Safety Meeting for January 2013

TOPIC: Fall Hazards

Introduction: I BET YOU DIDN'T KNOW that in a recent year, OSHA recorded 1,048 workers that died on the job, with 335 or 32%, resulting from falls.

Background: Each year, falls consistently account for the greatest number of accidents and fatalities in the forestry and wood manufacturing industries and other industries as well. Events surrounding these types of accidents often involve a number of factors, including unstable work surfaces, misuse or lack of fall protection equipment, and human error. Studies have shown that the many deaths and injuries from falls can be prevented with the use of guardrails, fall arrest systems, safety nets, covers, and barrier guards.

What must an employee know: Serious and fatal injuries can result from falls. Everyone must be alert to the hazards that can cause falls. If hazards are discovered, they must be reported to the supervisor and immediate action must be taken to eliminate them.

The following hazards cause a majority of falls:

- Performing elevated maintenance without the use of proper fall protection. Always wear a personal fall arrest system that is properly fitted. Match the system to the particular work situation and keep the potential free fall distance to a minimum.

- Lumber, debris, slippery surfaces, and unorganized materials and equipment in the work area can cause serious falls hazards. Good housekeeping practices can eliminate these hazards and reduce falls.

- Stairways and stairwells can also be serious hazards. Handrails should always be placed on stairs and stairwells but in most cases, failure to use the handrails has resulted in the most serious injuries. Also, never place or store materials or tools on stairways.

- Floor openings and pits when not in use must always be barricaded or covered. Use planking, netting, or covers that are securely fastened to prevent accidental falls.

- Ladder misuse contributes to a large number accidents and even deaths. Follow proper ladder procedures to reduce your chances:
  - Ladder rails and rungs must always be of the proper design, material and size. Ladders should never be used if the rails are cracked or the rungs are broken.
  - Ladders that lead to landings or walkways should extend at least 36 inches above the landing and must be securely fastened.
  - Improper placement of the ladder can result in a sudden shift. The base of the ladder should be set at a distance of one-fourth the height of the ladder away from the wall or structure.
  - Always use two hands when climbing a ladder. Carrying objects in one hand can cause a sudden fall. Place both hands on the side rails, or rungs.
  - Ascending or descending a ladder backwards is a sure way to head for trouble. Always face the ladder when climbing, descending or working on it.

- Many serious falls can occur while hurrying -- **WALK**, don't run.

- Management can do everything possible to provide safe working conditions but your help is essential. Report any unsafe condition you discover to your supervisor immediately.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE**:_____

Employees present:

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Old Business – Status of any previous safety recommendations.

Accidents/Near Misses – Discuss accidents and near misses that have occurred since last meeting. Brief summary of accident(s). Note any trends. Discuss corrective action taken. Concentrate on accident causes to make everyone more aware.

Inspection Reports – Report on findings and recommendations of any inspection reports made since last meeting.

New Business – Solicit employee suggestions. Discuss new machinery procedures, changes to company safety policy, etc.

MEETING CHAIRED BY:_____

FORESTRY MUTUAL INSURANCE COMPANY

SAFETY MEETING FOR FEBRUARY 2013

TOPIC: Neglecting Safety Rules = Serious Injury

An large majority of hand injuries have occurred in the workplace because employees neglect to perform their jobs properly and safely. Employees have lost finger tips, multiple fingers, and complete hands because they have unsafe work habits. Accident investigations have concluded that the **"Number One"** contributing factor is that employees did not adhere to company safety rules. Another contributing factor has been the lack of enforcement of those rules.

Safety rules are standards that must be put into practice to avoid injury and damages. The concept of safety rules is not new. Safety rules are not devised to make your life more difficult. For every rule there is a reason usually based on a preceding unsafe act or condition. Safety rules are designed to protect you and others around you. They are meant to direct your safety-related conduct throughout the workplace. They are the laws of the workplace and must not be deviated from at any time.

