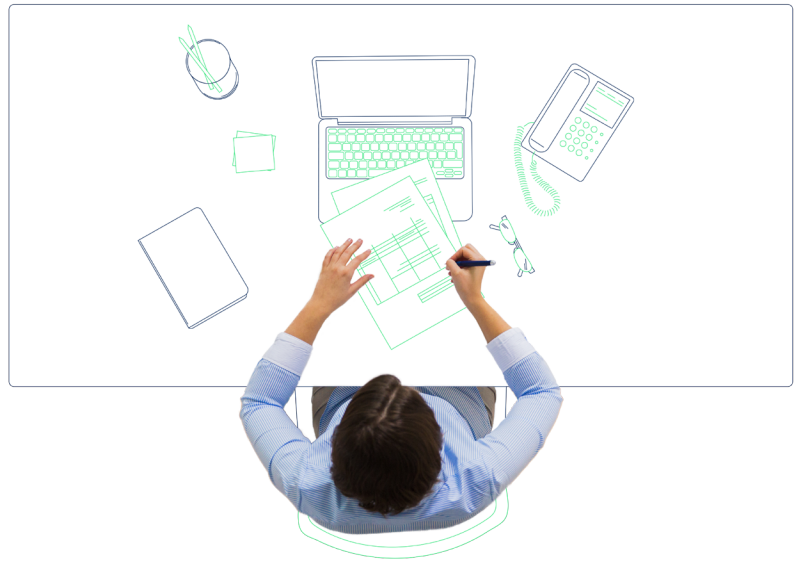


You're a Safety Meeting Pro.



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.

Housekeeping.

Housekeeping is not only a reflection of how your business operates but it also prevents accidents. If clutter is allowed to accumulate in aisle and walkways slips, trips, falls and other injuries will be sure to follow.

Make housekeeping a part of your everyday routine. By practicing good housekeeping every day we can prevent accidents and present a safer work environment.

Your Script

Tips

- Aisle ways must be kept clear at all times.
- Close drawers after retrieving something from them.
- Organize and properly label your containers.
- Properly dispose of all hazardous chemicals.
- Clean up after each task.
- Always clean up spills immediately.
- Broken glass is dangerous!
- Don't let cleaning rags pile up.
- Watch out for electrical cords.

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

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