

# Safety Resources

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**SAMPLE HEALTH AND SAFETY COMPLAINT FORM**

Employee     Health & Safety Representative     Union Steward     Other: \_\_\_\_\_

Name \_\_\_\_\_ Badge No. \_\_\_\_\_ Shift \_\_\_\_\_ Date \_\_\_\_\_

Complaint Location \_\_\_\_\_

Previously Discussed- Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Full Statement of Complaint:

Date \_\_\_\_\_ Signed \_\_\_\_\_

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Position of Higher Supervisor:

Date \_\_\_\_\_ Title \_\_\_\_\_ Signed \_\_\_\_\_ Settled  
Yes  No

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Local Health and Safety Committee Decision:                       Referred to Special Step

Date \_\_\_\_\_ Management Representative \_\_\_\_\_ Settled

Date \_\_\_\_\_ Union Representative \_\_\_\_\_ Yes  No



## Local Safety Committees Actions

### Suggested activities to support the local committee functions:

- Distribute membership surveys regarding members' health and safety concerns as well as work-related symptoms, injuries, illnesses, and stresses.
- Conduct body mapping, hazards mapping and other activities for identifying and tracking hazards and their impacts on the membership.
- Conduct investigations of incidents, illnesses, and near-misses. (*Note: Contract language may be needed to give union health and safety committee members' notification of events, time to investigate events, and access to the workplace to carry out these investigations on-site.*)
- Review health and safety-related grievances.
- Develop health and safety contract proposals.
- Identify opportunities for mid-term bargaining over health and safety. (*Note: Unions have the right to bargain during the life of the contract over certain changes management seeks to implement, if these changes involve wages, hours, or conditions of work. Health and safety have been ruled to be a "condition of work."*)
- Access and regularly review information on hazards, monitoring data, incident reports, OSHA 300 logs of injuries and illnesses, workers' compensation records, health and safety complaints, and summary data from medical exams.
- Identify and communicate with community-based allies who may be able to support the union in its efforts to improve workplace health and safety conditions.

### Safety is a value

There are sound economic reasons for reducing work-related injuries and illnesses, as well as regulatory reasons, but since most of our members spend at least eight hours a day in the workplace, that environment plays a significant role in their lives. Ensuring that our members' workplaces are safe and healthy is ethically the right thing to do.



## **Local Safety Committee Support**

Actively encourage each member's involvement and contribution.

### **Some workplace suggestions may include:**

- Make daily safety inspections part the workplace process
- Communicate results of safety inspections, and injury and illness statistics
- Have members assist with determining workplace safety goals
- Give everyone a meaningful activity that supports safety.
- Ask the affected member for ideas; often they know more specifics of a safety problem at their workstation than anyone else.
- Review safety programs with members and request their ideas and suggestions
- Recognize members who contribute
- Establish effective two-way communication.
- Respond to the needs and concerns of members

The success of the health and safety committee is heavily dependent upon its degree of membership involvement and communication. To get the job done, the committee needs input from members on problem areas and support from members for committee activities.

Providing workplace information on hazards to which IUE-CWA members are exposed is crucial for membership contribution. Committees should develop an effective communications and public relations network.

### **Such a program might consist of:**

- Working with Local officers and legislative committee members to identify and develop issues
- Preparing health and safety articles for use in the Local newsletter and other publications
- Making "current news" reports at Local meetings
- Participating in and providing testimony in public hearings as it relates to occupational health and safety
- Organizing letter writing campaigns directed at local, state, and national legislators and at newspaper editorial columns
- Developing positive relations with other unions, central bodies, support groups (universities, committees on occupational health and safety, etc.) and coalition organizations.



## Local Safety Committees Resources

### Resources Needed by a Local Union Health and Safety Committee:

To be effective in their roles on local union health and safety committees, committee members need several things: time, access to the workplace, resources, and training.

- Time: Union health and safety committee members need time to engage in the activities listed above. Some unions provide lost time to committee members to complete these duties; other unions have negotiated contract language providing time to union health and safety committee representatives to engage in these functions. Unions that are just starting a union-only committee may begin by encouraging committee members to meet at lunch or break time to discuss ideas and begin a planning process for investigating and solving problems.
- Access to The Workplace: Ideally, union health and safety committee representatives should have regular access to the workplace to speak with members about health and safety issues and concerns, investigate problems, conduct incident and accident investigations, etc. Some unions have secured such access through contract language.
- Access to Resources: In order to stay on top of legal, technical, and strategic information regarding workplace health and safety, local union health and safety committee members should have a basic library of health and safety texts and materials, access to the internet and to a list of resource individuals and organizations who can help them understand problems, create solutions, and choose strategies. Some union halls have set aside a space with a library and computer for use by the union's health and safety representatives. Locals have also secured funds for some of these resources for the union committee through contract negotiations. *(Note: International Unions, university-based labor studies programs, committees on occupational safety and health [COSH groups] and others can help identify specific resources for the library, internet resources and other information.)*
- Access to Training: Committee members need access to training, including union-based training and education. Local unions can arrange this training through the International Union education programs. The training should cover issues related to "traditional" hazards (e.g., toxic chemicals, unsafe equipment); hazards associated with how work is organized or being restructured (like hours of work, staffing levels, workload, work pace); and strategies for getting hazards corrected.





