

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, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

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 into 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, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER COMPRESSED AIR

TIME:			
DATE:			
PLACE:			
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COMPRESSED AIR

Leaders Guide

PROCEDURE REFERENCE:

18.0: Compressed Air

MEETING OBJECTIVE:

Compressed air mishaps usually involve abuse, misuse or inattention to hoses or nozzles. Lack of attention to safety or not knowing the proper procedures when handling compressed air have led to many accidents and deaths. Compressed air can strike you blind, deaf or dead at very low pressures. These may sound like harsh words, but they are not. Compressed air is something we use in so many different ways, almost without thinking. We have to remind ourselves to handle this power source with care and attention.

MEETING PREPARATION:

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

All compressed air nozzles (air guns) are to have relief ports to ensure air pressure remains at 30PSI or lower when the tip is blocked. Bring an air nozzle with you to the meeting.

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:

Example of approved air nozzle

Flip chart and marking pens.

MEETING

INTRODUCTION

Compressed air mishaps usually involve abuse, misuse or inattention to hoses or nozzles. Lack of attention to safety or not knowing the proper procedures when handling compressed air have led to many accidents and deaths. Compressed air can strike you blind, deaf or dead at very low pressures. These may sound like harsh words, but they are not. Compressed air is something we use in so many different ways, almost without thinking. We have to remind ourselves to handle this power



COMPRESSED AIR

Leaders Guide

source with care and attention. Today we are going to learn about compressed air in the workplace and how to safely use it.

Question: What are some of the dangers associated with compressed air?

Answer: Compressed air can cause injury or death on contact with the body. It can

strike the eyes, causing blindness. If it enters the ears, it can cause deafness. If penetrating the skin it can cause serious internal damage.

Question: Why should we wear the proper PPE when using compressed air?

Answer: To protect your eyes from the effects of compressed air and flying debris,

wear safety eyewear. Because of the shrill noise of air tools, you may

also need to wear hearing protection.

Question: What is the maximum pressure (PSI) that OSHA allows for part

cleaning or to clean a machine with air?

Answer: Compressed air shall not be used for part or machine cleaning purposes

except when the pressure is reduced to less than 30 PSI, and than only with effective chip guarding and personal protective equipment being

used.

Question: What is the OSHA regulation regarding the use of compressed air to

clean off clothes (i.e. blow off yourself)?

Answer: Employees are never to use compressed air to clean themselves, another

employee, or their clothing.

Show the air gun that you brought to the meeting.

Question: What is unique about his air gun?

Answer: All compressed air nozzles (i.e. air guns) are to have relief valves or relief

ports to ensure the air pressure remains at 30 PSI or lower when the tip is

blocked.



COMPRESSED AIR

Leaders Guide

SUMMARY:

Today we discussed the dangers associated with compressed air, the importance of PPE, and the rules regarding the use of compressed air. Ignoring or not understanding all the risks associated with compressed air can cause death or serious injury to you or a co-worker. Is it worth the risk?

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle





WHAT'S AT STAKE

Compressed air can make short work of everything from changing tires to nailing and stapling, but its power demands respect.

WHAT'S THE DANGER?

Thousands of debilitating and fatal injuries have occurred as a result of air hoses accidentally whipping out of control and striking workers, people unintentionally lodging nails or staples into their heads or bodies while using air tools, or having compressed air enter their bodies.

EXAMPLE

Forty pounds of air pressure released from the nozzle of an air gun passing four inches from the ear can cause rupture of the ear drum or cerebral hemorrhage resulting in death. The same pressure passing this distance from the eyes or mouth

can cause blindness or rupture of the lungs, stomach or intestines.

Not only are the body openings vulnerable. If workers use compressed air for cleaning dust off their clothing, the slightest scratch or puncture in the skin will permit air to enter. The affected part immediately swells to huge proportions and becomes extremely painful.

Compressed air can cause injuries in other ways too. If it is used to blow shavings, dust, filings or chips from machines it can blow them into the eyes of workmen nearby or even back into the operator's eyes.

