

## Safety Meeting for January 2015

### **TOPIC: Trip and Fall Hazards**

**Introduction:** I BET YOU DIDN'T KNOW that recently OSHA recorded over 1,000 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. **As our workforce ages, precautions must be put in place to account for loss of agility.** Everyone must be alert to the hazards that can lead to tripping and in turn, 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 trip and fall hazards. Good housekeeping practices can eliminate these hazards and reduce injuries.
- ❑ Stairways/stairwells can also be serious hazards. Always place handrails on stairs and stairwells. Most injuries in stairs occur due to failure to use the handrails. Also, never place or store materials or tools on stairways.
- ❑ Three points of contact are needed to safely enter or exit equipment, vehicles or platforms. This simple method if used, can reduce the majority of injuries from falling off equipment.
- ❑ 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. Remember, three points of contact!
- ❑ Many serious slips, trips and 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 PAYS***

# SAFETY MEETING AGENDA

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Open Meeting & Present safety topic: **Trip and Fall Hazards**

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

MEETING CHAIRED BY: \_\_\_\_\_



## Safety Meeting for February 2015

### **TOPIC: Workplace Distractions**

**Introduction:** I BET YOU DIDN'T KNOW that a leading cause of most workplace hand accidents are caused by "Workplace Distractions". Employees are suffering amputations of fingers and hands. On occasions, a distraction has resulted in complete arm amputations.

**Background:** Work distractions are on the increase and have become a special interest concern with worker compensation providers. To ensure their safety, employees must stay focused on their task. However, they will face distractions at their jobs every day. There are many types of workplace distractions but one particular area is very alarming. Nearly 60 percent of all workplace disruptions involve cell phones and attending to emails and text messaging.

**What an employee know:** While some other factors can play a role in causing distractions, the fact remains that more occupational hazards spring from unsafe acts than from unsafe conditions. In truth, much of the safety of employees lies in their own actions. If an employee thinks straight and follows safe work procedures, they don't have to worry about hurting themselves.

With the growing use of personal cell phones, employees can send text messages throughout their work day. And with the introduction of smart phones, employees have access to their social media sites as well. Collectively, these devices have proven to interfere with an employee's job focus. Many employers have to establish safety policies that prohibit the use of electronic devices while on the job.

During workplace or job site safety inspections, government and private safety agencies continually observe more cell phone usage by employees. According to some inspectors, it is a matter of time before citations will be written to employers who permit cell phone usage at work. Under the general duty clause it is the owners and employers responsibility to ensure the safety of their employees. We encourage Policyholders to act now to develop and implement policies restricting the use of cell phones while on the job.

Expect some resistance to a policy, as cell phone usage has become habitual to many employees. Enforcement will be essential to ensure employees adhere to the policy and maintain safe job behaviors. A disciplinary process is essential for effective enforcement of any safety standard. This typically includes a verbal warning for the first offense, written warning for the second and finally termination. Some suggestions in developing a cell phone policy include:

- ❑ A cell phone policy should state the times employees are permitted to use them.
- ❑ Require that cell phones set in silent mode or turned off so that incoming calls go directly to voicemail, to be checked only during the employee's breaks or lunch.
- ❑ Keep email and text messaging notifications are turned off.
- ❑ Require any emergency phone calls from family members to go directly through the main office then forwarded to the employee.
- ❑ Develop and document an enforcement policy and ensure employees are aware of the penalty for breaking the policy.
- ❑ Have employees sign that they are aware of cell phone policy.

As an owners, employers, as well as supervisors, you have a tremendous influence on employee safety. You simply need to make a focused effort to include safety into every aspect of the workplace. Identify and eliminate workplace distractions will make a positive impact on your company's safety performance.

**\$AFETY PAYS\$**

# SAFETY MEETING AGENDA

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DATE: \_\_\_\_\_

Open Meeting & Present safety topic: **Workplace Distractions**

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**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:** \_\_\_\_\_



## Safety Meeting for March 2015

### **TOPIC: New Employee Training**

**Introduction:** I BET YOU DIDN'T KNOW that 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:** Confusion and stress accompany an employee during the first days of any job. These 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 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. **These principals apply to experienced workers that move to a new position or task.**

**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. We recommend covering but not limited to the following:

- ❑ 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 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.
- ❑ Ensure **machinery lockout training** is provided and emphasize all the energy hazards required to place machinery in a "**zero energy**" condition prior to maintenance operations.
- ❑ 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 serious injury.
- ❑ Stress the importance of good housekeeping to eliminate potential hazards.
- ❑ 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.