Yet, employees are violating safety rules and getting "caught"—that is, having injuries and accidents. And the punishment is **"severe pain"** from the loss of body parts. Employees have become physically disabled either temporarily or permanently. ***Need proof ?***

- An employee using a **gang ripsaw** combination machine and the machine became jammed with a board. The employee was not able to back the board out of the machine with the power feed rollers. Procedures required the employee to lockout the machine before clearing any jams. The employee decided not to follow company policy and free the board while the machine was in operation. He removed a machine guard and placed his hand in the machine. Once freed, the four saw blades took his hand from the wrist down and rendered him an amputee for life.

- Another employee operating a **planer machine** realized that the left planer head knives needed to be sharpened. He shut down the left side planer head but left the right side cutting knifes in motion. This situation required machinery lockout procedures to be applied to both left and right planer heads. The employee opened the planer shroud for the left cutting head and noticed a piece of wood debris near the right side planer head. He reached across the left side head to clear the debris and his left hand contacted the running right chipper knives amputating three fingers and a thumb.

- And an employee operating a **band resaw** observed that the drive conveyor leading to the resaw had a chain slipped off the sprockets. Company policy required the conveyor to be locked out and maintenance personnel notified for repairs. The employee failed to shut off the bandsaw and went inside the running machine to install the chain on a running sprocket. This unsafe act that placed him in extreme imminent danger by standing near a running saw blade operating at 1800 rpm's. As he tried to reinstall the chain, the running sprocket slightly grabbed is hand. He jerked his hand out and right into the running blade that resulted in a severe laceration of a hand and fingers.

The above accidents were preventable if the employees had followed established safety rules. Conducting operations without placing machinery in a "zero energy" condition (machinery lockout), failing to follow maintenance procedures, and performing maintenance operations that are not authorized are causing serious accidents that are irreversible. Supervisors must be involved in the workplace to make sure employees are adhering to safety rules and take immediate corrective action if they are neglected.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Employees present:

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New Business – Solicit employee suggestions. Discuss new machinery procedures, changes to company safety policy, etc.

MEETING CHAIRED BY:_____

Safety Briefing for March 2013

Topic: ESSENTIAL FOR NEW EMPLOYEES

Introduction: Most injuries occur to employees within the first 90 days of a new job. One in eight employees are involved in some type of accident the first year on the job and national statistics show most occur within the first month.

Background: The confusion and stress that accompany an employee during the first days of any job are the main reasons that they are twice as likely to have an accident as experienced workers. Lack of experience, a strong desire to please and hesitation to ask for help, all cause one in eight new employees to be involved in some type of accident the first year on the job and why the first month is the most critical.

What must an employee know: The first few days on the job are an excellent opportunity to provide your employees with the information that will ensure their safety and shape their behavior and performance. Training that stresses safety has been determined to eliminate accidents and contribute to an accident free environment.

What Should You Cover?

- The most important and most overlooked information is the company safety policy. Ensure your employees are aware of the policy and consequences for non-compliance.
- All employees' training should include an introduction to their new job site.
- Make sure your employees understand the hazards associated with the job (job safety analysis) they will be assigned.
- Demonstrate how attention to safety in their job relates to the overall function of the department and the company. Include the relevant safety precautions in employee's job descriptions and give each new employee a copy as well as a copy of the company safety policy.
- **For employees operating machinery and equipment, Lockout training that includes all energy hazards, must be the top priority.**
- Explain safety rules and emergency procedures. Point out the location of first-aid facilities.
- Explain how and when to use personal protective equipment and how to care for it.
- Inform new employees to report unsafe conditions to you, as well as any accidents, even if there are no injuries or property damage.
- Stress the importance of good housekeeping to eliminate potential hazards.
- No safety-training program is complete without follow-up. Monitor employee's progress often during the first months. Keep them involved in your safety program and as a new set of eyes, they may possibly point out additional hazards that might have been overlooked.

Research now shows that when you include safety training in new employee training programs, morale improves and the accident rate decreases. First impressions that stress employee safety set the stage for new employees and can last throughout their career. Training is an ideal opportunity to make those impressions positive and to teach safe and productive work habits to all employees.

$AFETY PAY$

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Meeting for April 2013

TOPIC: POWER INDUSTRIAL TRUCK SAFETY

I BET YOU DIDN'T KNOW that the most common injury with Front-end loaders and Forklifts results from vehicle turnovers. If the operator is wearing a seat belt the odds of sustaining serious injury is reduced by more than 90%.

