

You're a Safety Meeting Pro.



A safety meeting includes all employees and a management person is there to ensure that issues are addressed. 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.

Portable Fire Extinguishers.

Today's Safety Meeting Topic.

Provide approved portable fire extinguishers for your workplace and distribute them so they are readily accessible. Mount, locate, and identify portable fire extinguishers so employees can easily reach them, without being subjected to possible injury.



Training Goals

- **Assess the work site for fall and falling object hazards. Train all employees where you have provided portable fire extinguishers.**
- **The hazards involved with incipient stage firefighting (the early stage of a fire when it can be extinguished by a portable fire extinguisher).**
- **The general principles of fire extinguisher use.**
- **Attention: Provide fire extinguisher training during safety orientation and then annually thereafter.**
- **Inspect fire extinguishers monthly. Check the gauge and make sure it is still in the green, check the seal to be sure it is not leaking, and check the hose for any corrosion or cracks. Initial and date the back of the card. If any deficiencies noted, replace the fire extinguisher.**

Your Script

In Case of Fire Examples

- Recognize a fire condition.
- Activate the fire alarm system.
- Evacuate the building.
- Call 911 to report the fire and to make sure help is on the way.
- Remember, you are not a trained fire fighter. You should never put your life in danger.
- Only try and attempt to put out a fire if you are trained, feel comfortable, the fire is containable and you have an emergency escape at all times.
- Be sure to use the proper class of fire extinguisher for the fire.

Portable Fire Extinguishers.

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Safety Meeting Form - Portable Fire Extinguishers



<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 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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