

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.

Indoor Air Quality.

Indoor air quality, or IAQ, is the phrase used to describe how inside air can affect a person's health, comfort, and ability to work. IAQ can include temperature, humidity, lack of outside air, mold from water damage, or chemical exposure.

Your Script

Common Causes of IAQ Issues

- Lack of ventilation and lack of fresh outdoor air.
- Poor upkeep of ventilation and HVAC systems.
- Moisture and dampness which can lead to mold.
- Improper management of construction and remodeling debris.
- Contaminated air.

How to Identify IAQ problems

- Workers complaining about having headaches and feeling tired.
- Workers developing fever, coughs and shortness of breath.
- Irritated asthma and pneumonia symptoms.
- Unpleasant or musty odors.
- Building interior feels hot and stuffy.

What Can be Done to Solve IAQ Problems

- Regularly inspect ventilation, heating and air condition systems.
- Perform building walk-throughs to inspect for odors, water damage, leaks, and dirt or pest droppings.
- It may also be necessary to test for radon or asbestos.
- Eliminate standing water in humidifiers, air conditioning units, on roofs and in boiler pans as these can develop bacteria and fungi.

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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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