No other piece of mobile equipment is more useful or dangerous in the manufacturing and sawmill arena than the front-end loader or forklift. The employee operating the lift and those working around it must be familiar with the equipment and its operation. However, the equipment operator has the ultimate responsibility for safety. The following guidelines will assist you in establishing Front-end loader and Forklift safety operations:

- Before starting the lift or loader, circle your vehicle and give it a check. Report all deficiencies immediately to your supervisor. Included in your check should be:
  - ⇒ Physical appearance of the lift for serviceability (loose parts and hydraulic hoses)
  - ⇒ Ensure the oil, fuel, hydraulic, and coolant are at the proper levels
  - ⇒ Check the condition of the battery and power ability
  - ⇒ Back up lights and alarm for serviceability
  - ⇒ Ensure the brakes and hand brake are properly working
- If a seat belt is provided, it must be worn.
- Keep arms and legs inside of the driver's compartment.
- Obey all speed limits (usually under 5 mph).
- Travel with the forks and load as low as possible.
- Take corners slowly and sound the horn, especially at blind spots corners.
- Always look before backing up. Many injuries occur when the operator failed to look before backing.
- No smoking while refueling and keep a fire extinguisher in the cab.
- Know your clearance and height restrictions.
- Never leave the vehicle running and unattended. When parked, keep the forks on the ground.
- No riders unless a separate seat is provided.
- **No horseplay**. The equipment is for work and not for play.

For information or assistance on receiving forklift train-the-trainer information, contact your Forestry Mutual Insurance Company at 1-800-849-7788.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Open Meeting & Present safety topic: POWER INDUSTRIAL TRUCK SAFETY

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Meeting for May 2013

Topic: NEAR MISS – THE ONE THAT ALMOST HAPPENED

Introduction: I BET YOU DIDN'T KNOW that a "near miss" as defined by Webster is: "A result that is nearly, but not quite, successful." What does this mean to our industry? It simply means that a serious accident *almost* occurred. Someone trips over a pallet, but doesn't fall. Two forklifts *almost* collide at a corner. A tool is dropped, but toes are missed…this time.

Background: Statistics tell us that for every 300 near misses there is one serious injury. According to the Bureau of Labor Statistics, 4.2 million recordable injuries occurred last year. If we multiply each injury by 300, the result is 1.2 billion *near misses* a year. This equals about 9.5 near misses per worker. So what does this tell us about accidents? Look at the figures. If you reduce the number of near misses, probability tells us you will then reduce the number of injuries that happen.

What must an employee know: The Same Things That Cause Accidents Cause Near Misses:

- Unsafe acts, such as improper lifting; walking under an overhead load; cutting, grinding, or chipping without safety glasses; not using proper Personal Protective Equipment, etc.
- Unsafe conditions, such as poorly maintained equipment, oil or grease on floors, welding leads that have been laid in walkways, trash and boxes that have been left in hallways, etc.
- Hurrying and taking risks to get a project done faster, or to wrap up a job at quitting time.
- Distractions or not concentrating on the task that is being performed.

Report Near Misses *Before* They Become Accidents:

- Once a near miss occurs, report it immediately to the nearest foreman or supervisor. The potential for such incidents exists all over the workplace, so *all* employees—not just supervisors-- must help identify them.
- If the near miss is a result of an unsafe condition, don't continue to work under that condition until the problem has been corrected and your supervisor gives the okay to proceed.
- If the incident is a result of unsafe acts, be certain that everyone involved has been alerted to their actions before they continue with the job.

Near Misses Are A Warning:

- Letting a near miss go unreported provides an opportunity for a serious accident to occur. Correcting these actions or conditions will enhance the safety within your facility and provide a better working environment for everyone involved. Don't let yourself or coworkers become statistics--report near misses to your supervisor.

Prevent an Accident That's About To Happen!

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Open Meeting & Present safety topic: NEAR MISS – THE ONE THAT ALMOST HAPPENED

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Briefing for June 2013

Topic: Eye Protection

Introduction: I BET YOU DIDN'T KNOW if something happens to your eyes, there is no quick fix. Medical science can replace a lot of things on and in your body, but when your eyes are gone, they are gone forever. Wearing eye protection is one simple way to keep your eyes safe.

