

## Safety Briefing for January 2016

### **Topic: Backing for Life**

**Introduction:** Forestry Mutual has experienced a fatality in recent years and this has hat caused us to reassess what we can do to raise awareness about crew members on the ground and the large volume of vehicles backing up at a work site. Here is your opportunity to take the bull by the horns and educate your employees before you or they become victims of a backing accident.

**Background:** According to the National Safety Council (NSC.org), one out of four vehicle accidents can be blamed on poor backing techniques. Backing accidents cause 500 fatalities and 15,000 injuries per year. The actual numbers are likely four times higher due to those incidents that are never reported because they do not involve an injury or fatality. Think back! I bet you can recall a few backing incidents that have happened on the job. Maybe a few fenders, headlights, bumpers, tailgates, etc. have been damaged. Or have you heard on the news that a parent or grandparent backed out of their driveway on the way to get a loaf of bread or milk and backed over their child riding their tricycle. I hope I have made a case for you to become proactive in the safety awareness of backing.

### **General rules are as follows:**

- **Avoid backing if at all possible.** But if backing is necessary position the vehicle in the direction you need to go when leaving the location – in other words - **BACK FIRST**.
- **Always use a spotter when backing.** A spotter should always be in the view of driver.
- **Blow Horn.** Blow horn whenever you start to back, and continue to tap on the horn every 10 feet of backing travel.
- **All back up alarms must be operational.** A defective back alarm should be called to attention for immediate repair.
- **Size up the situation before backing.** Walk around the vehicle to examine the area and look for hazardous situations. When in doubt, get out and look.
- **Check the surface.** Note depressions, bumps, obstacles and any persons who might come into the line of travel.
- **Check top clearances.** Note how wide the vehicle is in relationship to the size of the space being backed into.
- **Analyze the situation.** After analyzing the situation, begin the backing maneuver immediately before the situation has a chance to change.

The use of good backing HABITS and continued vehicle backing education can help prevent backing accidents that can occur at anytime and anywhere.

***PROACTIVE= GOOD BACKING HABITS  
DO A WALK AROUND - USE A SPOTTER ANDLOOK BACK BEFORE MOVING***

**SAFETY PAYS**

**SAFETY MEETING AGENDA**

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

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

**Open Meeting & Present safety topic: Backing for Life**

**Employees present:**


**Old Business** – Status of any previous safety recommendations.

**Accidents/Near Misses** – Discuss accidents and near misses that 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:** \_\_\_\_\_

## Safety Briefing for February 2016

### **Topic: LOCKOUT AND TAGOUT PROGRAMS**

**Introduction:** Each year, tens of thousands of workers across the United States suffer amputations, electrocutions, severe burns and scars or disfigurements, and even death when they failed to properly lockout equipment or machinery.

**Background:** Lockout injuries and deaths can happen to new employees as well as experienced, long-time employees. No one is immune from injury and 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 and most importantly, ask for help. 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.**
- ❑ 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. Discipline is necessary when employees do not follow proper procedures for lockout. Monitor employees during critical procedures. A new set of eyes may point out additional hazards that might have been overlooked.

**\$AFETY PAYS**

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## Safety Meeting for March 2016

### **TOPIC: Fall Hazards**

**Introduction:** I BET YOU DIDN'T KNOW that in a recent year, OSHA recorded over 1,000 workers that died on the job, with over 32% of these deaths 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.
- ❑ Working off a make-shift platform on a forklift. Always use an approved maintenance platform for forklifts that is secured to the mast to prevent fall injuries. DO NOT use a pallet as a platform.
- ❑ Debris, slippery surfaces, and unorganized materials or equipment in a work area can cause serious falls hazards. Good housekeeping practices can eliminate the 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:
  - Ladders should never be used if the rails are cracked or the rungs are broken.
  - 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.

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

***\$AFETY PAY\$***

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## Safety Meeting for April 2016

### Topics: Post-Accident Actions

**Introduction:** As we have discussed frequently, truck accidents are our number one issue in dealing with loss ratios and loss prevention. On any given day, vehicle accidents occur. While the best course of action is to not have an accident, what you do Post-Accident can help reduce stress and further losses from an improperly or unreported accident.

**Prepare employees for actions to take after the accident occurs:** Most importantly, any discussion about loss prevention comes with these words, **train** your employees to properly complete their jobs. Distracted driving and speed (too fast for weather and road conditions) must be a part of this vital training. This includes what to do if they are involved in a motor vehicle accident while on the job. The goal of this training is to prevent similar accidents in the future. Employees are a key part of the post-accident action plan. Train them on following your company policy on reporting and securing the area after an accident.

