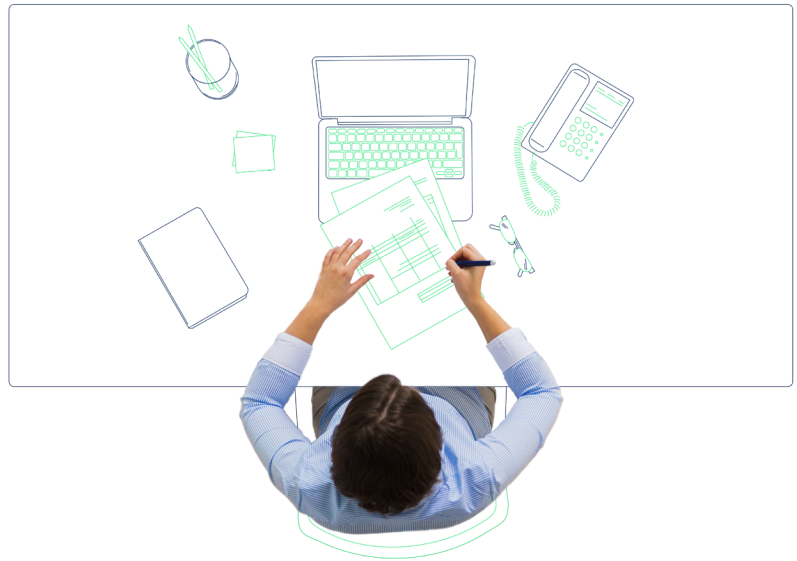


You're a Safety Meeting Pro.



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.

Forklift Safety.

Forklifts are essential tools for many businesses and when operators are properly trained can be extremely safe and useful. Yet, they can be very dangerous if misused, or operated by a person who is not fully trained. Did you know that there are approximately 85 fatalities and around 35,000 serious injuries per year caused by forklifts?

Training Goal

Ensure that only certified and trained employees operate forklifts. Recommend training all employees on forklift safety in how it relates to working and walking around forklifts in operations. Also ensure that employees are trained on Carbon Monoxide hazards from forklifts.



Your Script

Forklift Safety Tips

- Ensure only trained and certified employees operate the forklift(s) on the premises.
- Ensure evaluations are done on certified forklift drivers for the company. Re-train as necessary.
- Ensure each shift does a pre-inspection safety check on all forklifts prior to being used. Keep inspections on-site to show proof.
- The main cause of forklift injuries is due to tip overs. To reduce the risk of overturn, tip over or loss of a load: Make sure the load is stable and safely arranged on the forks. Do not tilt the forks forward except when picking up or depositing a load. Tilt the load backward only enough to stabilize the load. Keep the load low just above the pavement with forks low when traveling. Drive at a safe speed that will allow you to stop safely within the stability triangle. And finally, slow down on wet, slippery surfaces and when making turns.
- Another safety issue with forklifts involves carbon monoxide. Carbon monoxide is a dangerous gas produced by gasoline, propane and diesel powered forklifts, although it is not produced by battery forklifts. Carbon monoxide builds up when forklifts are used indoors without adequate ventilation.
- Symptoms of carbon monoxide poisoning include: headache, dizziness, nausea, loss of consciousness and death.
- In order to prevent carbon monoxide poisoning, take the time to follow these suggestions: Don't let your forklift idle, when not in use turn it off. Don't work in confined areas that don't have fans or ventilation with gas forklifts. If you notice the warehouse fans are not working, notify your supervisor immediately. Ask your employer to install carbon monoxide alarms near workers, and for detectors that can wear on your shirt.

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

Content Covered

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