# **Joint Union-Management Health and Safety Committee**

Joint labor-management health and safety committees are most often established by contract language. A joint health and safety committee is a group that aids and advises both hourly and salary employees about matters of health and safety relating to worksite or workplace operations. They provide a forum for unions and management to interact on health and safety issues and problems. These committees include representatives from both labor and management and usually meet on a regular basis.

Some joint labor-management committees have been highly effective in identifying and addressing health and safety problems over time. Other joint committees are less effective in solving health and safety problems. Much of the potential value of the committee can be lost without careful attention to the purpose, functions, and activities of the committee. The committee will function effectively only after the need for the committee is recognized and all welcome its services. At their worst, these committees can be a “negative-minded” group limiting their approach primarily to placing blame. At their best, however, they can become an effective tool to help prevent unsafe practices and conditions, reduce the risk of injury and illnesses, and to help motivate employees and supervisors to become actively involved in the health and safety program.

**To increase the likelihood of a successful joint committee structure, the Local should work towards the following:**

- Both parties must have an equal number of representatives.
- There must be an equal voice to both parties, possibly by using co-chairpersons.
- Local members must be paid for time spent participating in committee activities.
- The committee will have access to a budget, if necessary.
- Committees should meet once a month or more frequently, if necessary.
- Minutes should be recorded, and copies given to all committee members.
- Committee members must be able to conduct periodic workplace inspections.
- Management must agree to minimize/eliminate recognized (potentially) hazardous workplace conditions.
- Management should agree to consequences for departments/managers that do not cooperate with joint efforts.

Again, specific contract language can be developed and negotiated for each of these issues which will ensure that the Joint committee will be effective. Some joint labor-management health and safety committees have established sub-committees to deal with specific issues, such as ergonomics. It is important that the union view these sub-committees in the same way they view the larger joint health and safety committee and apply the same strategies for ensuring these sub-committees' effectiveness. One important thing a local union can do to increase the success of a joint health and safety committee is to assure that the local union's own health and safety committee (which in most cases will include the union's representatives to the joint labor-management committee) meets regularly to plan for the joint meetings.

## **Training for the Joint Health and Safety Committee:**

At minimum, each committee member will need training in safety committee functions, hazard identification, and procedures for investigating incidents.

## **Responsibilities of a Joint Health and Safety Committee member:**

1. Regularly attend all meetings and actively participate in discussion and activities.
2. Report all recognized hazards, injuries, and near misses
3. Contribute ideas and suggestions for improvement of health and safety.
4. Participate in safety inspections.
5. Support incident investigations when ask.
6. Communicate information/suggestions with others.

### **Joint Health and Safety Committee Sustainability Skills:**

1. Be familiar with:
  - a. machinery, materials, and equipment used in in the workplace
  - b. applicable governing laws (Corporate, Local, State, Federal)
2. Know what special hazards are associated with the chemicals and other materials used in the workplace.
  - a. Know if employees have been trained on the proper use of these materials.
3. Be familiar with the company health and safety training program
4. Be familiar with the maintenance repair and preventive maintenance program
5. Know your organization's incident reporting procedures.
6. Know locations of workplace first aid facilities/kits.
7. Know who the trained first aid team is.
8. Know what lines of communication and resources are available to the committee.
9. Know the type of injuries/illnesses that are the most common in the organization and what is being done to prevent them.
10. Know what personal protective equipment (PPE) or other safety devices should be used by employees to protect themselves from injury/illness.
11. Know what new processes or equipment is planned in your organization and evaluate the potential effects to the health and safety of employees.
12. The safety committee should oversee the workplace employee health and safety trainings, ensuring all employees both hourly and salary receive effective training in hazard recognition and control.

### **Joint Health and Safety Committee Activities:**

Although the joint meeting is a major event, it should not be the only time when members concern themselves with the program. Not all health or safety related problems can wait until the next meeting to be solved.

Outside the regular meeting, members should monitor and audit ongoing health and safety procedures. Hazards can be identified, and recommendations made to workers and employers that will eliminate hazards and improve conditions. Members are in a good position to promote cooperation throughout the operation.

