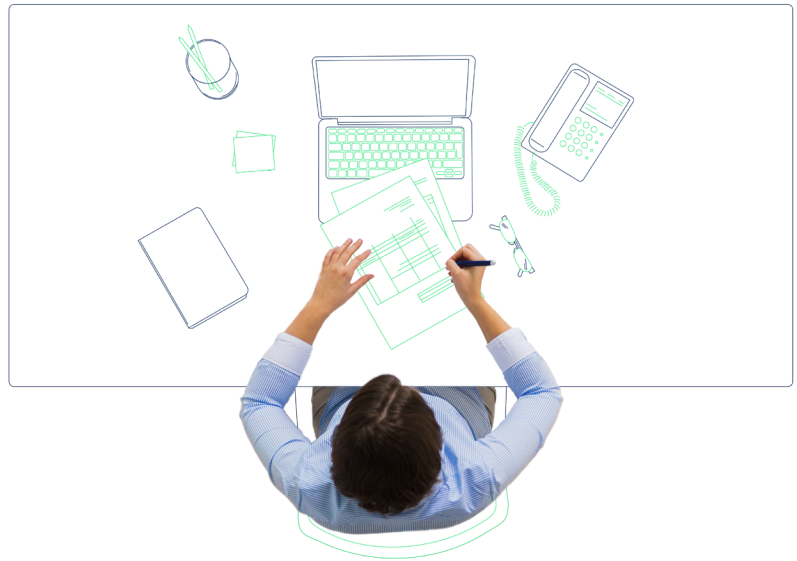


You're a Safety Meeting Pro.



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.

Personal Protective Equipment.

PPE is an item or items used to protect the eyes, face, head, body, arms, hands, legs, and feet. Items such as goggles, helmets, head covers, gloves, rubber slickers, disposable coveralls, safety shoes, protective shields, and barriers.

Training Goal

Ensure all employee have, use, and care for the appropriate personal protective equipment (PPE).



Your Script

Training.

- There is certain PPE that is provided to the employees at no cost. Examples of some items are safety goggles; mesh cut proof gloves, hard hats, and hearing protection.
- There are items in which the employer payment is not required some examples are non-specialty prescription safety eye wear, hand protection used only for keeping clean or for cold weather with no safety or health consideration, and sturdy work shoes.
- Be sure all employees are wearing their PPE when performing certain jobs.
- Retrain employees there are changes in the workplace that make previous training out of date, types of PPE to be used make previous out of date, and when the employee has not retained necessary understanding, skill, or motivation to use PPE.
- Ensure all employees have document in writing using PPE has received and understood the required training.
- Employees are required to use necessary PPE on certain jobs.
- Make sure all PPE is safe for work to be performed.
- Employees must wear eye protection when there are flying particles present, molten metal, liquid chemicals, acids or caustics, chemical gases or vapors, any light that could injure an eye, and objects that can puncture are some examples.
- Make sure employees exposed to hazards from flying objects have eye protection with side protection, such as safety glasses with clip-on or slide-on side shields.
- Hard hats are worn when flying or propelled objects and falling objects or materials are present.
- Employees wear hand protection when hazards such as absorbing harmful substances sever cuts, punctures, chemical burns, thermal burns, and temperature burns are present.
- Ensure proof of training during safety orientation is on file.

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