

# 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.

# Asbestos.

This hazardous material requires the outmost respect when handled and diligent safety training. Asbestos is a human carcinogen and can cause lung cancer which may take years to develop following exposure.

## Your Script

### The Hazard

Asbestos fibers are released into the air during activities that disturb the product that uses asbestos. These fibers are then inhaled and trapped in the lungs. They can be swallowed as well and trapped in the digestive tract.

### Activities and Products Prone to Asbestos Exposure

These modern practices can include asbestos exposure:

- Brake and clutch repair.
- Building and ship renovation and demolishing.
- Contact with deteriorating asbestos- containing materials.
- Natural disaster cleanup.
- Prior to 1981, it is safe to assume these products contain asbestos:
  - Thermal system insulation.
  - Roofing and siding shingles.
  - Vinyl floor tiles.
  - Plaster, cement, putties and caulk.
  - Ceiling tiles and spray-on coatings.
  - Heat-resistant textiles.

### Asbestos Exposure Protection

- Perform a workplace assessment to determine if asbestos is present.
- Monitor asbestos levels by referring to the permissible exposure limit for asbestos (0.1 fiber per cubic centimeter of air as an eight-hour time-weighted average).

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# Safety Meeting Form - Asbestos

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