

# 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.

# HVAC.

HVAC systems can become serious safety hazards if not maintained properly or regularly.

## Your Script

### Carbon Monoxide Poisoning

- Carbon Monoxide (CO) can be very serious and often fatal. It can cause long-term brain damage and death.
  - CO is colorless and odorless and is impossible for humans to detect until someone in the abode becomes ill. Early symptoms are similar to the flu: headaches, nausea, and fatigue.
  - A cracked heat exchanger is a common cause of CO leakage in homes. Avoid CO exposure by having your heating systems inspected and serviced by trained professionals every winter.
  - It is vital to have a CO detector.

### Inadequate Humidity Moisture Control

- Dry nasal passages can leave individuals open to infection and respiratory illness which can lead to cold and flu.
  - Damage to your home can also be caused by poor humidity moisture control. Hardwood floors can crack and separate. Mold can begin to grow, ruining furniture and exacerbating health problems.
  - Humidifiers can regulate indoor moisture levels.

### Incorrect Air Filtration

- Common respiratory problems and illnesses are often caused by dust, allergens and airborne irritants, all of which can be tied to poor indoor air quality.
  - These problems are especially dangerous to those individuals with conditions like asthma or allergies.
  - Poor indoor air quality can be prevented by regular maintenance and regular replacement of air filters.

### Electrical Hazards

- Condensation drains on air conditioners often become clogged.
  - This causes a water leak, which can cause electrical failure in components in the unit and the surrounding area. This increases the risk of electrical shock.
  - It is recommended an experienced HVAC contractor be hired to maintain equipment versus an average homeowner who may not be aware of these hazards.

# Employee Handout

## HVAC.

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# Safety Meeting Form - HVAC



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

## Content Covered

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