

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 Industry Hazards.

The HVAC (or HVACR) industry is one of the fastest-growing fields of employment today, providing a crucial service to people around the country and good jobs for around 300,000 Americans. But it does come with its risks; in fact, according to the Bureau of Labor Statistics, HVACR technicians have one of the highest rates of injuries and illnesses of all occupations.

Your Script

HAZARDS

- **Falls**

- The best defense against this is to follow all OSHA rules for working at heights.

- **Electrocution**

- HVAC technicians deal with electrical wiring and power sources constantly, and some of the deadliest accidents can be prevented by simply wearing gloves.

- **Chemical Exposure**

- Beware of Carbon Monoxide, Asbestos, and refrigerants. Use PPE and be aware of what you may encounter on a specific job site.

- **Burns**

- Whether it's electrical heat, gas heat or open flames, heating units get hot. Wear gloves and let things cool down before touching them.

- **Insects**

- HVAC systems exist in places most consumers do not go, and it is likely you will find biting or stinging insects in these areas. Especially be aware of areas behind ductwork and rooftops.

- **Weather**

- HVAC systems fail in the worst of weather, which is when technicians are likely to be called. If it's an A/C call, it'll likely be extremely hot. A heating call means you'll probably be working in the winter. Plan and dress accordingly.

- **Fatigue**

- Fatigue increases the likelihood of sloppy workmanship and therefore accidents. It is your job to recognize if you're too tired to work, and just say no.

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Safety Meeting Form - HVAC Industry Hazards



Company Name		Date
Location	Time	# of Attendees
Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quaterly <input type="checkbox"/> Other _____		
Meeting Facilitator Signature		Title
<div>Content Covered</div> <p>The HVAC (or HVACR) industry is one of the fastest-growing fields of employment today, providing a crucial service to people around the country and good jobs for around 300,000 Americans. But it does come with its risks; in fact, according to the Bureau of Labor Statistics, HVACR technicians have one of the highest rates of injuries and illnesses of all occupations.</p> <div>HAZARDS</div> <ul style="list-style-type: none">• Falls<ul style="list-style-type: none">- The best defense against this is to follow all OSHA rules for working at heights.• Electrocution<ul style="list-style-type: none">- HVAC technicians deal with electrical wiring and power sources constantly, and some of the deadliest accidents can be prevented by simply wearing gloves.• Chemical Exposure<ul style="list-style-type: none">- Beware of Carbon Monoxide, Asbestos, and refrigerants. Use PPE and be aware of what you may encounter on a specific job site.• Burns<ul style="list-style-type: none">- Whether it's electrical heat, gas heat or open flames, heating unites get hot. Wear gloves and let things cool down before touching them.• Insects<ul style="list-style-type: none">- HVAC systems exist in places most consumers do not go, and it is likely you will find biting or stinging insects in these areas. Especially be aware of areas behind ductwork and rooftops.• Weather<ul style="list-style-type: none">- HVAC systems fail in the worst of weather, which is when technicians are likely to be called. If it's an A/C call, it'll likely be extremely hot. A heating call means you'll probably be working in the winter. Plan and dress accordingly.• Fatigue<ul style="list-style-type: none">- Fatigue increases the likelihood of sloppy workmanship and therefor accidents. It is your job to recognize if you're too tired to work, and just say no.		
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Notes (Topics, employee recommendations, etc)