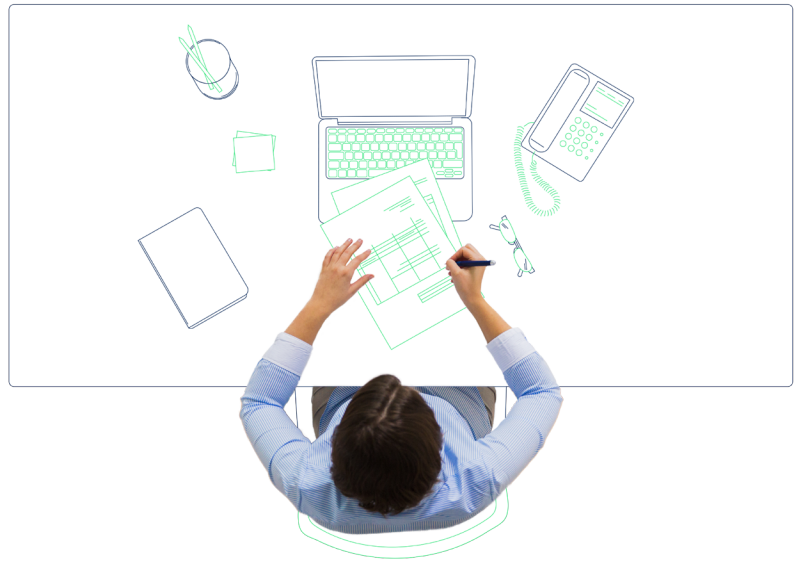


You're a Safety Meeting Pro.



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.

Extended and Unusual Work Shifts.

An average, normal work shift is a work period of no more than 8 consecutive hours during a day, 5 days a week and at least an 8 hour rest period. Anything more is considered extended or unusual and come with unique risks and hazards that require training and education.

Your Script

Common Problems

- Extended or unusual work shifts can be more stressful physically, mentally, and emotionally because they disrupt the body's regular sleep schedule. This interruption can cause fatigue, stress and trouble concentrating which can lead to operator error, injuries and accidents at work.
- Symptoms of fatigue:
 - Weariness.
 - Sleepiness.
 - Irritability.
 - Reduced alertness, lack of concentration and memory.
 - Lack of motivation.
 - Increased susceptibility to illness.
 - Depression.
 - Headache.
 - Giddiness.
 - Loss of appetite and digestive problems.

Common Problems

- When possible, managers should limit the use of extended shifts.
- Learn to recognize the symptoms of fatigue in others.
- Additional hours on the job may involve other dangers such as longer exposure to chemicals.

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Safety Meeting Form - Extended and Unusual Work Shifts

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