### Daily items to complete to keep from having an accident:

- Inform employer about maintenance issues with your vehicle.
- Do a pre and post trip inspection. Document it and report findings.
- Were all deficiencies repaired? Do not drive an unserviceable vehicle.
- Do not drive if you have a health condition that could impair your ability to drive.

### Once an accident occurs:

- Call 911 immediately to report the accident and get help to the scene, if needed
- Stay safe - stay in your car if there is a risk of injury or if moving might put you at risk of further injury.
- Do not leave the scene of the accident!
- Determine if there are any injuries.
- Follow any instructions the police give you.
- Call your insurance company.
  - Follow any instructions given to you by your agent.
  - Request a tow through your insurance company, if possible.
- Take photographs to collect facts about the accident.
- Have a post-accident drug and alcohol test completed for your employees involved.
- Maintain all hour of service logs and pre and post trip inspection logs.
- State only the facts to law enforcement. Use caution in discussing the incident. Do not keep talking and if in doubt, ask for legal counsel.

After the Police have released the drivers, ask when and where you can obtain a copy of their report. Provide a copy of any accident reports or incidents reports filed by the police and other drivers to assist in settling your claim.

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## Safety Meeting for May 2016

### Topics: In-woods Chippers

**Introduction:** Lack of proper training for operators can present a hazardous work area when operating chippers. Employers are required to properly train employees on all tasks and equipment needed in the performance of their job. Supervisors are responsible to ensure employees adhere to company policies while operating or maintaining chippers.

**What must an employee know:** Employees must follow the safety procedure in the operator's manual. Failing to follow these guidelines may cause harm to other individuals or workers in the area. The following guidelines are general in nature and operators must refer to the operating manual for machine-specific procedures.

- **CAUTION!** Debris can be thrown over 200 feet. **The machine should be operated only in areas restricted from people passing by.**
- Set up the loader and chipper in a manner to prevent anyone from walking into that area while the machines are in operation.
- All personnel must read and understand the operating manual before using the chipper.
- Operators and ground personnel must wear head, eye, and ear protection.
- Keep hands, feet, long hair, loose clothing, work gloves, or jewelry away from moving parts. They can become entangled with moving parts.
- Perform daily maintenance as instructed in the operating manual.
- Before operating any equipment or machine, make sure all guards are in position and serviceable.
- Make sure no one is near the in-feed or any moving part before you start the machine. Do not operate the chipper if anyone is near the discharge chute or conveyor.
- Individuals maybe injured from flying debris such as broken belts, chips, limbs or bark/slash.
- Do not distract or startle an operator. Horseplay is prohibited as it can lead to injuries.
- Observe all start up and warm up procedures in order to prevent damage to moving parts.
- Do not open the maintenance door(s) while the machine is operating and do not try to clean while the machine is in operation.
- Use ground spotters to ensure no one is near the infeed or conveyors when they are raised or lowered.
- Follow proper shutdown procedures in the operating manual. Make sure the machine and all moving parts come to a complete stop.
- Do not leave a machine unattended until all hot spots have cooled down. Disconnect the batteries at night.
- Apply proper Lockout/Tagout procedures prior to performing any maintenance action.
- Bleed off all pressure, hydraulic or pneumatic, before removing guards or opening doors.
- Use chains, blocking bars, yoke lock bars, articulated steering blocks and other devices to prevent accidental movement of parts during maintenance.
- **Wear cut resistant gloves when changing chipper knives.** Use caution to prevent cuts or crushing injuries if the blades are dropped.
- Do not use fingers to find a hydraulic leak. Use a piece of cardboard as most machines have hydraulic pressures between 650 and 3000 psi.
- Use the proper grade of hardware if replacing lost hardware.
- Use lifting device, hoists or cranes, to prevent back or crushing injuries.
- Keep area clean. Discharge debris can cause slips, trips or falls.

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

**Topic: Chipper Safety**

**Employees present:**

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## Safety Meeting for June 2016

### **Topic: Distracted Driving**

**Introduction:** According to a report from the National Highway Transportation Safety Administration distracted driving crashes killed more than 3,150 people and an additional 424,000 were injured in motor vehicle crashes reported to have involved distracted driving.

