Safety Meeting Outline

FALL PROTECTION–
Use Common Sense

Notes

Purpose of meeting

* To remind workers that a slip, trip or fall can cause a serious injury.
* To reinforce walking and working surface safety rules.
* To consider ways to protect yourself at heights and on stairs.

Materials and Preparation

* A copy of your employer's written fall protection rules or policy.
* Fall protection equipment used in your facility such as harnesses, fall arresters and personal protective equipment.
* Tour the work area and make a note of potential slipping, tripping or falling hazards.

1) Suggested Introduction

Slips, trips and falls should not be taken lightly. They are a major cause of accidental death and disabling injuries—second only to auto accidents. Surprisingly, most falls, and many serious injuries occur to people who have both feet on the ground!

Many workers injured by a slip, trip or fall are left with handicaps or physical problems that affect them for the remainder of their lives.

Engage your work group through a question:

What are some of the unsafe acts that could cause a fall here?

SAMPLE

Some answers:

* Inattention while walking or carrying a box
* Not holding onto stair rails, or taking steps two or more at a time
* Tilting backwards on a chair
* Using makeshift equipment, such as a chair or a box to reach a high shelf
* Running, hurrying or horseplay
* Bumping into someone coming round a corner
* Wearing the wrong footwear
* Slipping on wet or icy surfaces
* Combining unsafe conditions with an unsafe act, such as carrying a load that obstructs your view over an icy pathway or up or down stairs.

2) Here are some of the rules for safe walking and working surfaces

Protection on level surfaces and housekeeping

Slips or trips are most common on walkways or in working areas.

* All work areas, walkways, passageways, storerooms etc. . . must be kept clean, orderly and sanitary.
* Floors must be kept clean, and as far as possible, dry.
* With wet processes, mats or other elevated, dry areas should be provided.
* Floors must be kept free of protruding nails, splinters, holes etc. . .
* Passageways and aisles must be kept clear for materials handling equipment.

Protection for floor openings:

* Stairway, ladder-way, hatchway and wall openings must be guarded with permanent railings. If they also have removable toe boards, these must be kept in place when the opening is not in use.
* Toe boards must always be replaced when openings are not in use.

Notes

SAMPLE

* When feeding material into a hatchway or chute, there must be adequate guarding to prevent a person from falling through.
* Pit, trapdoor and manhole openings must be guarded by suitable covers. While the cover is not in place, the opening must be constantly attended or protected by proper protective railings.
* Runways that are more than 4 feet above floor level, or alongside dangerous equipment, pickling or galvanizing tanks or similar hazards must have railings.
* Stairways of four or more risers must have railings.

3) Identifying fall hazards within the workplace

What are the places in which we need fall protection here?

Some answers:

* Working at heights, especially unprotected heights or changes in elevation of more than four feet.
* Walkways or working above hazardous operations, such as an auger, galvanizing tanks.
* Working on hoists, mobile personnel elevators, on ladders or elevated walkways.

What fall protection do we use?

* Point out engineered fall protection, such as barriers, guard rails, protective covers or gates.
* Demonstrate the equipment used. Explain when to use protective equipment, such as harnesses, fall arresters, PPE.

4) Keeping the workplace safe

What should you do if you see an unsafe walking or working surface?

Notes

SAMPLE

Some answers:

* Report the hazard without delay.
* Barricade or post warning signs for temporary hazards, such as spills, icy or wet surfaces, open trenches or manholes, or wall openings.
* Attend to housekeeping. Put tools away after use. Clear up tripping hazards as they occur.
* Remove objects left in aisles, such as hoses, cords or boxes.
* Clean up after a spill, and barricade the area until it is safe.
* Examine floor surfaces. Fix slippery or uneven areas or post warning signs. Look out for worn or torn carpeting, chipped or loose tiles.
* Warn others of hazards that cannot be immediately eliminated.
* Fix non-skid material to stair treads.
* Materials movement: items should not be left temporarily in places where they could be tripping hazards.
* Walkways and standing working surfaces must be kept clean and dry. In wet conditions, a dry platform must be used to stand on.
* Maintain tidy housekeeping.
* Report or remove snow and ice from walkways and hand rails. Salt frozen walkways.

Stair safety

Stairs need to be taken seriously. Over one million injuries occur on stairs every year.

What should you do to avoid falling or tripping on stairs?

Here are a few rules:

* Always use a handrail for support.
* Takes steps one at a time. Do not "leap steps".
* Watch your step. Make sure you can see your footing all the time.
* Make sure the stairs are well lit. Replace, or have replaced, burned out light bulbs immediately.
* Keep your vision clear. Don't carry a load that obscures your view.

MEETING HELD ON

_____

PRESENT

_____

Safety Meeting Outline

SAMPLE