When you include safety training, a new employee's morale improves and accident rates are decreased. Training that stresses employee safety sets the stage for new employees and can last throughout their career. It is an ideal opportunity to teach safe and productive work habits to all employees.

**\$AFETY PAYS**

# **SAFETY MEETING AGENDA**

**COMPANY NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Open Meeting & Present safety topic: New Employee Training**

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## Safety Meeting for April 2015

### **Topic: Overhead Hazards**

**Introduction:** Several years ago, several organizations committed to logging safety developed a program for loggers, timber cruisers, and land owners that work in the woods. It was called “Heads Up For Hazards.” It highlights the increase in injuries from snags, vines, broken limbs, or widow makers. As we go into this new quarter of 2015, we have seen an increase in logging activity after a couple of slow years, we felt it appropriate and timely to revisit this safety topic. As Spring time approaches and the leaves reappear, the hazards in the trees become harder to identify.

**What must an employ know:** Information to avoid overhead hazards. Employees should be trained on the following.

- Follow safe operating procedures: Use well maintained, approved personal protective equipment (PPE) for head protection.
- Keep a hard hat with you and wear it. Hard hats have prevented severe injuries by deflecting falling limbs.
- Look and scan at least 50 feet ahead on your path of travel.
- Look and scan at least 100 feet ahead for any overhead hazards.
- Don't place your body under anything that fall or move due to gravity or the loss of hydraulic pressure.
- Maintain at least two tree lengths from all felling operations.
- Be visible! Wear high visibility safety colors.
- Maintain communication with others in the work zone.
- Never walk into a work zone with running equipment or moving equipment until the equipment is stopped, engine shut off and implements grounded.

In nearly every accident, it is ground personnel who are most at risk from hazards from above. As a team, you must work together and stay focused. Take the time to look for overhead hazards, identify the hazard, tell everyone about it, and remove it or flag it to keep personnel away. Your proper decisions will result in a safe Spring and Summer for all. LOOK UP!

***\$afety Pays***

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**DATE:** \_\_\_\_\_

**Open Meeting & Present safety topic: Overhead Hazards**

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## Safety Briefing for May 2015

**Topic: Lockout Responsibility** Primary responsibility for lockout of equipment and machinery belongs to the authorized employee. However, this does not alleviate other employees and supervisors from insuring that proper lockout/tagout (LOTO) procedures are followed at all times.

### **Introduction: Preventing Machine Surprises**

Simply unplugging the machine that you are working on is not enough. Before maintenance, repairs or machine setup, proper "LOTO" guarantees all energy sources are controlled. Many serious accidents have happened when someone thought the energy source was turned off.

**What must an employee know:** Authorized employees must be certain which switch, circuit breaker, valve, or other energy isolating devices applies to the equipment to be locked out. Properly document and enforce the use of machine specific LOTO procedures will ensure the safety of employees.

Correct LOTO procedures ensure that a machine's energy source(s) remain off and that there will not be unexpected movement of parts. Not properly locking out energy sources such as hydraulic and air pressure have caused many serious accidents, even death. Identifying **all** the machine's power sources is critical. Sources can include electrical current, stored electricity (such as in a capacitor), stored pressure (such as compressed air or hydraulic pressure), stored mechanical energy (such as in a coiled spring) or gravity.

### **8 Steps of Lockout/Tagout**

- ❑ **Think, plan and check** - Think through the entire procedure. Identify all parts of your systems that need to be shut down. Determine what switches, equipment and people will be involved. Carefully plan to ensure safe maintenance operations.
- ❑ **Communicate** - Notify all those who need to know that a lockout/tagout procedure is taking place.
- ❑ **Identify the energy source(s)** - Ensure all employees involved know the energy sources associated with the machine. Include electrical circuits, hydraulic and pneumatic systems, spring energy, gravity systems, or any other.
- ❑ **Neutralize all 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.
- ❑ **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 the 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. Remove tags and locks. Restore machinery to original configuration. Conduct normal start-up.

**Do not forget logging equipment when lockout is concerned. We have had mashed fingers and toes, pinched pinkies and severe amputations because of improper lockout.**

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## Safety Briefing for June 2015

### **Topic: Workplace Fire Safety**

**Introduction: I BET YOU DIDN'T KNOW** according to National Safety Council, losses due to workplace fires in one recent year totaled \$3.1 billion. Of the more than 5,000 persons who lost their lives, an estimated 360 were workplace deaths associated with fires.