### **Important tasks members do outside the regular meetings:**

- Assure work areas are inspected for health and safety hazards
- Assure incidents are reported and investigated
- Support ongoing workplace risk assessments
- Investigate complaints or questions concerning member health or safety
- Promote and participate in health and safety educational trainings

The primary purpose of the joint worksite inspection is to identify health and safety hazards to rectify them before injuries or illnesses can occur. Each member of the committee needs to understand how to recognize hazards in the workplace which include but are not limited to the following examples:

### **Types of Health Hazards**

- *Physical hazards*

Physical hazards are forms of energy that can harm the body if exposed. Examples include noise, vibration, temperature extremes (hot or cold), and radiation. The effects of exposure can respectively include temporary or permanent hearing loss, damage to the small blood vessels and nerves, heat cramps, exhaustion and stroke, frostbite and hypothermia, cancer, and eye damage.

- *Chemical hazards*

Chemical hazards can take the form of solids, liquids, vapors, gases, dusts, fumes, or mists. They can be inhaled, ingested, or absorbed into the body. Examples include paints, solvents, cleaners, degreasers, acids,

and cutting oils. Exposure to chemical hazards can cause irritation, allergic reactions, and depression of the nervous system, asphyxia, lung disease and cancer. Some chemicals can also have harmful effects on the reproductive system.

- *Biological hazards*

Biological hazards are living things or substances produced by living things that can cause illness in humans. These hazards enter the body by inhalation, ingestion, or absorption. Examples of biological hazards include bacteria, viruses, fungi, parasites, and plants. Effects of exposure include tuberculosis, tetanus, food poisoning, boils, blood poisoning, ringworm, thrush, hepatitis, mumps, German measles, and rabies.

- *Ergonomic or work design hazards*

Ergonomic hazards arise from the design and organization of work. They can harm the body by placing strain on the musculoskeletal system and overloading the muscles, tendons, joints, ligaments, nerves, and blood vessels. Look for ergonomic hazards in workstation layout and design, tool and equipment design, the overall work environment.

- *Stress or psychosocial hazards*

Workplace stressors can lead to excess stress or distress and have been identified as important factors in many types of illness, including heart disease and high blood pressure. There are two main types of stressors: physical (e.g., noise and vibration) and organizational stressors (e.g., lack of job control, work overload, role uncertainty and conflict, isolation, and workplace violence).

## Safety Hazards

- *Material handling hazards*

Manual material handling can involve lifting, carrying, lowering, pushing, and pulling. All these activities can lead to muscle strains, tears, and pulls of the back, shoulders, arms and abdomen.

Mechanical material handling can involve such devices as forklift trucks, conveyors, cranes, and hand carts and trucks. These devices can introduce many hazards including accidental contact with moving equipment or parts, loads, or electricity.

Handling of hazardous materials, such as corrosives, flammables and reactives is another key area. Exposure can cause serious harm to people and damage to property.

- *Machine hazards*

Any machine can be a hazard, especially those with moving parts that can get tangled in a worker's clothes or meet a worker's body. Here are some examples:

- workers may be crushed if they get caught in rotating shafts, belts, or pulleys
- body parts may be injured or severed by presses, blades, and saws
- workers may be struck by flying projectiles from machines

- *Energy hazards*

Workers can be seriously injured by the sudden movement of machine components, electrical shock, or other releases of energy when they are adjusting or maintaining equipment. Energy sources include electricity, steam, heat, pneumatic or hydraulic pressure and gravity as well as mechanical and chemical energy.

- *Work practice hazards*

Failure to have or to follow safe work practices is a significant cause of injuries. Performing work safely in accordance with established safe work procedures is a fundamental element in the control of safety hazards.

### **There are various sources of information to help in identifying workplace hazards**

- Hazardous materials inventories & safety data sheets/material safety data sheets
- Inventories of on-site machinery, equipment, and manufacturers information
- Workflow or process flow information
- Injury and illness report for the workplace and industry
- Results of previous workplace inspections and orders from outside identities (e.g., EPA, Insurance Company, Fire Inspections, OSHA)
- Results of any workplace testing (e.g., air sampling)

Committees should create their own safety hazard categories as to better suit the specific conditions in their workplace (e.g., vehicle driving hazards or hand tool hazards). It may be helpful for each committee member to be responsible for specific areas, departments, divisions, etc. Members can then monitor their area(s) of responsibility to make sure health and safety activities are being carried out. A jurisdiction map can easily show how area(s) of responsibility are divided up among committee members. This activity can be easily adjusted using the hazard recognition mapping process.

### **Use a floor plan**

A workplace floor plan can help summarize the information collected. For example, mark on the floor plan where accidents and incidents have happened, where chemicals are used and stored, what machines and equipment are used, and where there are special problem areas.

