

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.

Ladder Safety.

Ladder safety begins with selecting the right ladder for the job and includes inspection, setup, proper climbing or standing, proper use, care, and storage. This combination of safe equipment and its safe use can eliminate most ladder accidents.

Your Script

Ladder Safety

- Assess the work site for fall and falling object hazards. Always check a ladder before using it. Inspect wood ladders for cracks or splits. Inspect metal and fiberglass ladders for bends and breaks. Never use a damaged ladder. Tag it "Defective" and report it to your supervisor.
- When setting up a ladder, make sure it's straight and sitting firmly on the ground or floor. If one foot sits lower, build up the surface with firm material, don't set it on boxes, bricks or other unstable bases. Lean the ladder against something solid, but not against a glass surface. Make sure the ladder is placed at a safe angle, with the base away from the wall or edge of the upper level about one foot for every four feet of vertical height. Keep ladders away from doorways or walkways, unless barriers can protect them.
- Keep the steps and rungs of the ladder free of grease, paint, mud or other slippery material. And remember to clean debris off your shoes before climbing. Always face the ladder when climbing up or down, using both hands to keep a good grip on the rails or rungs. Never carry heavy or bulky loads up a ladder. Climb up yourself first, and then pull up the material with a rope or bucket.
- Many ladder accidents occur because of slipping or skidding. You can prevent these accidents by equipping the ladder with non-slip safety feet, blocking its base or tying it to a sound, permanent structure.
- Overreaching is probably the most common cause of falls from ladders. A good rule is to always keep your belt buckle inside the rails of a ladder.
- Don't try to move a ladder while you're on it by rocking, jogging or pushing it away from the supporting wall.
- When you've finished the job, properly store the ladder so it won't be exposed to excessive heat or dampness and will be in good condition for the next time.

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

Content Covered

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