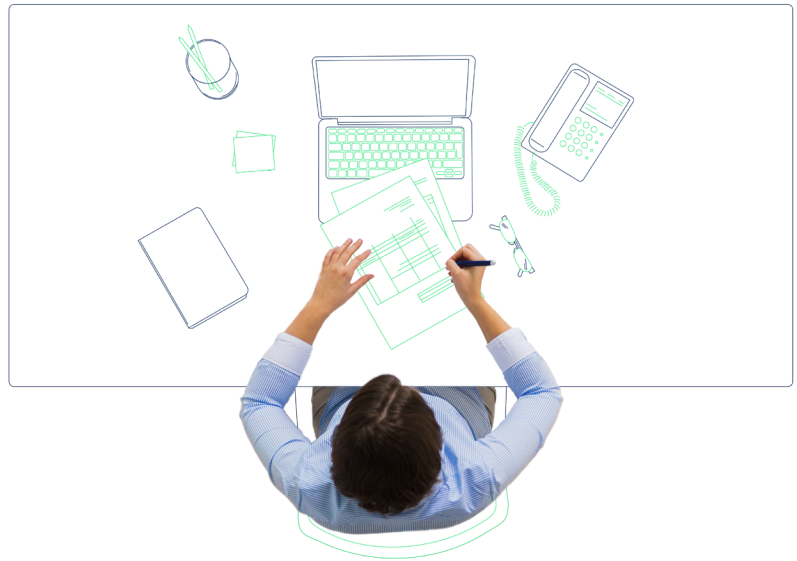


# You're a Safety Meeting Pro.



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.

# Slips and Falls.

Slips and falls are a leading cause of workplace injuries. What do most experts recommend as the single most important step to take in preventing slips and falls? Simple...keep floors clean, dry and free of obstruction. These are the most commonly used safeguards and nothing is more important than good housekeeping.

### Training Goal

- All employees should be required to wear non-slip shoes.
- All employees should be trained on the floor maintenance program. This includes proper chemicals to use on flooring, shoes, signage, communication, etc...



## Your Script

### Shoes

- On work premises, you should be wearing shoes with slip resistant soles and low heels.
- Shoes should be laced and tightly tied.
- Ensure the soles on your shoes are rubber.
- Does our company have a shoe program?
- Another shoe concern to avoid shoes with porous fabrics such as canvas, which won't protect your feet from spills, burns and punctures.

### Housekeeping

- Clean up spills immediately.
- Never leave hazard unattended if possible, or at least marking off the area with proper signage.
- During rush periods, spot mop only.
- Be very careful not to spill oils.
- Place caution signs when mopping or when floors are wet to go along with verbal communication.
- Use a clean mop with approved floor cleaners.
- Keep floor mats clean and in-place.

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

# Content Covered

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