

You're a Safety Meeting Pro.



A safety meeting includes all employees and a management person is there to ensure that issues are address. Safety meetings are more effective for a smaller employer.

Do the following for safety meetings:

- Assess the work site for fall and falling object hazards. Make sure your safety meetings:
- Are held monthly. You may meet more often to discuss safety issues as they come up.
- Have at least one management representative.

Record Meetings

- Prepare minutes from each safety committee and:
- Preserve them for one year.
- Make them available for review by safety and health consultation personnel of the Occupational Safety and Health Administration.

Cover these topics:

- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- Document attendance.
- Write down subjects discussed.

Today's Safety Meeting Topic.

Allergy Safety.

Approximately 40 million people in the US have been diagnosed with severe allergies and if you included individuals with asthma it grows to 66 million. That is almost ten percent of the population, so the chance that your fellow employees and customers have severe allergies is quite high. Allergies in the workplace are a very serious health and safety issue and today we will cover some ways to prevent these from becoming a hazard.

Training Goal

All employees should be aware and trained on how to reduce allergy risks at our location.



Your Script

Common Allergies and Symptoms

- Mold, dust, dander and pollen.
- Asthma is one of the more serious symptoms of allergies. Asthma can cause wheezing, chest tightness, shortness of breath and coughing. In severe cases, these symptoms can be disabling.
- Perfumes, colognes, scented lotions, air fresheners and other chemicals can impact a person with allergies and cause migraines, nausea and tightening of the throat.
- Latex allergies with symptoms of skin rash, irritation, hives, nasal congestion, asthma and in few cases shock.

Allergy Safety

- Ask your fellow employees if they have allergies or asthma and if so, how severe it is.
- Once you are aware of allergy triggers, take steps to avoid placing them in a position that could cause a reaction.
- Ensure all employees are aware of allergy triggers so everyone can try to reduce the risk of causing a reaction.
- Ensure that companies' trained First Aid responders are aware of anyone with allergies at your location.

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Company Name			Date
Location	Time	# of Attendees	
Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly Other _____			
Meeting Facilitator Signature		Title	
Notes (Topics, employee recommendations, etc)			
Attendees			

Content Covered

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