

Worksite: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## Topic C124: Safety is Everybody's Business

**Introduction:** Every year thousands of workers in factories and shops are hurt or even killed because of accidents. For the most part these accidents were caused by an unsafe act of a worker, whether intentional or done without thinking. Each of these workers can provide valuable insight and information on the safety training that is needed to avoid further accidents. This safety meeting is designed to provide direction for employers and workers to get everyone thinking and acting safely.

- The U.S. Department of Labor estimates that around 85% of injuries from accidents in the workplace are avoidable.
- Many accidents are caused by equipment that should have been properly maintained or inspected before use.
- Safety and health training should be provided before problems or accidents occur.
- Problems that can be addressed effectively by training include:
  - Those that arise from lack of knowledge of a work process.
  - Unfamiliarity with equipment.
  - Incorrect execution of a task.
- Additional training or retraining should occur when:
  - Employees are assigned new job responsibilities.
  - New equipment is introduced to the workplace.
  - There are additions of hazardous chemicals.
  - Hazardous conditions on the job change.
- Any near-miss incidents or accidents occur on the job.

Do not pull electrical cords unplugged from a distance or carry tools/equipment by the cord as it can cause damage to the electrical component.

**Safety is Attitude:** Most accidents happen because of an improper attitude. Since our attitudes determine our actions, each individual must have the proper attitude towards safety. No one wants to get hurt, or see their co-worker injured, so it makes good sense to work with a positive pro-active attitude toward safety. A positive attitude toward safety is contagious; however, equally contagious is a negative attitude. Joking about safety or blatant disrespect for safety rules is not only against company policy, it also shows a lack of regard for you and your fellow co-workers health.

- Remember that an accident may cause pain, significant loss of income, disability, and even death.
- Since manufacturing is normally a team effort, every one of us is responsible for the safety of each team member and making a safer work area.
- Always monitor your surroundings, pay attention to your co-workers, and set a positive example.

**Safe Care and Handling of Equipment and Tools:** Any tool or piece of equipment can become defective. A defective tool or piece of equipment can result in unsafe work practices. It is important to note that time and use will eventually render every tool and all equipment defective; therefore, constantly performing maintenance and inspection with every use is essential for the safe keeping and long life of the tool and equipment. A defect free tool or piece of equipment means a safer workplace.

**Following are additional tips for safe handling of tools and equipment:**

- Always put tools or equipment away in their proper place to avoid slip, trip, and fall hazards.
- Do not pull electrical cords unplugged from a distance or carry tools/equipment by the cord as it can cause damage to the electrical component.
- Do not remove or make unapproved modification to tools and equipment.
- Always wear proper personal protective equipment during operations.
- Never operate tools or equipment without proper training.

**Conclusion:** Remember to ask if you don't know or are unsure of the correct and safe way to perform your job. If a co-worker is trying to help you, it is because they care about your safety and health. Attitudes are very contagious, so if you are consciously thinking about safety, there's a good chance that your co-worker will do the same.

**Employee Attendance:** (Names or signatures of personnel who are attending this meeting)

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_____	_____	_____
_____	_____	_____
_____	_____	_____
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These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.