

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.

Obeying Safety Regulations.

Your Script

Employer must:

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

Employees must:

- Study and follow all safe practices that apply to their work.
- Coordinate and cooperate with all other employees in the workplace to try to eliminate on-the-job injuries and illnesses.
- Apply the principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by their employment or employer.
- Take care of all personal protective equipment (PPE) properly.
- Not wear torn or loose clothing while working around machinery.

Employees must:

- Report promptly to their supervisor every industrial injury or occupational illness.
- Not remove, displace, damage, or destroy or carry off any safeguard, notice, or warning provided to make the workplace safe.
- Not interfere with the use of any safeguard by anyone in the workplace.
- Not interfere with the use of any work practice designed to protect them from injuries.
- Do everything reasonably necessary to protect the life and safety of employees.

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