LightDuty Pathway

Light Duty Done Right.
The instant solution for keeping light duty workers engaged in the workplace.

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.

![LightDuty Pathway]

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Call Tree.

If an emergency occurs at your business you need to relay the proper information in the fastest most efficient way to emergency responders and your employees. Utilizing a call tree ensures that the right information is being relayed quickly and accurately. Today we will cover what a call tree is, using the call tree, and activation of the call tree process.

Training Goal

Assess the work site for fall and falling object hazards. If a call tree is in place at your location, ensure that all employees are trained on the process and steps of using the call tree

Your Script

What is a Call Tree?

- The call tree is a communication procedure that utilizes two common means of communication: email and telephone, to deliver information to your employees, your customers and emergency response.
- Your business is unique and therefore could have some unique emergencies. Take some time to discuss emergencies that are unique to your business.
- If an emergency occurs it can be very difficult to relay important information, especially during intense moments. The best way get this information is to have a prepared script.

Activating a Call Tree

- Assess the work site for fall and falling object hazards. If a call tree is in place at your location, ensure that all employees are trained on the process and steps of using the call tree.
- Activating the call tree should be rather straight forward. If the head decision maker says activate it then those individuals at the top of the tree call the people they are designated to. The people at the top need to call emergency response (if they haven't been called yet) and then call the people one branch below them. Those people will call and email the people below them on the tree and so on until; ideally everyone has been notified of the emergency and can be prepared for the eventuality. A good tip is to have the person at the bottom of the list call the person at the top to let them know the calls were made.

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Company Name

Location   Time

Frequency: ☐ Weekly   ☐ Monthly ☐ Quaterly   Other _____

Date

# of Attendees

Meeting Facilitator Signature   Title

Content Covered

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Notes (Topics, employee recommendations, etc)

Attendees

Name (print)	Signature
Name (print)	Signature
Name (print)	Signature
Name (print)	Signature
Name (print)	Signature
Name (print)	Signature
Name (print)	Signature
Name (print)	Signature