**Background:** Distracted driving is any activity that could divert a person's attention away from the primary task of driving. Actions that removes your focus from the task at hand – DRIVING – can change your life forever. One split second and you can receive minor injuries, or you can be paralyzed, or worse, you can die as a result of any action that takes away your focus on driving. All distractions endanger driver, passenger, and bystander safety. These types of distractions include:

- Texting or using a cell phone or smartphone
- Eating and drinking
- Talking to passengers
- Grooming
- Reading, including maps or using a navigation system
- Watching a video or adjusting a radio, CD player, or MP3 player

Because text messaging requires visual, manual, and cognitive attention from the driver, it is by far the most alarming distraction. Of those people killed in distracted-driving-related crashes, 995 involved reports of a cell phone as a distraction (18% of fatalities in distraction-related crashes).

- Of those injured in distracted-driving-related crashes, 24,000 involved reports of a cell phone as a distraction (5% of injured people in distraction-related crashes).
- Sixteen percent of fatal crashes in 2013 involved reports of distracted driving.
- Twenty percent of injury crashes in 2013 involved reports of distracted driving.
- Of those drivers involved in fatal crashes who were reportedly distracted, the 30- to 39-year-olds had the highest proportion of cell phone involvement.

### **What must an employee know:**

- Follow your employer's policies and procedures that prohibit texting while driving.
- Reaction time is delayed for a driver that talks on a cell phone as much as it is for a driver who is legally drunk.
- Drivers who text take their eyes off the road 400% more than when they are not texting.
- More texting leads to more crashes. With each additional 1 million text messages, fatalities from distracted driving rose more than 75%.
- Reaching for the radio, eating food, drinking are all equivalent actions that remove your focus from driving.
- Pull over to a shoulder if you must talk or text.

OSHA encourages employers to declare their vehicles "text-free zones" and to emphasize that commitment to their workers, customers, and communities. Employers should:

- Establish work procedures and rules that do not make it necessary for workers to text while driving in order to carry out their duties.
- Set up clear procedures, times, and places for drivers' safe use of texting and other technologies for communicating with managers, customers, and others.

**\$AFETY PAYS**

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

**Topic: Distracted Driving**

**Employees present:**

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## Safety Meeting for July 2016

### **Topics: Safe Operations of Logging Equipment around Power Lines**

**Introduction:** Power and telephone lines are a common sight throughout the forests in the U.S. Unsafe logging near overhead power lines have caused many accidents. In recent years in the Southeast, a skidder operator was electrocuted when he was struck by an energized power line.

As the loader operator raised the boom to ground the grapple on the trailer, he struck the energized, high voltage line. The line arced and the explosion sheared the line in three sections. One section landed on the skidder driver as he was standing next to the tractor that was backing up to the loader trailer. He was killed instantly.

The power line carried 115,000 volts with three circuit interrupters and the three bottom wires were 32.5 feet above the ground. The length of the loader boom is 30 feet from the chassis of the loader, with approximately 38 feet total reach. When the loader boom contacted the electrical wire, the wire “blew” apart and fell to the ground striking the skidder operator and electrocuting him. The wire also “blew” apart in three other locations after striking the ground.

To prevent these types of preventable accidents, use common sense procedures in your logging plan before harvesting timber near power lines.

- Check all roads and entry points for utility lines before moving equipment into a tract. This especially includes equipment being moved to a logging job on low-boys.
- Do not set log loading deck under power lines or over underground lines.
- Do not operate the loader within one hundred (100) feet of all electric power lines.
- Never route a skid trail over buried gas lines without first consulting with the gas company for required precautions, instructions, and prohibitions.
- Have a safety meeting with your crew on power line and utility safety before work begins when power lines or pipelines are present.
- Whenever possible maintain a safe operating distance of at least 100 feet from a power line for all harvesting activities.
- Contact the power company if hazardous, avoidable situations cannot be eliminated. Have the identification number of the poles to help identify the line location. If you are harvesting large timber, fifty feet may not be enough.
- When in doubt, leave all trees near power lines standing or contact the power company for assistance prior to felling.
- Have the utility company’s telephone number readily available in case of emergency.
- If equipment contacts a live power line the operator should remain in the machine until the power is shut off. If the electricity cannot be cut off or the threat of fire is extreme, the operator should jump clear of the equipment before contacting the ground.
- **DO NOT GO NEAR DOWNED POWER LINES.**
- Do not attempt to cut or move trees that touch downed power lines. There is no way to predict when energy may be restored.
- Treat all power lines as if they are live.

*\$afety Pay\$*

# **SAFETY MEETING AGENDA**

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**Topic: Safe Operations of Logging Equipment around Power Lines**

**Employees present:**

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## Safety Meeting for August 2016

### **Topics: Driving Under the Influence**

**Introduction:** On any given day, someone makes a bad decision and gets behind the wheel of a vehicle when they are impaired or under the influence of drugs, legal or illegal, alcohol, or a combination of both. So, chances are you, your family, or friends have probably been affected by a near miss or accident that involved an impaired driver. In all states, if you drive under the influence of alcohol or other drugs, you are breaking the law but more importantly, it never ends well and often results in injury or death.

