



WEEKLY SAFETY MEETING

FALL PROTECTION

Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout
- Meeting Sign-In Sheet

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned in to the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Conduct the meeting - keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER
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TIME: _____

DATE: _____

PLACE: _____



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Leaders Guide

PROCEDURE REFERENCE:

16.0: Fall Protection & Prevention

MEETING OBJECTIVE:

The OSHA Fall Protection Standard became effective on February 6, 1995. The standard identifies 15 areas or activities where some type of fall protection is needed if the potential fall distance is six feet or greater. Some examples of work activities that could expose employees to fall hazards include roof repair or replacement, and painting and general maintenance work performed on elevated walking/working surfaces. Employers can select fall protection measures that are appropriate for the type of work performed. Fall protection can normally be provided using guardrail systems, safety nets and/or personal fall arrest systems.

MEETING PREPARATION:

Read the SSG procedure, understand the contents, and ensure compliance.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

Flip chart and marking pens.

MEETING

INTRODUCTION

How many times have you heard people make excuses for not using a safety harness? Maybe you've heard comments like "safety harnesses are uncomfortable" or "I'll only be a minute – I'll be careful". Fall protection may have its problems but think of the alternative – a fall without protection. It's not a risk worth taking.

Falls are the second leading cause of occupational fatalities and disabling injuries in the United States. Each year, over 500 workers die in fall-related accidents and over 300,000 workers suffer a disabling injury. Most of these fatalities and disabling injuries according to the National Institute of Occupational Safety and Health (NIOSH) are the result of falls from elevations of six feet or less.



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Falls can take place at any time and during a variety of elevated work tasks. According to a recent Bureau of Labor Statistics (BLS) study:

- Seventeen percent of the workers who fell were loading and unloading material when the fall occurred.
- Thirteen percent of the workers who fell were involved in operating, repairing, cleaning or installing equipment.
- Ten percent of the workers were performing carpentry tasks.
- The remaining activities that resulted in falls included painting, welding, roof work, sheet metal work and bricklaying.

The BLS survey also asked participants to describe their specific movements at the time of the fall.

- Twenty eight percent of the workers who fell said they were climbing up or down from an elevated position or location.
- Thirteen percent of the workers were walking at the time they fell.
- Eleven percent of the workers were stepping from one surface to another.
- Ten percent of the workers were moving backwards.

Most of the fatalities and injuries reported in the BLS study could have been avoided by the effective use of fall protection and equipment. Fall protection is defined as any means or system used to protect employees from falling from an elevated walking/working surface. Fall protection involves the elimination, prevention and/or control of fall hazards.

Question: What are the two basic types of fall protection?

Answer: Fall restraint systems, like guardrails. These keep you from falling.
Fall arrest systems, like safety nets. These break your fall.
Never use any type of fall protection unless you have been trained.

Question: If there are no guardrails, when and where should you tie off with a harness and lines?

Answer: OSHA's main rule is that you should tie off when the drop is 6 feet or more. Fall protection is required at four (4) feet or more.

Question: If you use fall protection equipment, what do you need to check?



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Answer: Be sure all equipment is safety-approved. Look for a label showing that it meets American National Standards Institute (ANSI) safety requirements.

Be sure the equipment is installed and used according to the manufacturer's instructions.

Be sure everything is in good condition. Remove from service any lanyard or drop line that has broken someone's fall or is frayed or worn.

Be sure you have the right equipment for the job. For example, safety belts are not allowed in fall arrest systems.

Question: **Where should you place the anchor end of a lanyard?**

Answer: Anchor it at a level no lower than your waist. That way, you limit any fall to a maximum of four feet.

Anchor it to a substantial structural member, or to a securely rigged catenary or pendant line.

Don't anchor it to a pipe.

SUMMARY:

When work is performed on elevated surfaces such as roofs, or during construction activities, protection against falls frequently must be considered. Fall arresting systems, which include lifelines, body harnesses, and other associated equipment, are often used when fall hazards cannot be controlled by railings, floors, nets, and other means.

EMPLOYEE HANDOUT

A. Employee Handout



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Employee Handout

For many workers, avoiding falls from heights is just a matter of using common sense and a few basic safety rules such as these:

- Never use a makeshift ladder or scaffold.
- Use handrails and use caution when traveling on steps and stairways.
- Use ladders safely. Make sure a ladder is in good condition and is set on a firm stable base. Never stand on the top few rungs of a straight ladder or a step ladder. Don't carry loads on ladders - hoist them instead. And don't lean out from a ladder.
- When climbing in and out of high vehicle cabs, maintain "three-point contact" at all times. That means having two hands and one foot or two feet and one hand firmly in contact with the vehicle at all times.
- Wear safe footwear to reduce chances of slipping and tripping.
- Don't let horseplay, inattention, or hurrying put you at risk when you are at heights, whether on a balcony, staircase or step-stool.

If your job involves working at heights in a serious way, you must use fall protection equipment. There may be a net below your work area, or a catch platform. You may have to use a personal lifeline system, which may consist of a body harness, a lanyard with a shock absorber, and a lifeline attached to an anchorage point. These devices may be part of a system to prevent you from stepping off the edge, or to catch you in case of a fall.

No matter what kind of fall arrest equipment is assigned to you, it is important that you understand fully its use - and its limitations. Know how to maintain it properly to prevent wear and damage. Carefully follow all the procedures you learn in your training for anchoring and tying off fall protection equipment. Never improvise by substituting unapproved equipment or procedures.

Whether you are working on the loading dock, or working high off the ground in a lift, never forget that falls from heights are very often fatal. Use caution, common sense and the right Personal Protective Equipment.



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Meeting Sign-In Sheet

LOCATION _____

MEETING DATE _____ MEETING CONDUCTED BY _____

CONTENTS OF MEETING _____
(Attach Handouts, etc.) _____

ATTENDEES:

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____