

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.

Hazard Communication Program.

All workplaces where employees are exposed to hazardous chemicals must have a Hazard Communication Program. Implement, maintain, and make available a written Hazard Communications Program.

Training Goal

Train employees on the Hazard Communications Program to include the following below.



Your Script

- Identify and list all the hazardous chemicals present in your workplace.
- There are some products that do not require SDS such as food, tobacco products, retail cosmetics, and any consumer product or hazardous substance when workplace exposure is the same manner as that of a consumer.
- Ways to determine whether a product is hazardous is on key words such as “Caution”, “Warning”, “Danger”, and check the product’s SDS hazard information.
- Obtain Safety Data Sheets (SDS) for each hazardous chemical used and that all SDS are readily accessible to employees.
- Inform and train employees about hazardous chemicals/SDS in the workplace.
- How to reduce or prevent exposure to hazardous chemicals through the use of control, work practices and PPE (personal protective equipment).
- SDS sheets for chemicals no longer in use must be maintained for 30 years.
- Keep copies for SDS’s for each hazardous chemical present in the workplace.
- Ensure proof of training during safety orientation is on file.
- Re-train employees annually.
- Train employees whenever a new physical or health hazard related to chemical exposure is introduced.

Hazard Communication Program.

All workplaces where employees are exposed to hazardous chemicals must have a Hazard Communication Program. Implement, maintain, and make available a written Hazard Communications Program.

- Identify and list all the hazardous chemicals present in your workplace.
- There are some products that do not require SDS such as food, tobacco products, retail cosmetics, and any consumer product or hazardous substance when workplace exposure is the same manner as that of a consumer.
- Ways to determine whether a product is hazardous is on key words such as “Caution”, “Warning”, “Danger”, and check the product’s SDS hazard information.
- Obtain Safety Data Sheets (SDS) for each hazardous chemical used and that all SDS are readily accessible to employees.
- Inform and train employees about hazardous chemicals/SDS in the workplace.
- How to reduce or prevent exposure to hazardous chemicals through the use of control, work practices and PPE (personal protective equipment).
- SDS sheets for chemicals no longer in use must be maintained for 30 years.
- Keep copies for SDS’s for each hazardous chemical present in the workplace.
- Ensure proof of training during safety orientation is on file.
- Re-train employees annually.
- Train employees whenever a new physical or health hazard related to chemical exposure is introduced.

Safety Meeting Form - Hazard Communication Program



<div>Company Name</div>		<div>Date</div>
<div>Location</div>	<div>Time</div>	<div># of Attendees</div>
<div>Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quaterly Other <div></div></div>		
<div>Meeting Facilitator Signature</div>	<div>Title</div>	

Content Covered

All workplaces where employees are exposed to hazardous chemicals must have a Hazard Communication Program. Implement, maintain, and make available a written Hazard Communications Program.

Training

- Train employees on the Hazard Communications Program to include the following below.
- Identify and list all the hazardous chemicals present in your workplace.
- There are some products that do not require SDS such as food, tobacco products, retail cosmetics, and any consumer product or hazardous substance when workplace exposure is the same manner as that of a consumer.
- Ways to determine whether a product is hazardous is on key words such as “Caution”, “Warning”, “Danger”, and check the product’s SDS hazard information.
- Obtain Safety Data Sheets (SDS) for each hazardous chemical used and that all SDS are readily accessible to employees.
- Inform and train employees about hazardous chemicals/SDS in the workplace.
- How to reduce or prevent exposure to hazardous chemicals through the use of control, work practices and PPE (personal protective equipment).
- SDS sheets for chemicals no longer in use must be maintained for 30 years.
- Keep copies for SDS’s for each hazardous chemical present in the workplace.
- Ensure proof of training during safety orientation is on file.
- Re-train employees annually.
- Train employees whenever a new physical or health hazard related to chemical exposure is introduced.

Notes (Topics, employee recommendations, etc)

Attendees

<div>Name (print)</div>	<div>Signature</div>
-------------------------	----------------------

<div>Name (print)</div>	<div>Signature</div>
-------------------------	----------------------

<div>Name (print)</div>	<div>Signature</div>
-------------------------	----------------------

<div>Name (print)</div>	<div>Signature</div>
-------------------------	----------------------

<div>Name (print)</div>	<div>Signature</div>
-------------------------	----------------------

<div>Name (print)</div>	<div>Signature</div>
-------------------------	----------------------

<div>Name (print)</div>	<div>Signature</div>
-------------------------	----------------------

<div>Name (print)</div>	<div>Signature</div>
-------------------------	----------------------

<div>Name (print)</div>	<div>Signature</div>
-------------------------	----------------------