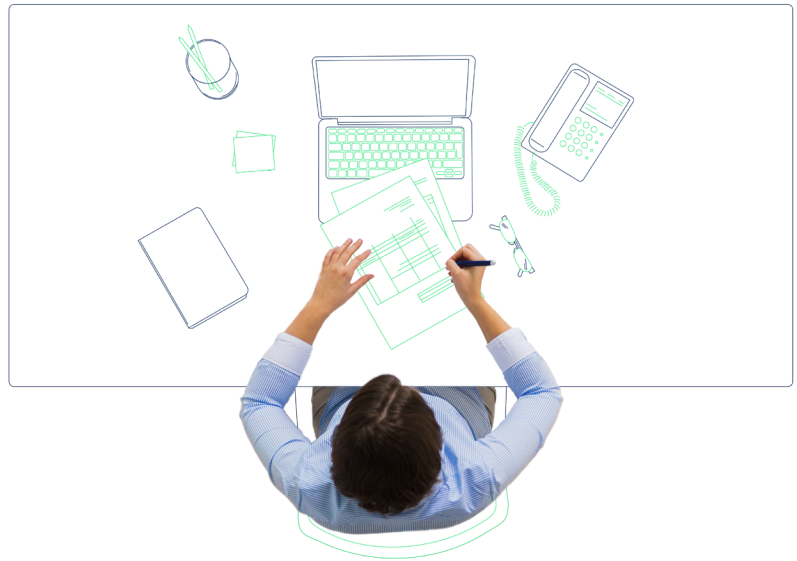


# You're a Safety Meeting Pro.



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.

# Waterfront Safety.

Every second counts in an emergency, but because of the particular swiftness with which water kills, aquatic emergencies the seconds are especially important.

## Your Script

### When is it an aquatic emergency?

- A majority of water related hazards can happen without noise or indication. Drowning is often silent.
- A swimmer in distress may make little to no forward progress but still look as if they are making effort to do so.
- An active drowning victim may still be vertical in the water but not treading water or making forward motion. They may make instinctive downward motions with the arms to keep the head above water.
- A passive drowning victim does not move and is floating face down either on the bottom or near the surface of the water.

### How to respond to the emergency?

- If an individual is missing, regardless of age, check nearby water sources first.
- Reach for the individual or throw something to them, do not attempt to rescue them personally.
- Call 9-1-1.
- Take a water safety, first aid and/or CPR class to learn how to perform water rescues.

### Do you have the right equipment for the emergency?

- If you are active near water sources, keep reaching and throwing equipment nearby. Equipment includes ring buoys and reach poles or similar objects.
- Always have U.S. Coast Guard approved life jackets when boating.
- Keep cell phones nearby and safe from water damage so emergency calls can be made.
- Keep a first aid kit nearby, stocked and up to date.

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Safety Meeting Form - Waterfront Safety



<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"/> Quarterly <input type="checkbox"/> 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><div>Name (print)</div><div>Signature</div></div></div>
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