Background: Your eyes are delicate and very easy to damage. A hard blow is not necessary to cause injury. In fact, all it takes is a tiny sliver or speck of metal, a particle of dust, or trace of chemical to do a great deal of damage to your eyes.

What must an employee know: If you are exposed to dust, metal shavings, grinding wheels, flying wood debris, or other workplace hazards – you need to take the proper precautions and protect your eyes. If you do not, it is possible to lose the precious gift of sight, meaning you may never see your girlfriend, wife, husband, or children again.

OSHA requirement: It is a good thing to remember that OSHA rules establish minimum standards for both employer and employees. It deals with eye and face protection standards. It states that:

"The employer shall ensure that each affected employee uses eye or face protection when exposed to eye or face hazards from flying particles, liquids, chemicals, acids or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation".

When using eye protection, to take care of them so they can properly protect you. Here are a few tips:

- Make sure your glasses of other face protection fit. If they do not fit properly, you might be tempted not to wear them. If your safety glasses slip, seem crooked, or are too tight, take a few minutes and have them adjusted properly.

- Keep glasses and other forms of face protection clean. Dirty lenses lessen your visibility. Wash them regularly with mild soap and water or eyeglass cleaner, then polish with a soft dry cloth or a tissue. Anti-dust and anti-fog spray works well on both glass and plastic lenses.

- Keep your glasses in a case when you are not using them. Pits, scratches, or other damage can result if you stick your glasses in a pocket or toss them in a toolbox. Damage to lenses can lessen impact resistance, resulting in less than full protection.

Some other important eye safety tips are:

- ❑ If you wear contact lenses, remember: a contact lens was not designed for eye protection.

- ❑ Never try to remove foreign matter from your or other employee's eyes. Playing doctor will probably make the condition worse. Get to the company medical provider right away.

- ❑ Have your eyes examined periodically. Accidents are sometimes the result of poor vision.

Finally, if there is ever any doubt in your mind about eye protection needed on any job or in any location, consult your supervisor. Don't guess and possibly spend the rest of your life with the ultimate consequence of blindness.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Open Meeting & Present safety topic: EYE PROTECTION

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL INSURANCE COMPANY

Safety Briefing for July 2013

Topic: Workplace Eye Safety

Background: Eye injuries are common in the workplace. According to Prevent Blindness America, more than 2,000 people injure their eyes at work each day. About 1 in 10 injuries require one or more missed workdays to recover. At least 10-20 % of these work related injuries will cause temporary or permanent vision loss.

Recent injuries to chainsaw operators have prompted action by our loss control reps to inform all policyholders that

Experts believe that the right eye protection could have lessened the severity or even prevented 90% of eye injuries in accidents.

What must an employee know: Common causes for eye injuries are:

- flying objects such as bits of metal or glass,
- wood, saw dust, chips,
- tools,
- dust particles,
- chemicals,
- harmful radiation
- any combination of these or other hazards.

What must an employee do? Employees can do several things to help prevent an eye injury:

- Know the eye safety dangers at work-complete an eye hazard assessment
- Eliminate hazards before starting work.
- Use machine guarding, work screens, or other engineering controls
- Use proper eye protection

Workers must wear safety eyewear whenever there is a chance of eye injury. Anyone working in or passing through areas that pose eye hazards must wear protective eyewear.

The type of safety eye protection you should wear depends on the hazards in your workplace.

- If you are working in an area that has particles, flying objects, or dust, you must at least wear safety glasses with side protection (side shields).

- If you are working with chemicals, you should wear goggles.

- If you are working near hazardous radiation (welding, lasers, or fiber optics) you must use special-purpose safety glasses, goggles, face shields, or helmets designed for that task.

- As a minimum, **Forestry Mutual requires all chainsaw operators to wear safety glasses**. If you have a face shield on your logging hard hat, wear it too.

Safety Pays

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE**:_____

Open Meeting & Present safety topic: **WORKPLACE EYE SFETY**

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Briefing for August 2013

Topic: Truck Driver Safety – Updated

One item released from the US Federal Highway Administration tells a chilling story about truck driver safety.