**Background:** There is a long and tragic history of workplace fires in this country. One of the most notable was in Hamlet, North Carolina, where 25 workers died in a fire in a poultry processing plant. Locked fire exits and inadequate fire extinguishing systems were the determining factors.

**What must an employee know:** Employees should conduct workplace fire inspections for compliance with standards for fire safety. OSHA standards require employers to provide proper exits, fire fighting equipment, emergency plans, and employee training to prevent fire deaths and injuries in the workplace.

### **Some of the areas that should be addressed:**

#### **Fire Exits:**

- Each workplace building must have at least two means of escape for fire emergency. Fire doors must not be blocked or locked to prevent emergency use by employees.
- Exit routes from buildings must be clear and free of obstructions and properly marked with signs designating exits from the building.

#### **Portable Fire Extinguishers**

- Each workplace building must have the proper type of fire extinguisher(s) for the fire hazards present.
- Only approved fire extinguishers are permitted in workplaces, and they must be kept in good operating condition. Proper maintenance and inspection of this equipment is required of each employer.

#### **Emergency Evacuation Planning**

- A written emergency action plan must include evacuation routes used and procedures to be followed by employees. Procedures for accounting for all evacuated employees must be part of the plan. The written plan must be available for employee review.
- An employee alarm system must be available for emergency alerting for evacuation. The alarm system may be voice communication or sound signals such as bells, whistles or horns.

#### **Fire Prevention Plan**

- A written fire prevention plan that details the area(s) of concern to guard against fires.
- Procedures for storage and cleanup of flammable materials waste must be included in the plan.
- Procedures for controlling workplace ignition sources must be addressed in the plan.
- Include gathering points for roll call if an incident occurs.
- Post telephone numbers for easy reporting.

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## Safety Briefing for July 2015

### **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 wood chip from a saw, sand, 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 wood chips, 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 or 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: contact lenses were not designed for eye protection.
- ❑ Never try to remove foreign matter from yours 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.

**\$SAFETY PAYS\$**

# **SAFETY MEETING AGENDA**

**COMPANY NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Open Meeting & Present safety topic: Eye Protection**

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## **Safety Meeting for August 2015**

### **Topic: How to Handle A Workplace Emergency**

**Introduction:** **I BET YOU DIDN'T KNOW** that most of your safety training teaches you how to do your job safely on a day-to-day basis. But what about those rare times when something goes seriously wrong? Would you know how to respond?

**Background:** Emergency preparedness is an important part of your job safety training employees should always know and practice what to do in an unexpected, potentially harmful situation. It could be an injury incident, a severe illness, a chemical spill, a fire, flood or storm, or other incident.

**What must an employee know:** Your employer should have a plan to deal with various types of emergencies. Certain personnel should be appointed and trained to respond to these emergencies. No matter what your job is, make sure you know your part in your company emergency response plan.

### **The following are suggested ideas to assist in developing an Emergency Preparedness Plan:**

- Find out who to contact to get help in an emergency. Post emergency phone numbers.
- Know the address of your workplace - and how to give directions to get there. The emergency responders will need your name and the phone number at your location as well.
- Find out who to contact within the company in case of an emergency.
  - Do you have an Emergency Preparedness Manager?
  - Is there an internal fire brigade, Hazmat team or emergency response team?
  - Who is in charge of medical responses?
- Know the location of emergency equipment. This may include fire extinguishers, first aid kits, safety showers, eye wash stations, chemical spill control materials and others.
- Learn how to operate any emergency equipment which you may have to use. Know how to use the eye wash station and fire extinguishers (what types to use on a particular fire).
- Make sure you know where to find the MSDS (Material Data Safety Sheet) for any chemical used in the workplace. These sheets provide information on chemical exposure or spill.
- Report to your supervisor any structural problems which may affect an emergency exit route. Look for broken hand railings, loose stair treads, and doors which do not open easily.
- Emergency exits should be properly labeled. Doors which lead to a storeroom or closet should also be correctly labeled so that you don't become confused during an emergency. Knowing your exit routes helps eliminate panic.
- Know the evacuation route from your work area. Find at least two exits ahead of time. Also find out where you are supposed to assemble after you have left the building.
- Never store flammable liquids or combustible products near or under an exit or stairway.
- Learn CPR (cardiopulmonary resuscitation), as well as basic first aid. These skills sometimes make the difference between life and death when incidents occur, both at work and off the job.