### **Other activities:**

In addition, the Joint Health and Safety Committee may also wish to further promote health and safety awareness using one or more of the following activities/programs:

- Safety Contests (for example: best safety slogan of the month)
- Poster programs/contests
- Audio-visual presentations
- Special safety/health events such as “brown bag” luncheons
- Guest speakers/seminars/training programs
- Employee suggestion programs
- Injury prevention campaigns (backs, slips/falls etc.)
- Special safety recognition awards
- Newsletters/promotional material
- Health/wellness fairs and activities

### **Joint Health and Safety Committee Workplace Inspections:**

Each committee member participating in the inspection must be committed to addressing and resolving identified hazards. Employer participants must have the capability to address and resolve identified hazards. If commitment and capability are lacking, the inspection process will not produce effective results.

Planned inspections should be conducted as scheduled; however, an inspection is recommended whenever there is a tooling, chemical, machine or process change, plant layout change or re-arrangement or new machinery is introduced. A checklist can be helpful in conducting the worksite inspection but be aware that checklists do not cover all hazards and all situations.

*Before the inspection:* Union participants’ caucus to discuss strategies and priorities for the inspection. (Union reps should caucus again after the inspection)

*Prior to the inspection:* Employer and union representatives meet *before* the actual walk-around inspection begins. Currently, the parties review existing policies, injury, and illness data, and generally prepare for the walk-around.

*Prior to the inspection:* Inform the appropriate people so that they are not surprised by your inspection. Wear the appropriate personal protective equipment. Be thorough; check the entire area. Talk to employees about hazards and how they may be controlled. Take detailed notes.

*Inspection Event:* The inspection should be during normal working hours while employees are engaged in normal day-to-day activities. Employees should be available for the auditors to talk with and ask or discuss problems.

### **Additional suggestions for the walk around inspection:**

- Utilize sampling devices, such as noise level meters or chemical indicator tubes
- Interview workers from the area and ask questions of their needs and concerns
- If possible, use a camera to record information
- Establish a record for each recognized hazard
  - What is the hazard? Where is it located? If applicable, map or sketch the area
  - How long has the condition existed? Is there a prior report of this hazard?
  - What caused or allowed this condition to exist?
  - Who and how many are exposed to the hazard?
  - Has anyone been injured or involved in a near miss hit?
  - Record any obvious signs of exposure, such as airborne dust, smoke or mist, accumulations of dust or grease on horizontal surfaces, loud noise, heat, cold, vibration or stress.
  - Are there workforce suggestions for correcting the hazardous condition?
  - How has the hierarchy of controls been applied to the hazard?

*After the Inspection:* The committee review results and combine notes into one report. Prioritize corrective actions with a timeline of abatement, resource needs, and champions. Members communicate the report and set date and location for next inspection.

### **Joint Health and Safety Committee Investigation of Incidents**

All incidents, not only injury-related events should be investigated. This does include investigating reported near misses. Near Miss Reporting and Investigation allows you to identify and control hazards before they cause a more serious incident. Accident/incident investigations are a tool for uncovering hazards that either were missed earlier or have managed to slip out of the controls planned for them. It is useful only when done with the aim of discovering every contributing factor to "foolproof" the condition and/or activity and prevent future occurrences. In other words, your objective is to identify root causes, not to primarily set blame.

### **Definitions:**

- Accident - An undesired event that results in personal injury or property damage
- Incident - An unplanned, undesired event that adversely affects completion of a task
- Hazard- An existing or potential condition in the workplace that, by itself or by interacting with other variables, could result in death, injury, property damage, or other loss
- Risk- A measure of the probability and severity of adverse effects
- Near Miss- An unplanned event that did not result in injury, illness, or damage – but had the potential to do so

### **Investigators' qualifications**

Accident/incident investigations should be carried out by persons knowledgeable in the type of work involved. Where feasible, investigations should include the participation of one worker representative and one employer representative of the joint committee.

## **Training for incident investigation**

No one should investigate incidents without appropriate investigation training.

## **Intent of an investigation**

An incident investigation should determine what caused or allowed the incident. The intent is determining any unsafe conditions, acts or procedures which contributed in any manner to the incident and develop recommended corrective action to prevent similar incidents from future occurrence.

## **Why look for the root cause**

An investigator who believes that incidents are caused by unsafe conditions will likely try to uncover hazards as causes. On the other hand, one who believes they are caused by unsafe acts will attempt to find the human errors. Therefore, it is necessary to examine some underlying factors in a chain of events that ends in an occurrence.

The important point here is that even in the most seemingly straight forward incidents, seldom, if ever, is there only a single cause. For example, an "investigation" which concludes that an incident was due to worker complacency, and goes no further, fails to seek answers to several important questions such as:

- Was the worker distracted? If yes, what caused or allowed the worker to be distracted?
- Was a safe work procedure being followed? If not, what caused or allowed it not to be?
- Were safety devices in order? If not, what caused or allowed them not to be?
- Was the worker trained? If not, what caused or allowed them not to be trained?

