

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, Quiz, and Puzzle
- 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, 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 OSHA

SHIFT:_		
TIME: _		
DATE:		
PLACE:		



Leaders Guide

PROCEDURE REFERENCE:

NONE

MEETING OBJECTIVE:

OSHA is increasingly emphasizing "compliance assistance" and other forms of partnership with employers, rather than simply enforcing standards by looking for violations. Workers are more likely to comply with safety rules if they understand the "big picture" of workplace safety and health. Though it's relatively uncommon, OSHA does cite and penalize employers that do not inform employees of their rights under the OSH Act.

OSHA is not an adversary. One of the goals of our safety training is to build and sustain a "safety culture" throughout SSG. It's hard to do this if you project an "Us versus Them" attitude toward OSHA, and even harder if you convey the feeling that the main reason for promoting health and safety in the workplace is to avoid an OSHA citation. Instead, focus on the concept of "partnership" among the employer, employees, and OSHA – that each has certain roles and responsibilities in ensuring a safe and healthful workplace, and that it is in everyone's best interests to work together for safety.

MEETING PREPARATION:

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

The Occupational Safety and Health (OSH) Act of 1970 created the Occupational Safety and Health Administration (OSHA) to help employers and employees reduce injuries, illnesses and deaths on the job in America. Since then, workplace fatalities have been cut by more than 60 percent and occupational injury and illness rates have declined 40 percent. At the same time, U.S. employment has more than doubled and now includes more than 115 million workers at 7.2 million work sites.



Leaders Guide

OSHA provides national leadership in occupational safety and health. The agency seeks to find and share the most effective ways to help prevent worker fatalities and prevent workplace injuries and illnesses.

When employees stay safe and healthy, businesses also benefit. Businesses experience lower workers' compensation insurance costs, reduced medical expenditures, decreased payout for return-to-work programs, fewer faulty products, and lower costs for job accommodations for injured workers. There are also indirect benefits, such as increased productivity, lower costs for training replacement workers and decreased costs for overtime.

Question: How does OSHA reduce accidents?

OSHA uses three basic strategies to help employers and employees reduce injuries, illnesses and deaths on the job:

- 1. Strong, fair and effective enforcement of safety regulations.
- 2. Education and compliance assistance.
- 3. Partnerships, alliances and other cooperative and voluntary programs.

Question: How does OSHA promote workplace health and safety?

Answer: OSHA encourages employers and employees to reduce workplace hazards and to implement new safety and health management systems or improve existing programs.

OSHA develops mandatory job safety and health standards and enforces them through work site inspections, and, sometimes, by imposing citations and/or penalties.

OSHA promotes safe and healthful work environments through cooperative programs, including the Voluntary Protection Programs, OSHA Strategic Partnerships and alliances.

OSHA establishes responsibilities and rights for employers and employees to achieve better safety and health conditions.

OSHA supports the development of innovative ways of dealing with workplace hazards.



Leaders Guide

OSHA Establishes requirements for injury and illness recordkeeping by employers, and for employer monitoring of certain occupational illnesses.

OSHA establishes training programs to increase the competence of occupational safety and health personnel.

OSHA provides technical and compliance assistance, and training and education to help employers reduce worker accidents and injuries.

OSHA works in partnership with states that operate their own occupational safety and health programs.

Question: What are the OSHA standards that our business must follow?

Answer: In general, OSHA standards require that employers maintain conditions or adopt practices reasonably necessary and appropriate to protect workers on the job, be familiar with and comply with standards applicable to their establishments, and ensure that employees have and use personal protective equipment when required for safety and health

OSHA also issues standards for a wide variety of workplace hazards, including:

Toxic substance
Harmful physical agents
Electrical hazards
Fall hazards
Trenching hazards
Hazardous waste
Infectious diseases
Fire and explosion hazards
Dangerous atmospheres
Machine hazards
Confined space

Where there are no specific OSHA standards, employers must comply with the OSH Act's "general duty clause." The general duty clause requires that each employer furnish a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees.



Leaders Guide

Question: Is OSHA the safety police?