In a recent article from the National Safety Council, they shared ideas why individuals decide to commit an illegal act. Factors they identified were: reckless disregard, over confidence, loss of judgement, peer pressure, poor planning and lack of education on the effects of alcohol and drugs, and their addictive nature.

### **What Employees Need to Know:**

Alcohol affects every individual differently but it still has the same affect when the amount of alcohol you consume starts to impair your abilities. Alcohol can impair the following:

- Judgment
- Concentration
- Reaction time
- Physical coordination
- Emotion

Now when you mix alcohol with drugs, whether prescription, over-the-counter, or illegal drugs, driving safety is diminished to a point where the effect is devastating. In all 50 states, 0.08 is prima facie evidence of intoxication for an operator of a motor vehicle. However, individuals who hold a commercial driver's license (CDL) are not allowed to operate a motor vehicle with a BAC of 0.02 and cannot drive for 24 clock hours from the time of the test. A CDL driver with a test result of 0.04 is in federal violation and will lose their license for 12 months. A second violation is a lifetime revocation of the CDL.

### **What Employers Must Do:**

- Establish a company drug and alcohol policy.
- Provide training on the harmful effects of drugs and alcohol.
- Address pre-employment testing, post-accident testing, reasonable suspicion and random testing.
- Identify prohibited behaviors and establish a disciplinary policy on the consequences of driving company-owned vehicles when under the influence.
- Provide supervisor training on policy awareness and enforcement.
- Make sure if you have CDL drivers, they are aware of the lower standards.

Each time an employee drives under the influence, it impacts the company's productivity, health care costs, employee morale, and create legal issues. Make an effort not to be a statistic.

**\$afety Pay\$**

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## Safety Meeting for September 2016

### **Topic: ESSENTIAL FOR NEW EMPLOYEES**

**Introduction:** I BET YOU DIDN'T KNOW that one in eight employees are involved in some type of accident during 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.

Take the time now to review your safety policy and safety rules with your empmployee. First impressions that stress employee safety set the stage for new employees and can last throughout their career.

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## Safety Meeting for October 2016

### Topics: Fourth Quarter Drill

**Introduction:** Many of us as teenagers grew up playing high school football. I still remember the dreaded fourth quarter drills. They were set-up to enhance our physical endurance and mental sharpness during the last quarter of the ball game. The grueling array of activities that was fondly called the fourth quarter drill was for our benefit.

Using logging and football when talking about the fourth quarter of the year is vital. You see, historically, insurance companies suffer some of their worst losses during the fourth quarter of the year. During the fourth quarter there are a lot of distractions that distracts your focus that is demanded while working in the woods. Activities such as hunting season, weather changes, and the holidays can make the mind wander, now throw into the equation shorter days. When the mind is not on the job, we have had catastrophic injuries occur. How can we turn this trend around? By being aware!! Pay attention to your surroundings during the fourth quarter. Remember, the logging crew is a team!

### MANUAL FELLING

- Be aware of all overhead hazards
- Be aware and use proper felling techniques
- Be aware, proper notching and hinge-wood are mandatory
- Be aware, maintain proper distance from other workers, 2 tree lengths
- Be aware, keep focused on the task at hand

### LIMBING and TOPPING

- Be aware of all overhead hazards
- Be aware of tension wood, body placement is very important
- Be aware, use top-locks and limb-locks when tension is present
- Be aware, keep adequate distance from mobile logging equipment
- Be aware, keep focused on the task at hand

### EQUIPMENT OPERATORS

- Be aware of all overhead hazards
- Be aware, use proper 3 points of contact while mounting and dismounting
- Be aware, use lock and tag out procedures while doing maintenance
- Be aware, keep and maintain proper working distance from all ground personnel
- Be aware, keep focused on the task at hand

In each logging job classifications you notice four similarities. Overhead hazards; proper working distances; and staying focused are huge when it comes to logging safety. I believe **AWARENESS** makes all the other things come together. Awareness and good work habits reduce risk. Let's use awareness for our fourth quarter drill. Victory in the logging woods is obtained by working safely and efficiently. Have a safe fourth quarter.

*\$afety Pay\$*



## Safety Meeting for November 2016

### Topic : FIRST AID CARE

**Introduction:** I BET YOU DIDN'T KNOW anyone away from the deck must have a first aid kit available in their equipment and toppers and stumpers must have a personal first aid kit with them.