An inquiry that answers these and related questions will probably reveal conditions that are more open to correction than attempts to prevent "carelessness or complacency."





## SAMPLE HEALTH AND SAFETY MEETING PLANNING CHECKLIST

When planning a meeting, consider using a checklist to make sure you do not forget anything. You may want to include other items on your checklist.

<b>MEETING PLANNING CHECKLIST</b>	
Meeting Objective	
Participants	
Schedule	Date: Start Time: End Time:
Planning	Emergency instructions (fire/take cover): Visitors/Speaker: Agenda: Activities: Visuals: Demonstration materials:
Location	Building: Room number: Reservations:
Materials	Name/place cards: Handouts: Notepads/writing instrument: Demonstration materials:
Equipment	Flipchart (markers/paper): Projector: Extension Cords: Speakers: Video/DVD: Video/DVD player: Computer: Pointer:
Beverages/Snacks	
Other	



## **PREPARE AN AGENDA**

The agenda is the single most important meeting management tool. Those who consistently prepare and follow agendas are among the most effective of committees. Let's recognize why agendas are important, and review items that you may consider including on an agenda.

### **Why have an agenda?**

- It forces you to plan your meeting
- It helps you organize your meeting
- It helps ensure all parties involved have equal time, involvement, and voice
- It is an effective way to notify people of the meeting
- It is an effective tool for keeping the meeting on time
- It clarifies the purpose of the meeting and participants reason for being invited
- It assists as a follow-up tool

### **What should be included on the agenda?**

- Meeting Title
- Contact information of the meeting champion and co-champion
- Meeting objective
- Time
- Location
- Attendees
- Individual action items including
  - Person Responsible
  - Expected outcome
  - Time Allotted
- Summary of how participants should prepare for the meeting

### **What should be included on the agenda?**

- Health and Safety complaint discussions
- Grievances (open or closed) discussions

*Any and ALL officially filed complaints should be handled separately, and not during the joint health and safety committee meeting*

### **Some Agenda Tips:**

- Have the joint committee determine the agenda
- Keep the meeting closed to only the joint committee members
- Be realistic about what can be accomplished.
- Allow enough time for adequate discussion.
- Allow participants enough time to prepare for the meeting. Notify members early.



## SAMPLE HEALTH AND SAFETY MEETING AGENDA TOPICS

### 1. Incidents (accidents, injuries, workers' comp, and near-misses) discuss

- Plant Safety Matrix
- % Incidents that have occurred since the last meeting (last 30 days)
- %% Control Measures Implemented since incident investigations
- %Over-due SIR (safety incident report) action items
- Incidents that have happened in other companies/Lessons Learned
- %Changes/Updates to Policies, Processes, Rules (incident related)

### 2. Results of safety inspections (5S, Observations, Housekeeping, and any additional)

- % results of recent safety inspections (summary of past 30days)
- %Follow up on action items for abating/controlling identified hazards

### 3. Leading Indicator Review

#### ***Job Station Risk Assessments***

- % Risk Assessments Complete
- % Control Measures Implemented
- % of Incident Reports stating "missed in job hazard analysis" as a root cause or contributing factor (measures effectiveness of assessments)

#### ***Behavior Based Safety Observations***

- % Employees Working Safely (Following standardized work or pre-task plan)
- % Employees Completing Full Rotation within team or group
- % Employees Observed Waiting for the Wave
- % PPE Compliance

#### ***Hazard Based Safety Observations***

- % Identified hazards
- % Control Measures Implemented (Type of Measure)
- % of Incident Reports related to same type of hazard
- % of Communication of the hazard and who to

#### ***Effective Safety Committees***

- # Of Issues Identified by particular committee vs. # Of Issues Resolved by that same committee

#### ***Training***

- % Complete on Required Training
- % of Training follow-up questions answered correctly
- % new safe work procedures/other policies and procedures needed
- Safety Topic of the Month: presentation/discussion/Thursday Team Package

#### ***Preventative Maintenance***

- # PM's Complete vs. number required (both vehicle and equipment can be monitored)
- % Employees Trained to complete PMP's

#### ***Employee Recognition***

- % Employees Recognized for Safe Actions

### 4. Open forum.

- Concerns about safety, health, environmental discussion.



# SAMPLE HEALTH AND SAFETY MEETING AGENDA

MEETING TITLE  
DATE  
TIME  
LOCATION

Meeting Champion:

Telephone:

Meeting Co-Champion:

Telephone:

Meeting Objective:

*Attendees:*

Name	Position

*Visitors:*

Name	Position

Item	Expected Outcome	Person	Timing

Pre-Meeting Preparation:





**SAMPLE ISSUE LOG**

Use an issue log to record issues and concerns that come up in your meetings. Identify the person or persons responsible for addressing the issue and the date the person was assigned the concern. When the person completes or abates the concern, record the date.

