If you cannot get inside a house or building, staying in a hard top automobile is better than being outside.
- Try not to touch the metal in the car, in case of a lightning strike. The steel structure of a hard-topped vehicle does provide some protection from storm thrown debris and hail.

Earthquakes

- If you are in a moving vehicle, stop safely and stay inside the vehicle.
- Avoid stopping near buildings, trees, overpasses and utility wires because of the danger of falling debris.
- Once the earthquake has stopped, take care to avoid roads, bridges or ramps that may have been damaged.

As the severe weather approaches, remember; listen to your local radio or television newscasts for weather updates and instructions.

$afety Pay$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Open Meeting & Present safety topic: **Encountering Severe Weather in Your Vehicle**

Employees present:

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MEETING PRENTED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Meeting for November 2012

TOPIC: PREVENTING BACK INJURIES

Preventing back injuries is a major safety challenge in your workplace. According to the Bureau of Labor Statistics, more than one million workers suffer back injuries each year.

There are numerous things your employees can do to help reduce that strain placed on the back. Back injuries are an ever-increasing risk. Proper training on correct lifting procedures can help decrease your employees chances of a back injury.

Avoid Lifting and Bending whenever you can:

- Place objects up off the floor. Set items down on a table or other elevated surface instead of on the floor, so you won't have to reach down to pick it up again.
- Raise/lower shelves. The best zone for lifting is between your shoulders and your waist. Put heavier objects on shelves at waist level, lighter objects on lower or higher shelves.
- Use carts and dollies to move objects, instead of carrying them yourself. (Remember that it is better on your back to push carts than it is to pull them.)
- Use cranes, hoists, lift tables and other lift-assist devices whenever you can.

Use proper lifting procedures:

There are ways to reduce the amount of pressure placed on the back when you lift. Bend the knees to keep your spine in a better alignment You essentially take away the lever principle forces - instead of using your back like a crane, you allow your legs to do the work. **Follow these steps when lifting:**

- Take a balanced stance with your feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
- Squat down to lift the object. Keep your heels off the floor. Get as close to the object as you can.
- Use your palms (not just your fingers) to get a secure grip on the load. Make sure you'll be able to maintain a hold on the object without switching your grip later.
- Lift gradually (without jerking) using your leg, abdominal and buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in so as to keep a relatively straight back and neck.
- Once you're standing, change directions by pointing your feet in the direction you want to go and turning your whole body. Avoid twisting at your waist while carrying a load.
- When you put a load down, use these same guidelines in reverse.
- Reduce the amount of weight lifted. Better to load several small boxes than one extremely heavy load.
- Get help if the shape is too awkward or the object is too heavy for you to lift and move by yourself!

For information or assistance on receiving proper lifting training, contact your Forestry Mutual Insurance Company at 1-800-849-7788.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Open Meeting & Present safety topic: PREVENTING BACK INJURIES

Employees present:

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FORESTRY MUTUAL
INSURANCE COMPANY

Safety Meeting for December 2012

TOPIC: Fire and Explosion Hazards on Logging Jobs

Introduction: In the last year, there have been several explosions on logging jobs that have killed employees and left several with burns over 90% of their bodies. The most recent one was less than three month ago. A logger was killed when the fuel in the air compressor exploded and covered him while he was transferring diesel. Insulation on an aftermarket addition wire deteriorated and shorted, creating the spark that ignited fumes from a gas can. Most of the explosions occurred on service trucks where welding equipment, oil, diesel, grease and gasoline have been stored together. Other minor injuries have occurred when employees do dumb things like checking fuel levels with a cigarette lighter.

Background: In order for a fire to start you must have fuel, an ignition source and oxygen or air. These three items make up the fire triangle. Remove any one of the elements and fire cannot exist.

Fuels Sources are in the bed of most service trucks. Each of these items by themselves can be a fuel source. But when combined together, they can create intense and rapid burning fires.

- dirty rags saturated with oil or grease,
- grease cartridges or buckets,
- hydraulic fluid in small cans or 5 gallon buckets,
- diesel transfer tanks,
- gasoline cans for chainsaws,
- acetylene and propane cylinders,
- motor oil,
- leaves and other trash thrown in the bed,
- and sprays containing petroleum distillates like WD 40 and Break Free for rusted bolts.

Ignition Sources can be the welding machine or compressor exhaust, bare leads from the welder that arc, flint igniters for the oxy-acetylene torch, sparks from tools thrown in the bed, and cigarette butts or lighters.

Oxygen Sources are the air we breathe and oxygen tanks. You cannot remove the air. However, an oxygen tank can leak because of faulty seals in the valve handle or if they are exposed to heat sources, the pressure relief plug starts venting. Leaking oxygen under high pressure (2000 PSI or more) intensifies the burning fuel source. Oxygen tanks should not be stored near all of these other fuel sources.

Common Sense Fire Prevention:

- Housekeeping is a must - keep trash and debris cleaned up.
- Remove leaking containers so fuel sources do not accumulate in the truck bed.
- Separately store different types of flammables and oxygen cylinders to prevent feeding fires.
- Do not throw gasoline or diesel onto a burning fire or into a burn barrel.
- DO NOT USE LIGHTERS TO CHECK FUEL LEVELS.
- Do not modify equipment without manufacturer's approval.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Open Meeting & Present safety topic: Fire and Explosion Hazards on Logging Jobs

Employees present:

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FORESTRY MUTUAL
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