SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____

Meeting Leader _____ Title _____

Date Held _____ Place _____ Time _____

Subject of Meeting ENGINEERING CONTROLS

Hazards can be controlled in different ways. One method of controlling hazards is through engineering. Engineering controls focus on the design of equipment and the work place. You must understand how the work place has been designed for your safety. Do not bypass any of these controls. They are used to eliminate or minimize your risk of injury.

Management considers what engineering controls can be introduced to protect you. Some engineering controls involve redesigning tools or equipment. For example, holding the wrist and hand in awkward positions can contribute to cumulative trauma disorders such like Carpal Tunnel Syndrome.

Many tools are being redesigned to eliminate the need to hold the body in unnatural positions. Purchase or use tools provided by your employer that reduce the risk of injury. Learn to use these new tools properly.

OSHA requires that guards be placed on machines and tools to prevent injury. Make sure guards are in place before using tools or equipment. Machine and tool guarding should be periodically evaluated by management and improvements made where necessary. Evaluate tools and machine guards. Recommend improvements to management.

In addition to tool and machine guards, other protective devices and equipment can be introduced and installed. Examples include ventilating equipment to remove contaminated air and the use of lifting equipment such as fork lifts or chain hoists to prevent back injury. Robots may be used to prevent exposure to hazardous operations. Learn to work safely with these devices.

Engineering controls also include improvements in the design of products and processes. New equipment or produces are often designed to be stronger and more durable. This can eliminate the need to reduce the frequency of hazardous maintenance operations. For example, by selecting special alloyed steel or improved surfacing materials the need for rebuilding worn steel machine parts can be reduced or eliminated. This would also reduce exposure to hazardous welding fumes and possibly reduce the overall cost of operating the machinery.

Redesign of processes has reduced or eliminated hazards in many jobs. This is referred to as ergonomics, fitting the task to the worker. For example, simply raising the level of a conveyer belt to the proper height reduces a lifting hazard. The correct lighting and typing station design reduces fatigue-related illness. Sometimes by combining steps or changing the sequence in which an operation is performed can reduce the risk of injury.

Think about the way you perform your jobs. Follow procedures and use products that are designed to reduce risks. You may eliminate possible injuries by simply repositioning your tools. Work with you supervisor. Ask for recommendations or make your own.