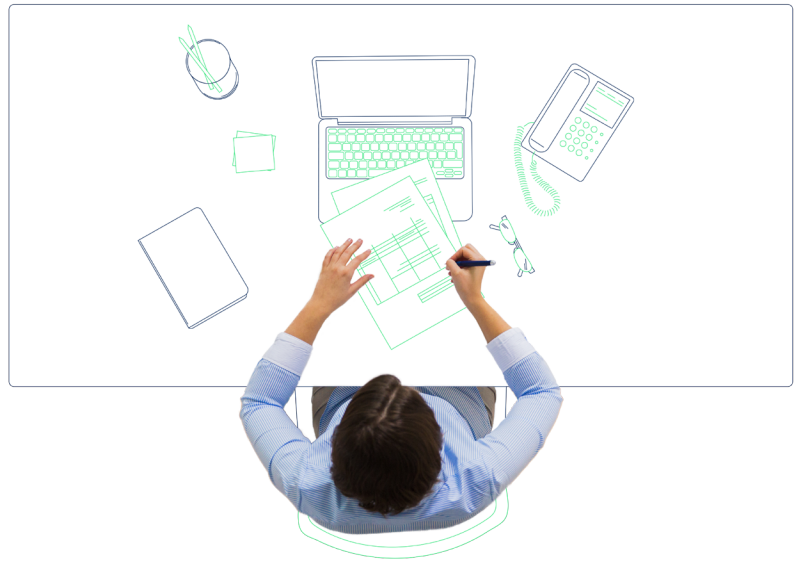


# You're a Safety Meeting Pro.



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.

# Injury and Illness Prevention Program.

Injury and Illness Prevention Programs are a set of self-imposed protocols that can substantially reduce the number of workplace injuries and alleviate the associated financial burdens on U.S. workplaces. Every day, 12 workers die on the job. Over 4,500 workers die every year while at work. 4.1 million workers suffer serious job-related injuries or illnesses. A vast majority of these deaths, injuries and illnesses are preventable, however, without a program put into place that actively educates employees on the hazards around them, these accidents will keep happening.

A company's Injury and Illness Prevention Program is a proactive process to help employers find and fix workplace hazards before workers lose their life, get hurt, or become ill.

## Your Script

### **An effective prevention program should include:**

- Active leadership from management.
- Active participation from workers
- Hazard identification and assessment tools.
- Hazard prevention and control methods.
- Regularly scheduled education and training.
- Self-monitoring program evaluation and improvement.

### **An effective program will create a healthy and safe workplace culture:**

- It will lower workers' compensation and other costs.
- Moral and communication will improve.
- The image and the reputation of the business will be enhanced.
- And processes, products, and services will improve.
- Eliminate standing water in humidifiers, air conditioning units, on roofs and in boiler pans as these can develop bacteria and fungi.

More information can be found on the Occupational Safety and Health Administrations website, [www.osha.gov](http://www.osha.gov). They offer free tools and consultation to assist your business in developing its unique prevention plan

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# Safety Meeting Form - Injury and Illness Prevention Program



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

## Content Covered

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