Keeping the issue log posted or sharing the information with the workforce is a good tool for employee engagement and finding similar concerns. Employee involvement also leads to better more effective abatements.

Issue	Person Responsible	Date Assigned	Completion Date



# **SAMPLE HEALTH AND SAFETY MEETING AGENDA**

## Joint Health and Safety Committee Agenda

Date:

Time:

Location:

1. Review of Agenda and Minutes of Previous Meeting
2. Old Business
  - (a) Action Items from Previous Minutes
  - (b) Approvals/Responses Received
3. Incident Summary
4. Monthly Reports from Worker Members
  - (a) Inspections
  - (b) Audits
5. Policy or Program Updates
  - (a) Policy review and/or updates
  - (b) New health and safety programs
6. New Business
  - (a) New items/issues
  - (b) Regulatory visits (if any)
  - (c) Policies or programs
7. Annual Reviews
  - (a) Training requirements/needs
  - (b) Statistics summary
  - (c) Policies or programs
8. Other Business

Contacts:

Salary co-chair:

Union co-chair:

Minutes prepared by:



## SAMPLE HEALTH AND SAFETY MEETING ACTION PLAN

Instead of producing minutes that are verbatim summary of the meeting, consider using a meeting action plan. Here is an example.

MEETING ACTION PLAN			
Meeting Date:		Meeting Purpose:	
Chairperson:		Co-Chairperson:	
Recorder:			
Objectives:			
Attendees:			
Actions to be taken	Person(s) responsible	Timeline	Completed
Key issues or discussions:			
Next meeting date/time:			



## SAMPLE HEALTH AND SAFETY MEETING EVALUATION

Meeting Title: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Evaluating your meetings is a good tool for continuous improvement. You may use the following data to evaluate your meetings. Include specific comments as they will help you plan future meetings.

Evaluation Item	Strongly Agree	Agree	Disagree	Strongly Disagree
The meeting objective/purpose was clear				
The meeting logistics were well-planned and organized				
An agenda was distributed ahead of time				
Participants had enough time to prepare				
The meeting started on time				
Clear roles were assigned				
There was an agenda and the meeting was kept on track				
The meeting ended with clear action plans and assignments				
The meeting objectives were met				

What went well at the meeting? What should be continued?

What didn't go so well in the meeting? What should be improved?





## PLANNING YOUR HEALTH AND SAFETY INSPECTIONS

Note--Before conducting any safety inspections, there needs to be some preliminary planning. There are 6 key steps to planning for safety inspections.

1. Decide what to inspect
2. Create a safety inspection checklist
3. Determine how to conduct inspections
4. Determine when to inspect
5. Determine who should inspect
6. Train the inspectors

### DECIDE WHAT TO INSPECT

The first step in planning for safety inspections is to determine what to inspect. An effective way to do this is to divide your organization into areas of responsibility. Make sure each of the areas of responsibility is practicable. If they are not, simply divide each area further into smaller divisions. Once you have practicable divisions you can start making inspection lists for each.

Create Categories for the inspection Lists

*There are 3 primary categories of items*

1. The facility (e.g. lighting, electrical systems, ventilation, fire protection, emergency response equipment, and housekeeping)
2. Equipment and processes (e.g. hand tools, electrical equipment, material handling equipment, production, construction, and welding)
3. Work practices (e.g. use of PPE, Lockout/tagout procedures, safe lifting techniques, procedures for handling and storing hazardous materials, and the use of machine guarding)

Review Inspection Requirements and Information Sources

- Industry standards, regulations, laws, and codes
- Manufacturers' manuals
- Safety Data Sheets (SDS)/(MSDS) Material Safety Data Sheets
- Written work rules and procedures
- Safety and health records such as incident reports and logs

Get Employees Involved

Employees at all levels should contribute to these inspection lists. Their knowledge of the items, conditions, and processes that need inspection will ensure that the inspection list you develop is comprehensive

Set Priorities

The joint health and safety committee should review all the data, set priorities, and create a safety inspection checklist. This list should consist of all the possible items that can be inspected. Once you this checklist, you will use it to decide what to inspect.



