

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.

Power Tool Safety.

Today's Safety Meeting Topic.

Hand tools and portable power tools can be found in nearly every type of industry. Some of us were meant to handle only a screw driver or wrench, while others are more proficient with bench grinders and table saws. So it may be a surprise to know that a large number of accidents involving hand and portable power tools are occurring more and more frequently. In fact, hand tools mishaps account for about six percent of all disabling work injuries.

Training Goals

All employees must be trained on the proper use, required personal protective equipment of tool use, guards and care of tools they are authorized to use.



Your Script

Keys to Proper Power Tool Safety

- Be sure to read and fully understand the owners/operator manual before attempting to use the equipment.
- Examine the cord and plug. Are any wires exposed? If so, repair it or replace it.
- Ask yourself if the tool you want to use is the best possible choice for the task at hand? Is it approved for use in your work area?
- Make sure the tool is in good operating condition.
- Ensure all the tools guards are in place and in operating condition prior to use.
- Look at the ground prong on the male end of the electrical cord. Is it intact? If the tool is not 3 wire ground protected, be sure that it is double insulated.
- Familiarize yourself with any locks the tool might have to prevent accidental start-up. Also look for and know how to operate the emergency shut off devices.
- Make sure the tool's housing is in good shape. No cracks, exposed wires, and other defects.
- Most importantly, if you don't feel comfortable with the safety of a particular tool, do not use it!
- Do not take any short cuts when operating power tools. This may lead to injury not only to yourself but could affect fellow employees.

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Company Name			Date
Location	Time	# of Attendees	
Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly Other _____			
Meeting Facilitator Signature		Title	
Notes (Topics, employee recommendations, etc)			
Attendees			

Content Covered

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