*Knowing what to do in case of an emergency can help prevent panic and it can save lives. Learn your part in emergency procedures*

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## Safety Meeting for September 2015

Topic: “**Three-Point Rule**” reduces risk of injury

**Introduction:** I BET YOU DIDN'T KNOW that getting on and off equipment and vehicles accounts for 1 out of every 4 injuries to those operating equipment or driving trucks. Some of these injuries have been quite severe. Too many times, a simple fall turns into a disabling injury involving knees, ankles and sometimes spine/back injuries.

**Background:** Studies of accidents reveal statistics that show employees are not using proper mount/dismount techniques from equipment. To avoid these types of injuries, it is important to understand the “Three Point Rule” that states quite simply, AT ALL TIMES, keep three points of contact with the ground or the equipment until you are stable on the equipment or on the ground.

**What must an employee know:** The biggest cause of falls from a vehicle, equipment or ladder is human error - failure to follow the “Three Point Rule.” It requires three of four points of contact to be maintained with the vehicle or ladder at all times – two hands and one foot, or both feet and one hand. This technique allows maximum stability and support and reduces the likelihood of slip and falls.

There are important steps that can be taken to prevent mounting/dismounting injuries with use of the Three Point Rule being most important. **An employer should do the following to ensure the safety of their employees:**

- Conduct safety meeting with employees about using the “Three Point Rule”.
- Evaluate trucks, logging equipment, and ladders for serviceability and safety.
- Provide additional steps, non-slip surfaces and hand holds where necessary.
- Maintain steps, contact surfaces and handholds in useable condition. Inspect frequently.
- Install warning decals or signs in the cab or on the door of trucks and h... reminding workers to use 3-point contact.

**Employees should do the following to reduce the risk of injury:**

- Keep truck and equipment steps, ladders and surfaces free of debris.
- Don't use the doorframe or door edge as a handhold.
- Wear footwear with good support and slip resistance.
- Don't try to exit a vehicle with something in your hand.
- Descend slowly to avoid straining a muscle.
- Always mount or climb down while facing the truck or the equipment.
- Get a firm grip on rails or handles.
- Never Jump off from a step or ladder before you reach the bottom or surface

Remember these simple rules and you will have substantially reduced your chance of injury when getting on (or in) as well as off (or out) of a vehicle, equipment, and ladders.



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## Safety Meeting for October 2015

Topic: “**Motor Vehicle Accidents are Preventable**”

**Introduction:** Work-related motor vehicle accidents are one of the leading causes of workplace injury in the United States. Injuries that result from these type of accidents range from bumps and bruises to loss of life. All employers must reminds all drivers to pay attention to the traffic, road and weather conditions and follow common sense driving safety rules:

**Background:** Studies of accidents reveal statistics that show drivers do not account for road or weather conditions and their attention can be distracted by different things such as eating, drinking, talking to a passenger, or texting. However, the most often occurring accident is the rear-end collision. Following too close and not accounting for road conditions or weather are some of the leading causes cited by police officers. It does not matter if you drive a semi-truck, pick-up truck, motorcycle, or automobile, use a common sense approach to your driving. You cannot control the other driver’s actions, but you can control your driving decisions.

An automobile insurance company came up (from accident reports) with a partial list, that people actually admitted to besides the obvious phone distractions of texting and talking, including:

- taking selfies
- applying makeup/curling eyelashes/styling hair
- reading/ scratching off lottery tickets
- changing clothes
- singing and dancing
- romantic encounter/PDA
- brushing/flossing teeth putting in contact lenses or eye drops

