

# 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.

# Heat Stress.

Heat-related illness (HRI) is a well-recognized hazard in the outdoor work environment. HRI includes heat fatigue, heat rash, fainting, heat cramps, heat exhaustion, and heat stroke. Excessive heat exposure is also linked to injuries from falls, equipment operation accidents and other on-the-job incidents due to fatigue, dizziness and disorientation.

## Your Script

### Tips for Working in the Heat

- Work in a “Buddy System” to keep an eye on co-workers for symptoms of heat illness.
- Increase breaks if conditions are very hot, high exertion levels, or protective clothing limits evaporative cooling.
- Alternate heavy work with light work when possible.
- If possible, schedule the hardest work for the day during cooler temperatures.
- Work in the shade or out of direct sunlight when possible.
- Avoid getting sunburned.
- Wear proper clothing such as: Light colored clothing, light weight, natural fibers, hat with a brim and cooling vest may be helpful in some cases.

### Hydration & Water Options

- Drink small quantities of water throughout the day.
- One quart or more over the course of an hour may be necessary.
- Employers are responsible for encouraging water consumption.
- Employees are responsible for monitoring their own personal factors for heat related illness.
- Water should be cool (60 degrees Fahrenheit or less).
- Water should be closeable and have a tap. Water must be marked and identified.
- Individual cups for employees must be accessible.

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# Safety Meeting Form - Heat Stress



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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