

Attendance at Safety Meetings

Management's attendance at safety meetings is a significant indication of commitment and impresses upon the members of the group that management expects definite accomplishment on a particular problem.

Safety Committee Agenda

- **Call to Order** – The meeting should be called to order promptly at the appointed time.
- **Roll Call by the Secretary** – Names of members and others present should be recorded. Members who cannot attend should send an alternate. Absences should also be noted.
- **Introduction of Visitors** – If any.
- **Minutes** – The minutes from the previous meeting should be briefly reviewed.
- **Unfinished Business** – A status review of issues or assignments made during the last meeting should take place.
- **Review of Accidents** – Serious accidents or incidents since the last meeting should be reviewed with an aim towards preventing reoccurrences. Loss statistics may be reviewed and discussed.
- **Other Activities** – Inspections, environmental health studies, ergonomic studies, surveys, training programs, safety suggestions and other activities from the past month should be reviewed, e.g., reports received from insurance company service representatives.
- **New Business** – Any new issues, programs, problems, etc., should be brought up. Appropriate assignments should be given.
- **General Discussion** – Any relevant comments or suggestions for the good of the company should be discussed. Guest speakers may also be allotted this time.
- **Adjournment** – Set time, date and location of the next meeting. Adjourn on time.

Minutes should be taken, prepared and circulated by the secretary after approval by the chair. The minutes should accurately record all decisions made and actions taken since they serve as a means of keeping management informed of the group's work and as a follow-up. Committee members and the facility managers should receive copies and a copy should be posted on the employee bulletin board. Copies should be maintained for one year.

Self-Inspection

While accident investigation is an important safety tool, it has one serious drawback: it cannot take effect until after an accident has occurred. Detecting, reporting and correcting hazards before accidents happen are the functions of a self-inspection program. To accomplish this, each supervisor should make thorough, planned inspections of all areas where people work. The Safety Coordinator and Safety Committee should also make regular inspections. Copies of reports should be maintained by the Safety Coordinator with the corrective action taken noted.

The Supervisor should be familiar with all areas to be inspected. To make certain that important items are properly inspected, the Self-Inspection Report form should be used. Regular and periodic inspections provide the best opportunity to check for the existence of hazards.

Appropriate recommendations should be made in the inspection report to correct any hazards noted. Corrective action should not only be aimed at a one-time correction of the existing hazard but rather at elimination of the basic reason for the existence of the hazard. Once corrective action has been initiated, the Safety Coordinator should follow up to make certain the action has been completed.

All work areas should be checked on a continuous basis. Detailed inspections of the work areas should be conducted at least monthly. Individual Supervisors may find, however, that certain areas need to be inspected more frequently. In such cases, arrangements for these more frequent checks should be made.

In addition to the Supervisors/Safety Committee's formal inspection program, all employees should be encouraged to report hazards promptly. Again, prompt corrective action should be taken on reported hazards.

General Safety Self-Inspection Checklist

Building: _____ Room: _____

Inspection performed by: _____ Date: _____

1. Walking Surfaces

Slip, trip and fall accidents are some of the most common hazards in a workplace environment. It's critical to pay attention to all areas where employees and/or members of the public may walk, including less trafficked areas such as pathways to the dumpster.

Walking Surfaces	Y	N	N/A	Comments
1. Aisles are established and are kept clear (minimum 36")				
2. No tripping hazards present				
3. Floors are even (no holes or cracks)				
4. Carpets, rugs and mats do not present a tripping hazard				
5. Floors are kept dry				
6. Entrance mats are available for wet weather				
7. Outside walkways and stairs are in good repair				

2. Bookcases, Shelves, Cabinets

Storage is critical for maintaining an orderly work environment, but only if it is used correctly. Paying attention to how shelving and storage is used will not only ensure it's longevity, but can also prevent serious injury from tipping, collapse and/or items falling from shelves.

