

# 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.**

# Proper Lifting Procedures.

Proper lifting is extremely important to business because lifting injuries often involve the back, shoulders and neck. Proper lifting is essential to the health of your employees and your business!

## Your Script

### Size Up the Load

- Make sure you know the weight.
- Make sure you know the dimensions.

### Before you lift, check for:

- Splinters, nails, staples, other hazards and use shop gloves to give your hands an extra layer of protection.
- Know where you are going and have a clear path.
- Talk about weight limitations and maximum weight you are allowed to lift.
- Practice "buddy lift" technique.

### Lifting

- Bring the load as close to you as possible.
- Keep your head up and your back straight.
- Lift with your legs, not your back.

### Moving

- Keep the load close and centered.
- Call out when turning blind corners and tight aisles.
- Avoid twisting your body.

### Lowering

- Use your legs to lower the load.
- If you are straining your back, call for assistance.
- Clear your fingers and toes before setting the load down.

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