**SAMPLE SAFETY WALK-THRU INSPECTION CHECKLIST**

Department/Area: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector(s): \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_

Item	Accept	N/A	Comments
Housekeeping			
Gas Cylinder Use/Storage			
Eye Wash Stations/Showers			
Lighting			
Fire Extinguishers			
Walking Surfaces			
Ladders			
Elevated Work Platforms			
Means of Egress			
Material Storage			
Air Hoses			
Ventilation/Exhaust			
Access to Electric Panels/Cabinets			
Fork Truck Operation			
Fork Truck Maintenance (daily inspection form)			
Lockout/Tagout Procedures Posted			
Use of Personal Protection Equipment			
First-Aid Kits/Supply			
Chemical Container Labeling			
SDS/MSDS Accessible			
Safety Rules Posted			
Unsafe Practices			
•			
•			
•			
Machine Guarding			
•			
•			
•			
Safety Controls			
•			
•			
•			
Tools			
•			
•			
•			
Personal Protection Equipment - Condition/Availability			
•			
•			
•			

Comments:



### SAMPLE SAFETY INSPECTION CHECKLIST

Department \_\_\_\_\_ Job Operation # \_\_\_\_\_ Location \_\_\_\_\_

Job Description \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

*Identified Hazard(s) -Check Applicable Box*

- Sharp objects or materials
- Eye hazard (physical/chemical)
- Chemical (skin)
- Light (optical) radiation
- Thermo (cold / heat)
- Falling objects
- Noise
- Impact
- Electrical
- Other \_\_\_\_\_

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*Body parts at risk:*

- Whole Body (fall)  Head  Eye  Neck  Shoulder  Arm  Wrist   
Hand  Finger  Leg  Knee  Ankle  Foot  Toe  Back

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*Personal Protection Equipment required:*

- Hard Hat  Safety Glasses with side shields  Face shield  Splash proof Goggles   
Welding Hood  Hearing  Fall arrest system  Safety shoes  Metatarsal guard   
Glove type: cut resistant  rubber  vinyl  canvas  cotton  leather   
Other  \_\_\_\_\_

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Are Chemical Products Used on this Operation? Yes \_\_\_\_\_ No \_\_\_\_\_ List all chemicals

Chemical / HMC#	Manufacturer	SDS/MSDSs reviewed/Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Comments:*



# Health & Safety Assessment Example

Date inspection conducted: June 02, 2019 Location: The ABC Manufacturing Co.

Name(s) of those participating in this inspection: Joint H&S Committee Member Names  
Plus Name of participating (Steward), and participating (Safety Manager)

INDICATE EITHER: ☺ = Acceptable/Yes; ☹ = Unacceptable/No; X = Not Applicable or Assessed

PERSONAL PROTECTIVE EQUIPMENT		Comments:
PPE use is specified in writing/communicated?	☺	Signs/Safety rules in contract & discussed at safety training
Eye Protection (safety glasses/goggles) available/ used?	☺	Upon request at crib, various types, all workers wearing
Face shield available for bulk liquid tasks? Grinding?	☺	Visible in maintenance shops
Hand protection used/worn as required?	☺	Upon request at crib, various types, visible use on floor
Foot protection worn as required?	☺	Signs of requirements in areas/visible/audited by security
Hearing protection worn where required?	☺	Upon request at crib, various types, visible multi use
Hard hats worn when falling object hazard is present?	X	Did not see any in use during this visit/did not inquire
Supplies on hand for incidental chemical spills?	☺	Visible supplies in crib and on shop floor

Wide Aisle Walk-thru Assessment		Comments: 300 hourly/2 shifts (54 night; 4p-2:30a)
General housekeeping is neat and orderly?	☺	Aisles and walkways are free of debris and obstructions. Job stations/break areas are organized and defined.
Vehicle and Pedestrian interference?	☺	Pedestrians have the right away. No formal campaigns, workers are trained/back-up alarms/ All asked knew rule.
Material handling? Stacking and storage?	☺	Racks, cabinets, tables available. (No rule on height, stable, secure loads) Listed in opportunities
Ergonomics?	X	Multiple jobs observed repetitive/stretching overhead
Machine guarding in place?	☹	Missing guard on 3 stations located on machine number 2
Lockout/Tagout is being used for appropriate tasks?	☺	Maintenance worker (4) assessed. LOTO form on file
Fire extinguisher available, accessible + inspected?	☺	7 (Seven) audited. No deficiencies found
Grinders (portable + stationary) have guards in place?	☺	2 checked in maintenance shop
Hot work permits used for grinding, cutting, welding?	X	Welding in maintenance shop/permit not checked
Stationary grinding wheel tongue guard is ¼ inch or less?	X	Did not check this visit.
Compressed gas cylinders not in use/caps in place?	☺	2 (two) cylinders visibly noted in proper storage
Compressed gas cylinders stored secured + upright?	☺	2 (two) cylinders visibly noted in proper storage
All Chemical containers labeled appropriately?	☺	11 (eleven) containers audited (100% labeled)
Storage cabinets?	☹	Improper storage noted in 2 (two) cabinets/food in 1 (one)
Flammable liquids storage containers labeled properly?	☺	Maintenance shop

EMERGENCY ITEMS		Comments: (Did not verify last drills)
Emergency evacuation map posted near work area?	X	Did not verify this
Emergency phone numbers posted and known by all?	X	Did not verify this

