

# 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.

# Workplace Violence.

Workplace violence is a serious issue and can range from threats and harassment all the way to assault and homicide. NIOSH defines workplace violence as violent acts including physical assaults or threats of assault, directed toward persons at work or on duty.

## Your Script

### Zero Tolerance

- One of the best protections against workplace violence is to establish a zero tolerance policy towards any violent behavior. This policy should cover all workers, customers, visitors, and anyone else who may come in contact with company personnel. And it is critical that all employees know and understand the policy.

### Assess Your Worksite

- Assess your worksite, and identify methods for reducing the likelihood of violence occurring.
  - Provide safety education to employees so they know what conduct is not acceptable.
  - Secure the workplace, where appropriate to the business install video surveillance, extra lighting and alarm systems.
  - Provide drop safes to limit the amount of cash on hand. Keep a minimal amount of cash in registers during evenings and late night hours.
  - Equip field staff cell phones and require the keep a contact person informed of the location throughout the day.
- Instruct employees not to enter any location where they feel unsafe.
- These precautions can help reduce workplace violence but the sad truth is, violence can strike anywhere, anytime, and no one is immune. Research has identified factors that may increase the risk of violence for some workers. The factors include: Exchanging money with the public, working with unstable or volatile individuals, being alone or isolated for long periods of time, and working with alcohol. Delivery drivers, healthcare professionals, public service workers, customer services agents and law enforcement personnel are some of the highest risk groups.

### So what do you if a violent incident occurs at your workplace?

- Any act of violence should be immediately reported and recorded in a log, provide medical evaluation and treatment after the incident, report violent incidents to the local police, discuss the circumstances of the incident with your staff, and offer stress debriefing sessions and post traumatic counseling to help workers recover from the incident.

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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 Facilitator Signature		Title	
Notes (Topics, employee recommendations, etc)			
Attendees			

## Content Covered

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