Bookcases, Shelves, Cabinets	Y	N	N/A	Comments
1. Wall shelves were designed for intended load				
2. Shelves are not overloaded				
3. Bookcases and file cabinets are secured from tipping				
4. File drawers are kept closed when not in use				
5. Only one file drawer is opened at a time to prevent tipping				

3. Electrical Hazards

It goes without saying that electricity can be dangerous, but often we set up temporary solutions like extension cords which eventually become permanent—simply because we are not paying attention or it is not assigned as anybody's priority. The following is a good starting point for assessing electrical safety. However, if in doubt, it is important to hire a qualified electrician.

Electrical Hazards	Y	N	N/A	Comments
1. Extension cords are not used as permanent wiring and/or are unplugged from wall outlet when not in use				
2. When used, all extension cords are 3-wire type and in good condition - no splices or broken insulation are allowed				
3. If used, multi-outlet power strips are UL listed and have circuit breakers				
4. Extension cords and power strips are plugged directly into wall outlets, not other extension cords or power strips				

Electrical Hazards, Continued	Y	N	N/A	Comments
5. Equipment power cords are in good condition with no splices or broken insulation				
6. Plugs are in good condition – there are no exposed wires and the ground is not removed from 3-way plugs				
7. All wall outlet and junction box covers are in place				
8. Electric circuit panels are kept clear (at least 36 inches open area)				
9. Electrical circuits are not overloaded				
10. Wires or extension cords do not run under carpets or rugs, through doorways, or placed in other traffic areas				

4. Stairways, Ramps, Corridors, Storage Areas

Sometimes the areas we spend the least time in are those we should pay more attention to. That’s why it’s important to take some time to really assess areas like stairways and corridors or storage areas where staff may not otherwise linger long enough to notice hazards.

Stairways, Ramps, Corridors, Storage Areas	Y	N	N/A	Comments
1. Lighting is adequate (including emergency lighting)				
2. Ramps have non-slip surfaces				
3. Stair treading is in good condition				
4. Stairways are kept clear and are not used for storage				
5. Handrails are in good condition				
6. Guardrails are installed (where needed)				
7. Corridors are kept clear of equipment and supplies				
8. No storage is allowed within 18 inches of sprinkler heads (within 24 inches of ceiling where no sprinkler system exists)				
9. Appropriate ladders are provided for high storage area access				

5. Office Equipment

Even the most mundane objects can become a safety hazard if not properly maintained and inspected. Take the time to look at your office set up to ensure that the risk of injury is minimized.

Office Equipment	Y	N	N/A	Comments
1. Chairs are in good condition and are adjustable (if appropriate)				
2. Paper cutter is equipped with guard, the blade spring is functional and the lock is in place when not in use				
3. Step stools are available for use, where needed				
4. Oscillating fans have guards that prevent fingers from contacting fan blades				

6. Fire Prevention, Emergency Exits, Housekeeping

No matter the age or condition of your facilities, fire is always a possibility. Inspect carefully for any possible fire risks, and think through exactly how you would evacuate if a fire did break out.

Fire Prevention, Emergency Exits, Housekeeping	Y	N	N/A	Comments
1. Fire extinguishers are not obstructed				
2. Fire doors are not blocked open				
3. Exits are unobstructed and kept unlocked during normal business hours or special events				
4. Exits properly marked and exit signs illuminated				
5. Good housekeeping is practiced – liquid spills are absorbed, (especially oils), and excess paper and trash is removed				
6. Flammable/combustible liquids are stored properly				
7. Electric space heaters are UL listed with working temperature controls and tip switches				
8. There are no holes through walls or ceilings and all ceiling tiles are in place				
9. Occupancy limits are observed				

7. Workstation Ergonomics

Safety is not just about preventing catastrophic or unexpected accidents. Over time, the simplest ergonomic problems can lead to painful and even debilitating workplace injuries.

Workstation Ergonomics	Y	N	N/A	Comments
1. Monitors are directly in front, the top of screen is at or slightly below eye level and is approximately 18 to 24 inches away				
2. Monitors are positioned to avoid glare by adjusting window shades or lighting and/or using glare screens				
3. Chair and keyboard heights are adjusted to keep hands, wrists and forearms parallel to the floor with arms positioned naturally				
4. Chair and footrest heights are adjusted to keep thighs parallel with the floor				
5. Document holders are used to keep documents next to and at the same level as the monitor screen				