

# 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.

# OSHA Safety Inspections.

OSHA has a long-standing commitment to strong, fair and effective enforcement policies when it comes to safety in the workplace. Using well-trained safety professionals called Compliance Safety and Health Officers, OSHA assures employers and employees comply with safety policies that minimize and sometimes eliminate on-the-job hazards, injuries, illnesses and deaths in the workplace.

## Your Script

### What to Expect and Who Faces Higher Scrutiny:

- Provide a safe and healthy workplace free from recognized hazards.

### Employees must:

- Assess the work site for fall and falling object hazards. Imminent danger situations: Workplaces with a reported hazard that could cause death or serious physical harm get top priority from OSHA Officers.
- Severe injuries and illnesses: Workplaces in which an employer has reported an employee dying, going to the hospital, losing a limb or losing an eye. These reports receive immediate attention from OSHA.
- Worker Complaints: Workplaces with complaints from employees (of which can be anonymous) receive high priority for inspection.
- Referrals: Hazards pointed out by other safety organizations or by the media also catch the eye of OSHA. So, if your state safety agency pinpoints a unique hazard, OSHA will also look into it.
- Targeted Inspections: Some workplaces are inherently hazardous, OSHA will inspect these places on a regular basis because the nature of the work is so difficult to keep safe.
- Follow-Up Inspections: Once a workplace has been inspected, OSHA will do follow-up inspections to check for abatement of violations cited during previous inspections.

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Safety Meeting Form - OSHA Safety Inspections



<div>Company Name</div> <div>Date</div> <div>Location</div> <div>Time</div> <div># of Attendees</div> <div>Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quaterly <input type="checkbox"/> Other</div> <div>Meeting Facilitator Signature</div> <div>Title</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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