

Safety Meetings and Training



A Continuum E+T Seminar ®

#10- 1

Safety Meeting Components

Communication format

-Discuss:

New work tasks

New tools and/or equipment

Ways to improve safety

-Bring management and employees together

Safety Meeting Components

Need for worker participation

- Safety director
- Management (subcontractor)
- Foremen
- Employees



*All must be involved

Safety Meeting Components

Who?

-All employees



What?

-Group safety meeting

Facilitated by the Safety Director

Safety Meeting Components

Where?

- On the worksite, office
- Preferably in an undisturbed area

When?

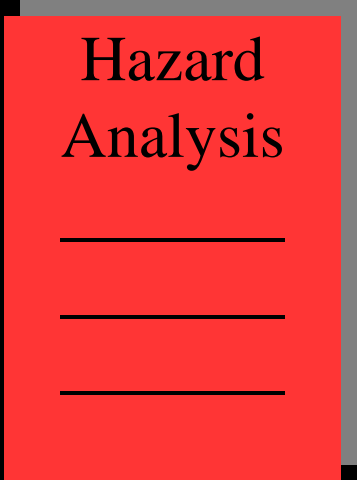
- Consistent schedules
 - At least once a month
 - Generally 1-2 hours



Safety Meeting Components

Safety Meeting agendas

- Hazard analysis
- Hazard control
- Employee complaints/issues
- Technical material



Hazard
Analysis

Role of Management/Employees

Management

-Supply resources for safety meeting

Location

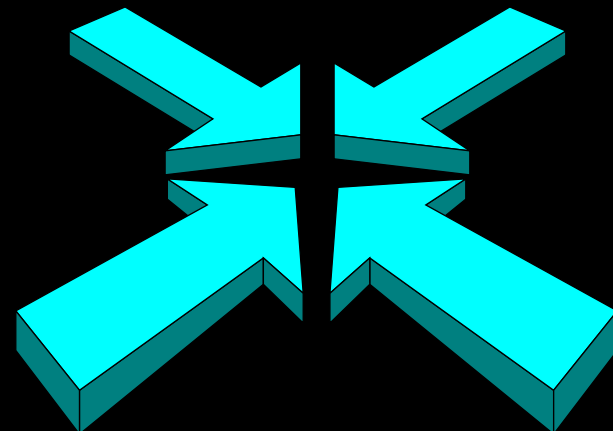
Materials

Employee participation

Role of Management/Employees

Safety Director

- Be responsible for facilitating the safety meetings, establishing times, places and guiding the lecture.



Role of Management/Employees

Employees responsible for

- Attending meetings
- Sharing objectives, goals
- Participating
- Providing necessary feedback



Safety Training Programs

Goals

- Reduce accidents and injury frequency
- Remove the likelihood of an OSHA penalty
- Increase employee morale
- Hazard control

Safety Training Programs

Hazard Control

- Safety training is a proven method of hazard control.
- Safety training is relative to work tasks



Safety Training Programs

Elements of a safety training program

- Objective (hazard) identification
- Target group
- Training materials
- Class structure
- Documentation



Safety Training Programs

Objective (hazard) identification

- New equipment on site
- New work process
- Hazardous chemicals in use
- “Unsafe” work behaviors



Safety Training Programs

Target group

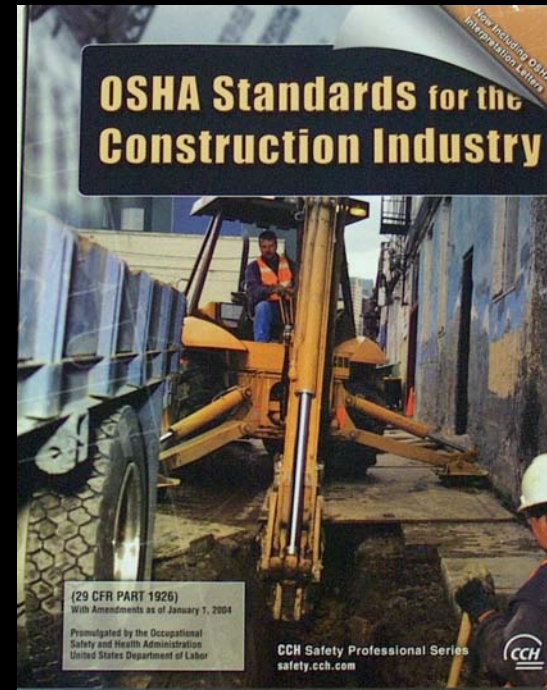
- All employees
- Employees working with chemicals
- Foreman
- Equipment operators



Safety Training Programs

Materials needed

- VCR/TV
- Computer
- Manuals
- Hand-outs



Safety Training Programs

Information structure

- Classroom
- Field “hands-on”



Safety Training Programs

Documentation

- Sign-in sheets
- Tests
- Certificates



Evaluation

Analyzing reports

- Accidents/incident
- OSHA 300 logs
- Safety committee reports



Safety
Committee
Report

Evaluation

Audits

- Not done by an insider
- Not comprehensive
- Done periodically
- Done without advanced warning



Evaluation

Audits

- Auditor looks for unsafe behaviors
- Will document those behaviors
- May correct employee immediately
- Audits must be consistent

Evaluation

Annual review

- Performed by Safety Committee, Safety Director, Safety Team
- Must evolve
- Management commitment is critical