- **EVERY 21 MINUTES: A road departure fatality occurs.**

Each day across America millions of truck drivers haul products to support our economy. Trucking plays a huge role in the wood products industry from logs to finished furniture. Trucking is the way our industry moves its products to market. Once the truck leaves the logging job, warehouse, plant or mill, drivers are on their own and away from direct supervision. There is a huge amount of responsibility and liability based upon the driver's decisions and actions.

Recently a number of truck wrecks, some proving fatal, have occurred. Each driver killed was a family member that did not go home at the end of the workday. Some of the most common causes of accidents involve driver distractions such as talking on a cell phone or cb radio, becoming sleepy from long hauls, and boredom.

In order to reduce the number of road departure fatalities hold regularly scheduled safety meetings to help keep safety awareness at a high level. Some topics to discuss include:

- Make sure all medical requirements are met for drivers with commercial licenses.
- Do a thorough pre-trip inspection of the truck and trailer.
- Has scheduled maintenance been completed?
- Are the brakes and tires serviceable?
- Check the load often. Tighten binders and chains frequently.
- Know your load. A double bunk load of cut logs pulls and handles differently than a load of tree-length wood. Pallets and finished furniture handle differently then wet or dried packs of lumber.
- Use your seat belt.
- Drive alert and avoid distractions.
- Do not use cell phones while driving.
- Constantly scan your mirrors. Be aware of blind spots.
- Adjust your speed for the driving conditions you encounter.
- Be aware of following distances, your truck doesn't stop on a dime.

Accidents can be prevented. Lowering risk through safety awareness reduces the chance of an accident. Taking the time to hold safety briefings with your trucking employees will demonstrate your concern for them. Drive safely.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Open Meeting & Present safety topic: TRUCK DRIVER SAFETY

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL INSURANCE COMPANY

Safety Briefing for September 2013

Topic: LOCKOUT AND TAGOUT PROGRAMS

Introduction: Since lockout injuries are often severe, we decided to stress this issue during the year. All across our country, workers suffer amputations, electrocutions, severe burns and scars, disfigurements, and even death because they do not properly lockout equipment or machinery.

Background: No employee, new or experienced is immune from lockout injuries. The lack of experience or improper training can cause instantaneous pain. Most employees have a strong desire to be productive and may decide to take short cuts. Safety should never be sacrificed for production. Insurance companies are taking a hard line approach and canceling policies when companies fail to produce or enforce lockout programs.

What must an employee know: It is critical that each machine has written procedures to properly place all power sources in a "Zero Energy" state. Procedures must include each power or energy source, identify the location of disconnects, switches, or valves, and procedures must explain how to correctly lockout out each power source. Taking the extra minute to properly shut down and lockout the power sources is the only way to insure you will not get injured. Employers are responsible to enforce the use of lockout procedures.

What Should You Cover?

- The most important and most overlooked information is the company safety policy. Ensure your employees are aware of your policy and consequences for non-compliance.
- Make sure your employees understand the hazards associated with the job (job safety analysis) they will be assigned.
- **For employees operating machinery and equipment, Lockout training that includes all energy hazards, must be the top priority.**
- **Each machine must have specific procedures to identify the power or energy sources that must be locked out so the machine is in a "Zero Energy" state.**
- **YOU MUST ALLOW ALL MOVING PARTS TO STOP BEFORE REMOVING GUARDS!**
- Train employees to lockout thermal, gravity, electrical, hydraulic, pneumatic, chemical, or mechanical power or energy sources.
- Stress the importance of good housekeeping to eliminate potential hazards.
- Explain safety rules and emergency procedures. Point out the location of first-aid facilities.
- Explain how and when to use personal protective equipment and how to care for it.
- Inform employees to report unsafe conditions to you, as well as any accidents, even if there are no injuries or property damage.
- No safety-training program is complete without follow-up. Monitor employees during critical procedures. A new set of eyes may point out additional hazards that might have been overlooked.

$AFETY PAY$

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE:**_____

Open Meeting & Present safety topic: LOCKOUT AND TAGOUT PROGRAMS

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL INSURANCE COMPANY

Safety Briefing for October 2013

Topic: In-Woods Chipper Safety

Introduction: I BET YOU DIDN'T KNOW that According to the OSHA Integrated Management Information, 39 employees were killed in chipper accidents from over a 10 year period. Of those fatalities, the vast majority (78 percent) resulted from being caught in the chipper, and most of the remainder resulted from "struck-by" debris accidents.

