

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 _____ SAFETY SENSE _____

A good safety program depends on many things. Having the right elements is important, but the steps we take to manage safety are equally important. For instance, how do we know when to use personal protective equipment, and what kind should we use? Who's going to be responsible for job safety training and when should it be given? What about inspections? Do we really need them?

Because there are a lot of questions surrounding safety, we have to organize our safety program so that we can efficiently manage it.

A good safety program should include the following:

- Clearly identify responsibilities
- A good system to communicate safety issues
- A method to identify safety hazards
- Steps to eliminate those hazards
- Training (and)
- Discipline and Recognition

RESPONSIBILITIES

We've already talked about certain responsibilities, but there are many ways for a safety program to stall if people are unaware of, or don't follow through with their responsibility. Each of the elements we just mentioned is things which must be performed by someone in our organization. Someone has to train the employees, but whom? What about identifying safety hazards, whose responsibility is that? One individual's or everyone's? We should all know what our responsibilities are. If you don't, now would be a good time to ask.

COMMUNICATION

Communication is the key to any successful operation. When communication fails, everything fails. But communication should not be a one-way street. A good safety program is not one in which we tell you what to do and leave it at that. Certainly there must be rules, and they must be communicated, but you should also feel comfortable bringing safety issues to our attention. If you recognize problems, don't be afraid to point them out. When you have an

idea of how to better deal with a safety hazard, let us know. Our safety program will be better in the long run for your involvement.

INSPECTIONS

Inspections are the best way to recognize potential safety problems. As part of our safety program, we need to thoroughly inspect the work place on a regular basis. Such an inspection would entail looking for problems, hazards and unsafe work practices, from one end of our operation to the other. But a big inspection is only part of the equation. Every day that you come to work you should perform an inspection of your own area. Check your tools or equipment. Look for things that are out of place or unusual which might cause an accident. How's the housekeeping? Is there anything on the floor which you might trip or slip on. A quick check before every shift could make a big difference in whether your day is injury free or not.

CORRECTING HAZARDS

Sometimes we can correct a hazard by simply unplugging something from an overloaded circuit or wiping a spill off the floor. Other times more work might be required to take care of a problem. Knowing when to correct something and when to have someone else do it is very important. Whenever you recognize a problem that's beyond your scope of responsibility, make sure that you bring it to our attention so we can have it corrected.

TRAINING

Training is another form of communication. Through training we communicate ways in which to better do a job or ways in which jobs can be done more safely. While it is our responsibility to provide you with safety training and to know when it is required, you can help yourself by asking for information when you are unsure of a procedure or process. Also, if our training is not giving you as much information as you feel you need, you should let us know so that we can make adjustments.

DISCIPLINE

There is a right way and a wrong way to do everything. Unfortunately we don't always do things the way that we're supposed to. On some occasions we even find we've hired an employee who refuses to follow safety rules no matter what we say. The problem in both cases is that we jeopardize not only our own safety, but the safety of others as well. For that reason, failing to follow safety rules must be dealt with. Even OSHA requires that we discipline problem employees. Of course, we don't want to depend on discipline alone. WE need to recognize good behavior as well as correct the bad.