Answer: No. OSHA wants to create programs that reduce workplace injuries. OSHA has programs such as:

Alliance Program – OSHA's Alliance Program, established in 2002, enables organizations committed to workplace safety and health to collaborate with OSHA to prevent injuries and illnesses in the workplace. OSHA and its allies work together to reach out to, educate, and lead the nation's employers and their employees in improving and advancing workplace safety and health.

Consultation Program and the Safety and Health Achievement Recognition Program (SHARP) – OSHA's Consultation Service is a free service that enables employers to identify potential hazards at their work sites and ways to correct them, improve their occupational safety and health management systems, and even qualify for a one-year exemption from routine OSHA inspection.

OSHA Strategic Partnerships – OSHA Strategic Partnerships (OSPs) are voluntary, written, long-term agreements to form cooperative relationships between OSHA and groups of employers, employees, and sometimes other stakeholders (for example, professional associations, universities and other government agencies). OSPs aim to have a measurable, positive impact on the American workplace by encouraging, assisting and recognizing partners' efforts to eliminate serious hazards and to achieve a high level of employee safety and health.

Voluntary Protection Programs – Voluntary Protection Programs (VPP) represent one part of OSHA's effort to extend employee protection beyond the minimum required by OSHA standards. There are three VPP programs: Star, Merit, and Star Demonstration. OSHA designed them to:

Recognize outstanding achievement of employers and employees who are working together to provide high-quality worker protection by implementing effective safety and health management systems.

Motivate other employers to achieve excellent safety and health results in the same outstanding way.



Leaders Guide

Establish a cooperative relationship between employers, employees and OSHA.

SUMMARY:

OSHA is not an adversary. One of the goals of our safety training is to build and sustain a "safety culture" throughout SSG. It's hard to do this if you project an "Us versus Them" attitude toward OSHA, and even harder if you convey the feeling that the main reason for promoting health and safety in the workplace is to avoid an OSHA citation. Instead, focus on the concept of "partnership" among the employer, employees, and OSHA – that each has certain roles and responsibilities in ensuring a safe and healthful workplace, and that it is in everyone's best interests to work together for safety.

EMPLOYEE HANDOUT

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



OSHA's mission is to protect American workers. OSHA does the following:

- Encourages employers and employees to reduce workplace hazards and to implement new safety and health programs or improve existing programs;
- Develops mandatory job safety and health standards and enforces them through work site inspections, employer assistance, and sometimes, by imposing citations or penalties or both;
- Establishes responsibilities and rights for employers and employees to achieve better safety and health conditions;
- Conducts research, either directly or through grants and contracts, to develop innovative ways of dealing with workplace hazards;
- Maintains a reporting and record keeping system to monitor job-related injuries and illnesses;
- Establishes training programs to increase the competence of occupational safety and health personnel; and
- Develops analyzes, evaluates, and approves state occupational safety and health programs.
- Provides technical and compliance assistance, training and education, and cooperative programs and partnerships to help employers reduce worker accidents and injuries.

Nearly everyone in America works or has someone in the immediate family who does. Whether you are an employer, employee, or have a family member who works, you should know about OSHA. The OSH Act covers: All employers and their employees in the 50 states and all territories and jurisdictions under federal authority.

OSHA Meeting Sign-In Sheet

MEETING DATE:		LOCATION:	
SHIFT:		CONTENTS OF MEETING:	☐ Handout ☐ Video
MEETING CONDUCTED BY:			Speaker
GUEST SPEAKER (if applicable)):		
ATTENDEES: NAME(Print)	SIGNATURE	NAME(Print)	SIGNATURE
1		16	
2			
3			
4			
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14		29	



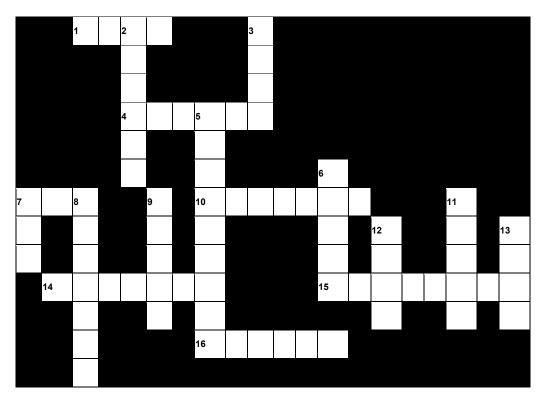
OSHA Employee Quiz

Answer the following questions to see what you know about OSHA.

