

# 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.

# Ergonomics.

Ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the working population. Effective and successful “fits” assure high productivity, avoidance of illness and injury risks, and increased satisfaction among the workforce. Although the scope of ergonomics is much broader, the term here refers to assessing those work-related factors that may pose a risk of musculoskeletal disorders and recommendations to alleviate them.

Ergonomics isn't rocket science; most problems can be solved using in-house expertise. However, there will always be a few problems that will be easier to solve with a little help from someone with more experience.

## Training Goal

**Ensure that all employees are familiar with Ergonomics.**  
**Also let employees know who they can report any potential stressors to body in regards to ergonomics.**  
**Early reporting can reduce chance injury if reported early.**



## Your Script

### Tips for Effective Ergonomics

- Educate and involve employees.
- Take a look at all of the available data to find problems.
- Encourage early reporting of problems.
- Find quick fixes to get momentum going.
- Some problems are more complex than others.
- Focus on effective solutions.
- Don't just throw money and equipment at the problem.
- Make ergonomics part of purchasing and planning.
- Expect results, but be patient.
- Ask for help.

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# Safety Meeting Form - Ergonomics



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

## Content Covered

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