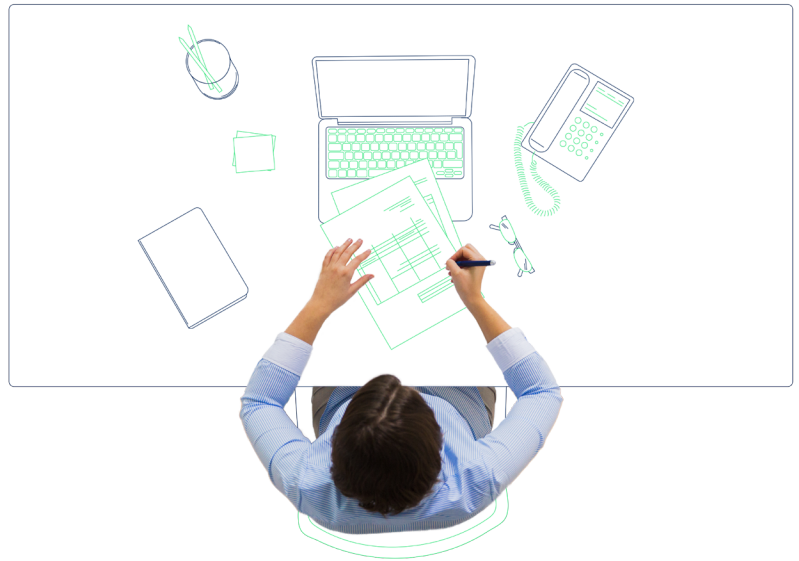


# You're a Safety Meeting Pro.



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.

# Incident Investigation.

All incidents, whether a near miss or an actual injury-related event, should be investigated. Near miss reporting and investigation allow you to identify and control hazards before they cause a more serious incident.

### Training Goal

**Assess the work site for fall and falling object hazards. All employees should be trained who to report near miss and or injuries to. All “serious” injuries are required to have an accident investigation done.**



## Your Script

### Who Should Investigate?

- Most companies have the immediate supervisor, manager or owner perform the accident investigation.
- Strongly recommend employee(s) are also involved in the accident investigation process. Employees lend additional expertise and insight from the eyes of the workers. Employee involvement also benefits the safety culture, and further training.
- Many companies use a team or a subcommittee or the joint employee-management committee to investigate incidents involving serious injury or extensive property damage.
- Who performs accident investigations at your company???
- No one should investigate incidents without appropriate accident investigation training.

### 6 Key Questions

- Six key questions should be answered: who, what, when, where, why, and how.
- When investigation begins, avoid looking for only one person to blame. An accident could have multiple contributing causes to an injury happening. Some may not even have employee involvement.
- Be sure to get to the root cause or causes of an injury. This way you can try to eliminate each instance from contributing to another injury in the future.
- From the accident investigation you can determine if additional employee training is needed or a refresher on safety.
- Keep information obtained from an accident investigation.

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Safety Meeting Form - Incident Investigation



<div>Company Name</div> <div>Date</div> <div>LocationTime# of Attendees</div> <div>Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> QuaterlyOther</div> <div>Meeting Facilitator SignatureTitle</div>	<div>Notes (Topics, employee recommendations, etc)</div> <div>Attendees</div> <div><div><div>Name (print)</div><div>Signature</div></div><div><div>Name (print)</div><div>Signature</div></div><div><div>Name (print)</div><div>Signature</div></div><div><div>Name (print)</div><div>Signature</div></div><div><div>Name (print)</div><div>Signature</div></div><div><div>Name (print)</div><div>Signature</div></div><div><div>Name (print)</div><div>Signature</div></div><div><div>Name (print)</div><div>Signature</div></div></div>
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