

# 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.

# Winter Safety.

Each winter seems to bring many weather related hazards and today we will be reviewing ways to recognize those hazards, particular ways to prevent slip and fall injuries and go over some winter driving tips.

## Your Script

### Proper Clothing

- It's always a good idea to layer your clothes anytime you aren't sure of weather conditions.
  - Your first layer should be thermal based fabric followed by a shedding layer. A shedding layer might be a sweatshirt or a sweater ideally made of wool, fleece, or other insulating fabrics.
  - Next, when outside, wearing a good coat to protect you from rain, snow, wind, or cold temperatures is always a good idea. Consider wearing a hat too if it's cold out as this greatly helps retain body heat. If work outside is prolonged, consider also wearing a scarf, ear muffs, and gloves.

### Walking On Snow and Ice

- Non-slip sole footwear should be worn at all times if there is ever slip and fall hazards and there is sure to be this hazard during the fall and winter months. When dealing with inclement weather such as rain, snow or ice business entrances may be slick with water on the floor.

### Shoveling Snow

- Avoid twisting your body while clearing snow and instead move your feet to turn. It's important to shovel snow early in the fall as it is lighter and easier to clear. It is KEY to pace yourself which includes giving yourself breaks.

### Driving

- Avoid winter driving if possible.
- Be sure to give yourself plenty of time to get to your destination when dealing with the rain, snow, and ice on the roadway.
- When driving SLOW DOWN your speed and be sure to leave yourself plenty of room in front of you for braking.
- Remember to turn on your headlights for your visibility and so others can also see you. In inclement weather, not use cruise control

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# Safety Meeting Form - Winter Safety



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

## Content Covered

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