

## 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 GENERAL SAFETY HAZARDS

### HAZARDOUS ENERGY

Moving parts, electrical contacts, temperature extremes and chemicals can often be found in a confined space. Contacting or touching the energy sources can be deadly. Before entering, isolate the confined space from and remove all sources of hazardous energy.

Where possible:

- Lockout electrical sources.
- Blank off or disconnect pneumatic and hydraulic lines.
- Disconnect belts, chains, drive shafts, etc.
- Secure moving parts with chains, latches, etc.
- Purge and/or clean the area of chemical residues.
- Allow the space to cool down or warm up to a comfortable temperature.
- Wear the appropriate protective equipment.

### ENTRY AND EXIT

Entry and exit directly affects the degree of hazard in a confined space. Make sure that the appropriate rescue equipment is available. Consider the type of confined space, the access to the exit, number and size of openings, barriers inside the space, the occupancy load and the time required to exit or rescue injured workers in an emergency.

### NOISE AND COMMUNICATION

Usually the position of those entering (entrants) makes it difficult to communicate with the worker monitoring the space (attendant). Increased noise due to constant echoing of sound in confined space makes communication even more difficult. The noise levels may require entrants to wear hearing protection. Make sure that hearing protection is worn as needed and that a system of communication is established with the attendant.

## VIBRATIONS

Pneumatic hammers, grinders and other tools create vibration. The vibrations can cause injury to body parts, usually hands and fingers. Whole body vibration caused by large tools or the increased vibrations in some confined spaces can injure body organs. Where necessary, reduce exposure to vibrations.

## ENGULFMENT

Sand, grain, coal and other loose material are often stored in confined spaces. Workers can become engulfed in the material. Workers who walk on the material feel supported by the top crusty layer. The weak crust often breaks, allowing the worker to sink in the material and suffocate. Do not walk on top of loose material.

## STRUCTURAL HAZARDS

Some confined spaces often have exposed edges that can injure workers. Slick surfaces can increase the risk of falls. If scaffolding or ladders are used, the risk of injury from falls increases. Falling objects, such as objects from scaffolding or loose material from above (inside or outside of the space), can also add to the hazards. Proper precautions should be followed and protective equipment should be worn to prevent falls, bumps, cuts and abrasions.