Background: In-woods chippers are now in wide use by logging operations to produce chips and mulch. They are in the mobile wood processing equipment class and are most efficient, powerful, and very dangerous to work around. Supervisors and employees must be alert and careful when operating or conducting maintenance operations on an in-woods chipper. Unsafe operation or maintenance practices will cause severe injury or even death.

What must an employee know: The OSHA standard requires any employee that operates in-woods chipper to have mandatory training prior to using the machine. Employees operating the chipper should be properly trained in starting and stopping procedures, machinery lockout, maintenance, and emergency safety controls. Although the hazards associated with chipper use are generally known, awareness of these hazards and the associated safeguards must be highlighted and strictly reinforced.

OPERATOR SAFETY

- Wear personal protective equipment.
- Wear heavy gloves when handling chipper knives.
- Properly maintained fire extinguisher in the operator's cab.
- Never start chipper engine without first completely checking the area for employees and hazards.
- Always check the in-feed conveyor before equipment start-up.
- Inspect all chains, belts, pulleys, drives, etc. for operating condition. cylinders for leaks and replace if damaged.
- Check steel structure for cracks and excessive wear.
- Check that all machine guards are in place and secure before beginning operation. This includes chipper doors/hoods and chute deflectors.
- Provide machine operators with adequate protection from falling wood or flying chips.
- Maintain elevated surfaces with guard rails, handholds, and operator protective devices.

CHIPPER MAINTENANCE

- Lower all hydraulic equipment to the ground.
- Ensure machine is **Locked-out** and in a **"Zero Energy"** state prior to maintenance.
- Never allow anyone to work on the machine alone.
- Never make any adjustments or maintenance to a chipper while it is in operation.
- Lower the center feed wheel to the bottom position. Disengage the clutch, and lockout.
- Release hydraulic pressure before working on hydraulic components.
- Never open the chipper or flail hood until the chipper and flail have come to a complete stop.
- Always turn chipper disc backwards when setting anvil clearance.
- Shut-down chipper engine(s) when refueling or adding hydraulic fluid.
- Maintain all guards covering pinch points on moving machinery, equipment, conveyors, etc.
- Do not remove guards until machinery is shut down and properly locked out.
- Replace damaged or missing guards as soon as possible to minimize the chance of injury.

$AFETY PAY$

SAFETY MEETING AGENDA

Topic: **In-Woods Chipper Safety**

COMPANY NAME: _____ **DATE:**_____

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Briefing for November 2013

Topic: COLD STRESS INJURIES

Introduction: I BET YOU DIDN'T KNOW that cold stress, or "hypothermia," can occur any time of year? In fact, most cases of cold stress develop in air temperatures between 30 and 50 degrees Fahrenheit.

Background: Winter weather is just around the corner, but did you know employees who are exposed to lower temperatures are at greater risk for injuries ranging from frostbite to serious loss of body heat which could result in brain damage or even death.

What must an employee know: To protect yourself from cold stress injuries:

- **Dress warm:** Preserving an air space between the body and the outer layer of clothing will help retain body heat. Choose fabrics such as cotton or wool, which insulate but also allow sweat to evaporate. It is especially important to protect the feet, hands, head, and face. These parts of the body are farthest from the heart and are the hardest to keep warm.

- **Keep dry:** Wetness greatly increases the chance of cold stress. Always have extra clothing available if there's a chance you could get wet. Keep feet dry, they are very susceptible to frostbite.

- **Take a break:** You may think it's wise to keep on working in cold temperatures. After all, working makes you break a sweat and you feel warmer. But if you become fatigued during physical activity, your body loses its ability to properly retain heat. This causes rapid cooling which can quickly lead to cold stress.

- **Eat right:** A proper diet provides your body with the nutrients it needs to withstand cold stress. A restrictive diet may deprive your body the ability to work well in cold temperatures.

- **Don't work alone:** In cold-stress prone environments, a buddy system should be used. Look out for one another and be alert for the symptoms of cold stress.

