

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.

Electrical & Safety.

Remember: The best way to eliminate the hazard of the “quiet killer” is to act as if each exposure to an electrical hazard may be your last. Never take electricity for granted, “It’s a killer.”

Your Script

Inspecting Electrical Equipment

- Inspect electrical equipment to make sure there are no recognized hazards likely to cause you or fellow employees’ death or serious physical harm.

Circuit Panels

- Be sure to have a clear access to circuit panel at all times.
- Ensure all circuits are properly labeled as to what they power. This will coincide with your Lock Out/Tag Out Program.

Wet Location Operations

- Ensure that electrical equipment use or located in wet or damp locations is designed for such use.
- Remember, water and electricity does not go together!!!! Safety first.

Electrical Cords

- Be sure to perform visual inspections prior to use.
- Inspect the plug in to see if there are any bent or broken prongs. If it came with a ground (3rd prong), Ensure that it is in place. Do not use if there are any damages.

Exposed Wiring

- Be sure to guard all exposed wiring below 8 feet for employees’ safety.
- Typically exposed wiring may be found in or on electrical cords, outlets, unguarded electrical boxes, etc.

Light Guarding

- Be sure that all lights below 8 feet are guarded or have explosion proof bulbs.

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<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"/> Quarterly</div> <div>Other</div>			
<div>Meeting Facilitator Signature</div> <div>Title</div>			
<div>Attendees</div>			

Content Covered

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