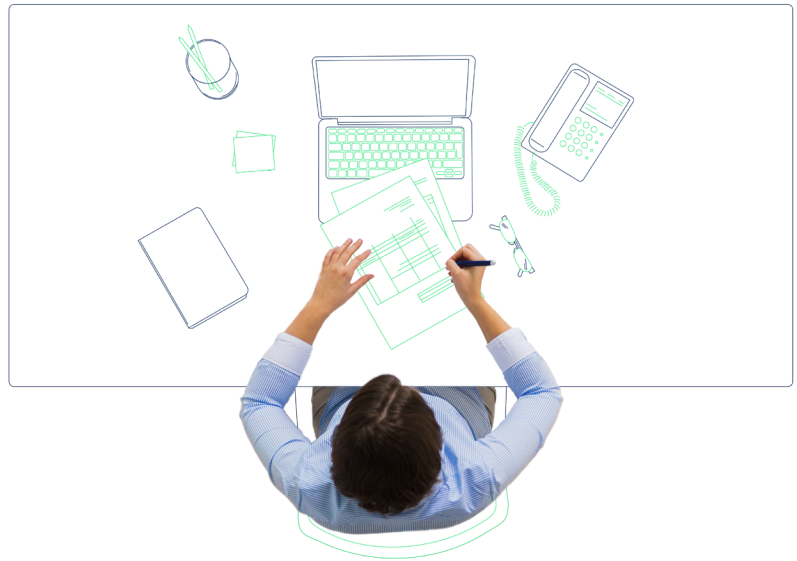


You're a Safety Meeting Pro.



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.

Emergency Response.

Emergencies can happen anytime and anywhere so the best policy is to make a plan, brainstorm solutions and responses in case an emergency happens at your business.

Your Script

What To do

- Assess the risks that are involved with your specific business and what emergencies may develop. Fire Hazards, chemicals, or other dangers that could potentially cause an emergency situation.
- Developing a response plan in case of an emergency is the best way to create awareness and prevent said emergencies but also making sure your employees are trained in each situation.

Policies May Include

- Evacuation – look for warning systems, make sure you have proper alarms or other notifying systems to keep employees and customers safe at all times. Evacuation can include plans for exit routes and performance of drills. Evacuation plans should have a clear leader and backup who routinely checks exits and routes.
- Sheltering – planning ahead could include spaces such as basements, window free spaces, and proper stocking of emergency items such as food, radio, blankets, etc.
- Lockdown - procedures should be covered with every employee for everyone's safety. Instructions should include how and where to hide, how to protect themselves, staying away from doors and windows as well as assigning multiple 'wardens' who monitor safety and when people can move from the lockdown.

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Safety Meeting Form - Emergency Response

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