- **Learn what to look out for:** The effects of cold stress may not be apparent to its victim. The first symptoms of hypothermia are uncontrollable shivering and the sensation of cold. The heartbeat slows and may become irregular, and the pulse weakens. As the condition worsens, severe shaking or rigid muscles may be evident. The victim may also have slurred speech, memory lapses, and drowsiness. Cool skin, slow, irregular breathing, and exhaustion occur as the body temperature drops even lower. This is a serious condition requiring immediate medical attention.

- **Frostbite:** can occur without accompanying hypothermia. Frostbite occurs when the fluids around the body's tissues freeze. The most vulnerable parts of the body are the nose, cheeks, ears, fingers, and toes. Symptoms of frostbite include coldness and tingling in the affected part, followed by numbness; changes in skin color to white or grayish-yellow, initial pain, which subsides as the condition, worsens, and possibly blisters. Frostbite can cause irreversible tissue damage and requires immediate medical attention.

Remember, it doesn't have to be freezing for cold stress to occur. Take steps to protect yourself.

$AFETY PAY$

SAFETY MEETING AGENDA

Topic: COLD STRESS INJURIES

COMPANY NAME: _____ **DATE:**_____

Employees present:

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Old Business – Status of any previous safety recommendations.

Accidents/Near Misses – Discuss accidents and near misses that have occurred since last meeting. Brief summary of accident(s). Note any trends. Discuss corrective action taken. Concentrate on accident causes to make everyone more aware.

Inspection Reports – Report on findings and recommendations of any inspection reports made since last meeting.

New Business – Solicit employee suggestions. Discuss new machinery procedures, changes to company safety policy, etc.

MEETING CHAIRED BY:_____

FORESTRY MUTUAL INSURANCE COMPANY

Safety Briefing for December 2013

Topic: CHIPPER KNIVES

Introduction: The wood industry has been a part of America's history and success. It has survived due to hardworking individuals who sacrificed and toiled to create a quality product. The success has come at a cost.

Background: Each year, hundreds of injuries occur when operators and maintenance personnel change knives, cutters, teeth, bits, blades, and the many countless sharp objects that cut, shape and mould wood into useable products. Employees perform a job that is often repetitive and monotonous and can lead to lax safety habits.

What must an employee know: Chipper knives are extremely **SHARP**. For your protection, you must wear proper hand protection when handling knives. Our focus is on chipper blades whether it is an in-wood or stationary mill chipper. A mishandled or dropped chipper blade can slice your hand, arm, stomach, or sever a toe. Don't let this happen to you. The most important action is proper and complete lockout/tagout procedures of the machine and its power sources. Also, employees must receive training that stresses safety for this job.

After complete lockout, follow some basic safety rules to prevent severe injuries:

- Keep distractions to a minimum around the machines and equipment. Do not let other employees draw your attention off your work. It could cost you a hand, finger, or arm.
- Do not open the hood while the flywheel is turning. Hoods can catch on a fan and be flung, injuring or killing anyone in its path.
- Manufacturers state that changing blades is always a two person job. More injuries happen when one person tries to do the job alone.
- Secure or block the flywheel. Some flywheels weigh over a ton and slight movement during maintenance can crush fingers or amputate hands due to the weight.
- DO NOT attempt to rotate the chipper disc while someone is inside the in-feed hopper. They may become seriously injured.
- Handle knives carefully. Sharp edges should be covered a barrier to prevent severe cuts.
- Wear a heavy leather apron to prevent damage to the abdomen (stomach and groin areas).
- Use cut resistant gloves and sleeves to prevent major injuries to the arm and hands.
- Ensure all guards are put in placed after maintenance is completed and prior to starting the machine.
- Do not wear loose clothing around machine operations as it could get caught up in the moving parts.
- Housekeeping. Always keep areas around the working area to prevent trip, slips and falls from debris.

Before you act, THINK about what you are doing and stay focused tot the task. Go home each night with the same number of fingers and toes that you came with to work.

$AFETY PAY$

SAFETY MEETING AGENDA

Topic: CHIPPER KNIVES

COMPANY NAME: _____ **DATE:**_____

Employees present:

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FORESTRY MUTUAL
INSURANCE COMPANY