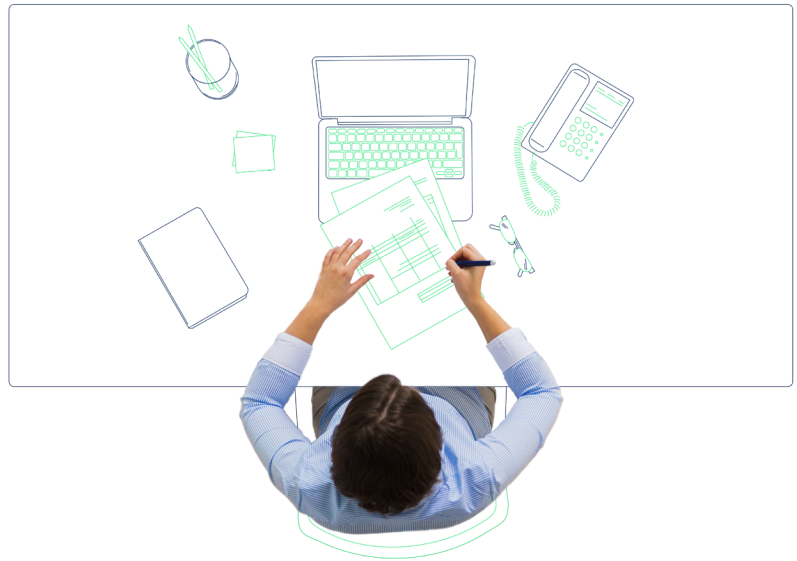


You're a Safety Meeting Pro.



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.

Carbon Monoxide.

Carbon Monoxide (CO) is a gas that is colorless, tasteless, odorless, non-irritating and cannot be detected by any of the senses.

Training Goal

All employees should be trained on the hazards and symptoms of carbon monoxide. Train employees on all carbon monoxide emitters at our facility.



Your Script

Some Symptoms of Carbon Monoxide Poisoning Are

- Shortness of breath.
- Dizziness.
- Headache.
- Confusion.
- Nausea.
- Flu-like symptoms, fatigue.
- Impaired judgment.
- Drowsiness

Training

- Carbon monoxide is produced by all internal combustion engines. Outdoor use of any of this equipment is not usually hazardous, but in buildings or enclosed spaces, carbon monoxide can quickly build up to dangerous and even deadly amounts.
- Ensure proper ventilation is in place and working when potential carbon monoxide hazard could be present.
- Do not leave carbon monoxide producers left running when not in use.
- Install carbon monoxide detectors in applicable areas to warn of dangerous levels.
- Perform scheduled maintenance on any machinery/vehicles that could emit carbon monoxide. Follow manufacturer guidelines.

Carbon Monoxide.

Carbon Monoxide (CO) is a gas that is colorless, tasteless, odorless, non-irritating and cannot be detected by any of the senses.

Some Symptoms of Carbon Monoxide Poisoning Are

- Shortness of breath.
- Nausea.
- Dizziness.
- Flu-like symptoms, fatigue.
- Headache.
- Impaired judgment.
- Confusion.
- Drowsiness

Training

- Carbon monoxide is produced by all internal combustion engines. Outdoor use of any of this equipment is not usually hazardous, but in buildings or enclosed spaces, carbon monoxide can quickly build up to dangerous and even deadly amounts.
- Ensure proper ventilation is in place and working when potential carbon monoxide hazard could be present.
- Do not leave carbon monoxide producers left running when not in use.
- Install carbon monoxide detectors in applicable areas to warn of dangerous levels.
- Perform scheduled maintenance on any machinery/vehicles that could emit carbon monoxide. Follow manufacturer guidelines.

Safety Meeting Form - Carbon Monoxide



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

Content Covered

Carbon Monoxide (CO) is a gas that is colorless, tasteless, odorless, non-irritating and cannot be detected by any of the senses.

Training

- All employees should be trained on the hazards and symptoms of carbon monoxide. Train employees on all carbon monoxide emitters at our facility.

Some Symptoms of Carbon Monoxide Poisoning Are

- Shortness of breath.
- Nausea.
- Dizziness.
- Flu-like symptoms, fatigue.
- Headache.
- Impaired judgment.
- Confusion.
- Drowsiness

Training

- Carbon monoxide is produced by all internal combustion engines. Outdoor use of any of this equipment is not usually hazardous, but in buildings or enclosed spaces, carbon monoxide can quickly build up to dangerous and even deadly amounts.
- Ensure proper ventilation is in place and working when potential carbon monoxide hazard could be present.
- Do not leave carbon monoxide producers left running when not in use.
- Install carbon monoxide detectors in applicable areas to warn of dangerous levels.
- Perform scheduled maintenance on any machinery/vehicles that could emit carbon monoxide. Follow manufacturer guidelines.

[illegible]