**An employer should do the following to ensure the safety of their employees:**

- DO NOT GET BEHIND THE WHEEL if you are under the influence of alcohol or drugs.
- It’s the law - Always wear your seat belt!
- Keep both hands on the wheel and your eyes on the road.
- DO not eat or drink while driving. Have you ever spilled a drink or dropped a chip?
- Do not tailgate!
  - In congested traffic - back off and allow proper braking distance between vehicles.
  - Use the 3-second following rule – it can prevent a rear end collision.
  - Glance at a fixed object (sign, light pole, or tree) ahead of the car in front of you.
  - When the car in front passes the object, count 3 seconds (one- thousand one, one-thousand two, one-thousand three). If you pass the object at 3 seconds, you have enough braking distance to stop.
  - In heavier traffic, you must adjust your following distance. Add a few more seconds to give you room to stop.
  - At night and in bad weather, increase your following distance even more.
- Slow down for the road conditions you travel. Speed is the leading cause of vehicle accidents.
  - Faster speeds decrease your ability to react to sudden hazards.
  - Road conditions (rain, ice, fog, etc.) create stopping distance hazards.
- Drive defensively. BE PREPARED for the other driver or their unsafe actions.
- Pay special attention at intersections – watch out for the drivers trying to beat the light.
- In many states, it is against the law to talk on a hand-held phone. In most states, it is against the law to drive and text. Use a blue-tooth or hands-free device with voice activated commands.

**\$AFETY PAY\$**



## Safety Briefing for November 2015

### **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. Employees should know what actions need to be taken if there is ever an onsite emergency occurs.

**Background:** Developing and documenting an Emergency Response Plan is an OSHA requirement. It should be specific to your workplace with respect to emergency conditions evaluated, evacuation policies and procedures, emergency reporting procedures, and an alarm system. Get your employees involved in developing the plan since 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 to evaluate a situation to determine whether an emergency exists that requires activating emergency procedures. The coordinator will oversee emergency procedures, notify and coordinate with outside emergency services, and direct shutdown of utilities or company operations.

### **Training**

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

- It is initially developed.
- An employee is initially assigned to work task or different work assignments.
- An employee's responsibilities change.
- 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

**\$SAFETY PAYS\$**



## Safety Briefing for December 2015

### **Topic: Slips, Trips, and Falls in Manufacturing Operations**

**Introduction:** The Department of Labor reports that slips, trips and falls cause 15% of all accidental deaths in the workplace. These injuries are a close second behind motor vehicle wrecks. Additionally, the National Safety Council reports that falls are the leading cause of unintentional injuries in the United States, resulting in 8.9 million visits to the emergency room annually. This year thus far, we experienced a large occurrence of slips, trips and falls in our manufacturing operations.

**What must an employee know:** Companies need to have a training program specifically designed to prevent such accidents. The following are areas that employees should know:

**Slips** - A slip occurs when there is too little friction between a person's feet and the walking surface.

**Trips** - A trip occurs when a person's foot contacts an object and they are thrown off balance.

**Falls** - A fall can be caused by a number of things, mainly they are a result of a slip or trip.

**Types of slip and trip hazards** – some of the common hazards:

- Electrical cords - do not place an electrical cord directly in a walkway.
- Broken/loose stair treads - cracked or worn. Use non-skid mats.
- Wet spots or waxed floors – use caution as they are slippery.
- Carpets – Make sure rugs and carpets are not frayed and properly tacked down or have nonskid mats underneath.
- Loose flooring – Use caution near loose tiles, bricks, pavement, or floorboards.
- Different types of fluids from equipment (example: hydraulic fluid). Clean up or report all spills immediately. Don't wait for a small spill to dry itself
- Watch parking lots or any walk way for rocks, loose gravel, rain, ice and or mud.
- Debris or trash build up around and on equipment or in walkways.
- Drawers – keep them closed.
- Watch hems and cuffs so that you don't catch a heel while walking.

**Types of fall hazards**

- Most falls can be avoided if preventive measures are taken not to slip or trip.
- Falls – elevated platforms and stairs require mid rails and top rails.
- Maintain proper equipment i.e. steps and rails can reduce this risk.
- Walk down stairs. Do not run or jump and use the hand rail.
- Lighting – Make sure stairways and hallways are well lighted.
- Do not use makeshift ladders such as furniture or boxes. Use a sturdy balanced stepladder or a step stool made specifically for that purpose.
- Untidy floors – Even a small object on the floor, can cause a trip and fall.
- Don't jump – Lower yourself from docks, trucks, or work stages.
- Watch parking lots for potholes.

Discuss and practice good housekeeping. These procedures should reduce this type of incident from occurring on your operations. REMEMBER!!!! **"Don't make your next step your last?"**

**\$AFETY PAYS\$**

# SAFETY MEETING AGENDA

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Open Meeting & Present safety topic: Slips, Trips, and Falls in Manufacturing Operations “

Employees present:

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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: \_\_\_\_\_