**What must an employee know:** In-woods injuries require immediate attention as loss of life or limb may occur. Even a small scratch, cut, puncture wound or burn can become infected unless properly cared for, cleansed or protected. Additionally, if you give first aid to others, always protect yourself from exposure to bloodborne pathogens by wearing gloves, masks, and eye protection. Do not be foolish. Get first aid when you need it, even if you just have a small cut or splinter. While it is best to leave major first-aid treatment to those who have professional training, all workers should know basic first aid.

#### DO YOUR EMPLOYEES KNOW:

- ❑ All employees on a logging job must be First Aid/CPR trained.
- ❑ When you use as a dressing to stop the bleeding, it must remain in place until treated by a professional. If more dressing is required, place it on top of the original dressing.
- ❑ In case of a broken bone, you should be able to apply a splint to immobilize the limb.
- ❑ If a victim is in contact with electricity, make sure the current is off before attempting to help the victim. Use a nonconductor, such as a dry wooden pole to remove the victim from the contact. If necessary, have trained person perform CPR.
- ❑ Never try to remove any objects from an eye with a sharp instrument. Grasping the upper lashes and pull the upper lid out and down. Often the object will attach to the inside of the upper lid and be swept away by tears. If the injury is serious, put a clean cloth or gauze pad over the eye.
- ❑ To stop heavy bleeding, first elevate the limb (if no fracture is suspected) and apply direct pressure to the affected area.
- ❑ Treating for Shock: ensure the victim can breathe comfortably and place covers under and over victim. If they are unconscious place them on their side and monitor the airway.
- ❑ Heat Exhaustion - may result from physical exertion in hot environments. Symptoms may include profuse sweating, weakness, paleness of the skin, rapid pulse, dizziness, nausea, headache, vomiting, and unconsciousness. The skin is cool and clammy with sweat. Body temperature may be normal or subnormal. First Aid - Rest in the shade or cool place. Drink plenty of fluids water.

***\$AFETY PAY\$***

**SAFETY MEETING AGENDA**

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

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

**Open Meeting & Present safety topic: First Aid Care**

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



## Safety Meeting for December 2016

### Topic: Cold Weather PPE – Give it a Warm Welcome

**Introduction:** I BET YOU DIDN'T KNOW that OSHA requirements for cold-weather gear are only general. The personal protective equipment (PPE) standard for general industry describes an employer's obligation to provide protection for virtually all occupational hazards, including temperature extremes.

**Background:** Employers and supervisors should review cold-weather safety procedures with their employees before the cold weather comes and throughout the winter months. Often workers put themselves in danger when they forget to take the necessary precautions needed to work in cold weather. If supervisors remind them about the dangers, they are more likely to think about it and take appropriate action.

**What must an employee know:** While working in cold weather, make sure you wear good protective clothing. This is the best way to help guarantee your safety.

- ❑ **Follow body basics.** One of the secrets to winter warmth is layering. Thermal long underwear provides a snug-fitting layer against the skin and wicks perspiration away from it. For outerwear, wind and moisture resistance are essential for workers' comfort. Jackets made with a Gore-Tex shell provide excellent protection from cold weather, as well as comfort.
- ❑ **Start at the bottom.** For feet, wool or wool blend socks are better for warmth than cotton, and keep your feet drier. For particularly cold conditions, put wool socks over a lightweight fabric such as polypropylene. Heavy-duty insulated boots are a good bet for the cold. Some are reinforced with steel toes for work use, and many styles contain felt liners that you can pull out to dry. Waterproof boots can prevent frostbite in wet conditions. However, in cold, dry conditions they can trap perspiration and increase the chance of injury.
- ❑ **Handy ways to combat cold.** Hands need as much protection as feet, even though the protection must occasionally come off during the course of work. Insulated leather gloves work gloves are both sturdy and warm.
- ❑ **Face value.** The bitter cold on an employee's face and neck can be a big safety concern. For neckwear, choose chokers rather than scarves. Scarves can become entangled in equipment. A partial face covering can keep sensitive noses and cheeks warm. Specially designed wind guards and facemask also provide good protection from the cold.
- ❑ **Top it off.** Finally, don't forget the hat. More body heat escapes through the head than anywhere else on the body. A hat that covers the ears or a combination of hat and headband will keep workers warm. Hats made of wool or synthetic material are the best.

Remember, there may be a trade-off between freedom of movement and safety. It is not easy to convince workers that bundling up will actually help them perform better in the cold and help to increase their awareness and help them stay warm.

***\$AFETY PAYS***

**SAFETY MEETING AGENDA**

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

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

**Open Meeting & Present safety topic: Cold Weather PPE**

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