1.	What does the "O" in OSHA stand for?
2.	OSHA requires companies to have and maintain a comprehensive written safety and health
3.	OSHA falls under the U.S. Department of
4.	OSHA wants accidents so funding will increase. True or False
5.	OSHA encourages employers and employees to reduce workplace hazards? True or False
6.	OSHA does not allow innovative ways to deal with workplace hazards? True or False
7.	OSHA provides technical and compliance assistance, and training and education to help employers reduce worker accidents and injuries? True or False
8.	OSHA does not develop standards for hazardous waste. True or False



Employee Puzzle



Across 1: Across 4: Across 7:	The body created to enforce the OSH Act of 1970 A carcinogen causes this type of illness The maximum allowable amount of a toxin a worker can be exposed to in an eight hour shift
Across 10:	(abbrev) OSHA requires companies to have and maintain a comprehensive written safety and health
Across 14:	The discipline that deals with workplace contaminants is known as Industrial
Across 15: Across 16:	A work platform supported by framing used to elevate workers If a chemical effects the renal system then the kidney is considered the organ.
Down 2: Down 3:	The hazard Communication Standard for short A compliance Officer with OSHA will conduct an inspection based on the focus areas of hazards
Down 5:	The individual known for identifying hazards and correcting them on a jobsite is the person
Down 6: Down 7: Down 8: Down 9: Down 11: Down 12: Down 13:	Slips, Trips, andAbbrev. For safety equipment and apparel The device used to attach the worker to an anchor point using a personal fall arrest system All chemical containers should have aOSHA falls under the Department ofAbbrev. For a form of conventional fall protection The document workers look to for information on a chemical (Abbrev.)



Employee Quiz Answers

Answer the following questions to see what you know about OSHA.

- 1. What does the "O" in OSHA stand for? Occupational
- 2. OSHA requires companies to have and maintain a comprehensive written safety and health Program.
- 3. OSHA falls under the U.S. Department of Labor.
- 4. OSHA wants accidents so funding will increase.

 True or False
- 5. OSHA encourages employers and employees to reduce workplace hazards.

 True or False
- 6. OSHA does not allow innovative ways to deal with workplace hazards? True or €alse
- 7. OSHA provides technical and compliance assistance, and training and education to help employers reduce worker accidents and injuries.

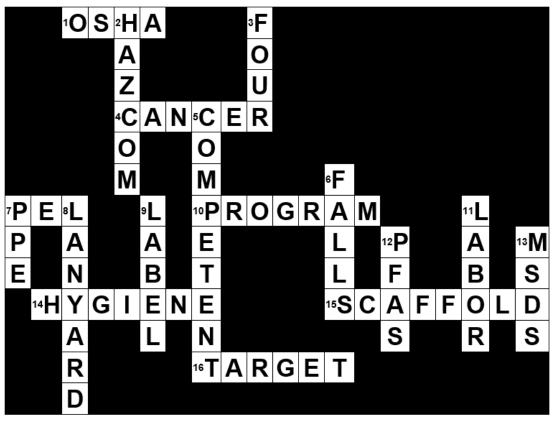
 True or False
- 8. OSHA does not develop standards for hazardous waste.

 True or False



Down 13:

Employee Puzzle Answers



Across 1:	The body created to enforce the OSH Act of 1970
Across 4:	A carcinogen causes this type of illness
Across 7:	The maximum allowable amount of a toxin a worker can be exposed to in an eight hour shift
	(abbrev)
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Across 14:	The discipline that deals with workplace contaminants is known as Industrial
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The document workers look to for information on a chemical (Abbrev.)