

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.

Lock Out/ Tag Out.

Did you know that approximately 120 fatalities and 50,000 injuries occur each year from exposure to hazardous energy? Some of the energy sources include: electricity, hydraulic, gas and mechanical. Locks and tags are required for all of these and are there to help prevent those injuries and deaths.

Training Goal

Only authorized employees are to work with Lock Out/Tag Out. Authorized employees are to be trained on the company's policies and procedures in regards to Lock Out/Tag Out.



Your Script

When is Lock Out/Tag Out Necessary?

- That is the roll of your supervisor and or qualified employees for Lock Out/Tag Out.
- Unless your name is on the tag and you are authorized to remove it, then you should never alter or remove a lock or tag.

3 Levels

- When Lock Out/Tag Out is required the employer is required to perform trainings on three different levels. The highest level is authorized employees. These individuals will be trained in the recognition of applicable hazardous energy source and the methods and means necessary for energy isolation and control. When they are trained then the authorized employee may perform the lockout ragout procedures.
- The second level of training affects you if you are working in an area that is being affected by Lock Out/Tag Out. If your area is being affected then you should be trained in the purpose and use of the energy control procedure.
- The final level of training involves all other employees that may be working in the area under Lock Out/Tag Out. These employees need to be instructed about the procedures and the about the prohibition to restart machines that are locked and tagged out.

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Safety Meeting Form - Lock Out/Tag Out



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

Content Covered

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Notes (Topics, employee recommendations, etc)

Attendees

Name (print)	Signature
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Name (print)	Signature
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Name (print)	Signature
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Name (print)	Signature
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