

Safety Meeting for July 2020

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.

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Safety Meeting for August 2020

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 equipment operators or truck drivers. 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 shows 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” which states quite simply, **AT-ALL-TIMES**, you **MUST** keep three points of contact with the ground or the equipment until you are stable.

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 September 2020

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 of 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.

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SAFETY MEETING AGENDA

COMPANY NAME: _____

DATE: _____

Open Meeting & Present safety topic: Trip and Fall Hazards

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: _____