HOW TO PROTECT YOURSELF

- Never point an air-powered tool at another person. This type of horseplay can have fatal results.
- Use only air from a compressor. Never use carbon dioxide, oxygen or combustible gases to power a tool.
- Always check tools and compressed air lines daily before using them and blowing out air lines, pointing the
 hose away from you and anyone else in the vicinity. Make sure tools and their operating parts are securely
 attached.
- If the air pressure can be adjusted, keep it as low as possible to allow you to do the job, while at the same time reducing the possibility of injury.
- Using appropriate personal protective equipment (PPE) is a must. PPE requirements will vary with the task being performed, but safety glasses, hearing protection; impact-resistant face protection, hardhats, safety shoes and vibration-reducing gloves are commonly used.
- Never use compressed air to blow work surfaces or clothing clean. You can easily end up firing an object into your eye or body or that of a co-worker.

FINAL WORD

Compressed air is useful in the workplace. It is also extremely dangerous. Be aware of the dangers. Know that compressed air can kill you or others if not handled properly.

COMPRESSED AIR Meeting Sign-In Sheet

MEETING DATE:		LOCATION:			
SHIFT:		CONTENTS OF MEETING:	☐ Handout ☐ Video		
			☐ Other	☐ Guest Speaker	
MEETING CONDUCTED BY:				Ореаке	
GUEST SPEAKER (if applicable	e):				
ATTENDEES:					
NAME(Print)	SIGNATURE	NAME(Print)	SIGNATU	JRE	
1		16			
2					
3					
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5					
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7					
8					
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10					
11					
12					
13					
4-					



COMPRESSED AIR SAFETY

Employee Quiz

nswe	er the following questions to see what you know about compressed air safety.
1.	What are the usual causes of accidents involving compressed air? a. abuse or misuse of hoses or nozzles b. inattention c. either a or b
2.	Compressed air is only dangerous at high pressure. True or False
3.	When handling compressed air, your protective equipment should include safety eyewear. True or False
4.	Where should hoses be stored when not in use? a. in a cool place b. away from the elements c. both a and b
5.	The longer the hose, the greater the risk of damage.

- 6. How often should air hoses be checked for cracks or bubbles?
 - a. four times a day b. at least once a day c. once a year
- 7. Which of these are safe ways to block a leak?
 - a. with your hand b. with tape c. none of the above
- 8. Compressed air is a safe way to blow dust off clothing.

True or False

True or False

- 9. Which should you do when changing tools?
 - a. turn off the air supply c. tighten connections
 - b. depressurize the line d. all of the above
- 10. Compressed air can cause internal injuries that result in death.

True or False

11. Horseplay involving compressed air is always harmless fun.

True or False

12. If your clothing gets dusty, you should blast it with some compressed air.

True or False

13. Since everyone knows to look out for them, it's okay to run air hoses across the ground anywhere you need to.

True or False



COMPRESSED AIR SAFETY Employee Puzzle

Unscramble the w	vords.		
1. RAI		6. RPSURSEE	
2. SNSILDBNE		7. AIR UNG	
3. IYGLFN		8. WBOL	
4. BEDSIR		9. PIS	
5 . EEARYWE			



COMPRESSED AIR SAFETY

Employee Quiz Answers

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True or False

А	nswer the following questions to see what you know about compressed air safety.
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	11. Horseplay involving compressed air is always harmless fun. True or False
	12. If your clothing gets dusty, you should blast it with some compressed air. True or False
	13. Since everyone knows to look out for them, it's okay to run air hoses across the ground



COMPRESSED AIR SAFETY Employee Puzzle Answers

Unscramble the words.

1. RAI AIR 6. RPSURSEE PRESSURE

2. SNSILDBNE <u>BLINDNESS</u> 7. AIR UNG <u>AIR GUN</u>

3. IYGLFN FLYING 8. WBOL BLOW

4. BEDSIR <u>DEBRIS</u> 9. PIS <u>PSI</u>

5. EEARYWE <u>EYEWEAR</u>