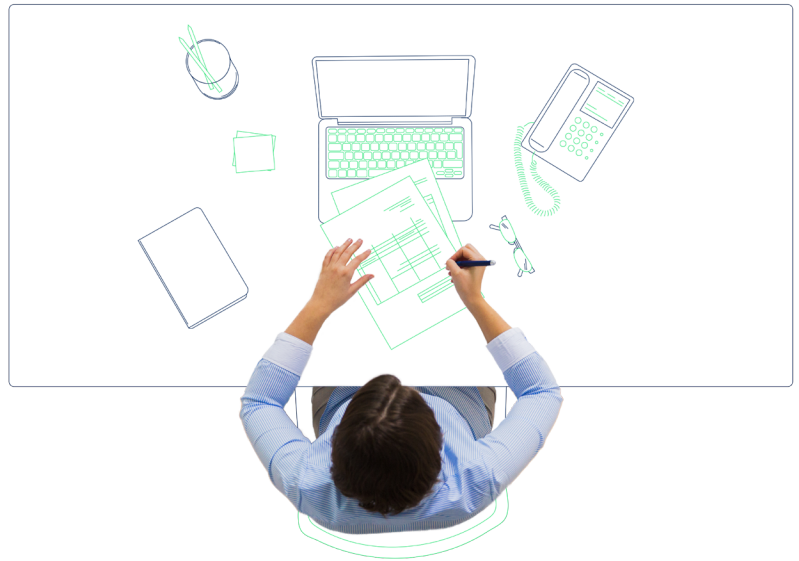


You're a Safety Meeting Pro.



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.

Noise & Hearing Conservation.

Millions of Americans are exposed to noise at work and at home. While noise is commonly thought of as a problem in construction or manufacturing, it can also be a problem in environments like call centers, schools, orchestra pits and bars.

Your Script

The Definition of Noise

- Noise is unwanted sounds in which its intensity and duration can cause hazardous effects to workers.
- Other factors that affect how hazardous noise can be are:
 - Impulsiveness: Does the sound peak suddenly?
 - Frequency: The pitch of a sound is the perception of a frequency.
 - Time Distribution: When the sound occurs and how often.
- Other hazards caused by excessive noise:
 - Excessive noise can make it difficult to hear warning signal.
 - Working with chemicals that increase risk of hearing loss.
 - Causes work-related stress.

Noise Control

- Multiple controls can be put into place to preserve our ears and our sanity.
 - Conduct a risk assessment.
 - Eliminate the sources of noise if possible.
 - Control noise at the source.
 - Reduce worker exposure by restricting access to problem areas where workers would be exposed to excessive noise levels.
 - Use Personal Protective Equipment.
 - Inform and train employees and coworkers on the dangers of excessive noise and how to use noise protection.

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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 Faciliator Signature		Title	
Notes (Topics, employee recommendations, etc)			
Attendees			

Content Covered

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