Emergency eyewash and/or shower units accessible?	☺	Visible; (plumbed and portable)
First aid kit available at work site?	☺	Visible; multiple stations and medical on site
First aid trained competent person available?	☺	Yes, security and medical /trained by Red Cross
BBP kit available/BBP trained individual on site?	☺	part of first aid kits, and medical dept.
Fire extinguishers readily available (not blocked)?	☺	Visible, Assessable. (Did not verify welding booth)

Wide Aisle Walk-thru Assessment		Comments:
Ladders are safe and inspected, stored as appropriate?	☺	Did not see any ladder use, or inspections, did see stored properly.
Fall protection required above 4ft?	☺	Verbal confirmation from worker in maintenance area; did not see worker at heights.
Stepladder or commercial stepstool used for high access?	☺	Available, did not see in use
Impact tools, hammers kept free of splinters/mushrooms?	☺	maintenance and wire weaving stations no deficiencies
Unsafe hand tools are prohibited?	☺	Verbal confirmation from worker in dept. 321
Portable circular saws equipped with protective guards?	✗	Yes, per worker/did not verify guards
Crane use?	☺	No mobile cranes used on site
Rigging use? Removal of motors?	☺	Attachment on site to use with Fork truck if needed. Not in regular use. Most work is accomplished with overheads.
Hooks used for lifting have safety latch in place?	☺	3 (three) verified
Rigging equipment (chains, ropes, wire) wear, and removal procedures?	☺	Available, some wear, plan to remove when defective (per worker), chains have inspections tags attached.
Overhead hoist operator instructions?	☺	9 (nine) overheads with instructions present verified
Overhead hoist inspections?	☺	Pre-ops by worker, additional by contractor (Kone Crane)
Walkie Truck inspections?	☺	Inspection sheet attached, filled out for today. (x2)
Extension Cords?	✗	(Machine 32/Column A-2) Not in use for fixed fan, but no stationary outlet available. Listed in opportunities
Robot use, training; awareness, authorized?	✗	No robots in use.
Monthly Safety Training?	☺	Content: 1 Benefit comment/review of PPE safety rules/Golf cart & LSV focus. Given by safety manager only Topic effective: <i>Subject On job and Off</i> <ol style="list-style-type: none"> <li>1. 3 prior incidents involving golf cart at worksite</li> <li>2. Specific weight capacity, speed of onsite equipment discussed.</li> <li>3. Associated hazards, limitations, worker expectations discussed.</li> <li>4. Time allowed for questions and comments.</li> </ol>
Daily Safety activities and talks?	☺	Front line supervisors provide a daily safety message prior to shift. End of Day activity includes time given for <ul style="list-style-type: none"> <li>• Housekeeping tasks</li> <li>• Workforce to change required clothing-street cloths (Time is allotted in morning for donning clothes)</li> <li>• Laundry provided</li> </ul>



# Opportunities

Focus	Comment: <i>OSHA rates warrant an inspection</i>
Safety Committee Monthly Meetings	<ol style="list-style-type: none"> <li>1. Review monthly safety rates</li> <li>2. Include discussion of past 30 day incidents/action items of hazard abatement</li> <li>3. Review all open incidents</li> </ol>
Safety Committee Jointly	<ol style="list-style-type: none"> <li>1. Audit one dept. per month for a specific topic (e.g. slips, trips, falls)</li> <li>2. Create an action plan to lower safety rates</li> <li>3. Communicate all incidents to workforce per event</li> </ol>
First Aid Responders	Consider training hourly workers in basic first aid, AED. (Especially those who perform electrical work)
Electrical	<ol style="list-style-type: none"> <li>1. Provide an electrical outlet for the fixed fan at column (Machine 32/Column A-2)</li> <li>2. Provide updated 70E training for all</li> <li>3. Audit and label equipment with voltage</li> </ol>
Eyewash stations	Include cleaning eye wash stations to workers regular housekeeping tasks
Near Miss	Establish a common form and box for workers to communicate information
Material Handling stacking and storage including rack storage	Establish a common height and secure load process to eliminate hazards associated. (e.g. shifting, container integrity)
Ergonomics	Develop plant guide on forces, design in for engineers, and provide awareness training during the year
Training	<ol style="list-style-type: none"> <li>1. Establish an annual training matrix to determine compliance</li> <li>2. After establishing compliance: Concentrate training on hazards associated to plant incidents</li> <li>3. Include IUE-CWA worker trainings into the matrix (cost effective/Stewards receive an annual manual of classes available)</li> </ol>

**Next Health & Safety Assessment:** *Date and time to be determined*

*Plan:*

- **Review last incident**
  - visit dept./worker/work station of incident if applicable
  
- **Wide aisle compliance:**
  - Egress
  - Safety Signage
  
- **Audit 1-2 specific departments:**
  - Machine Safety
    - Guarding/devices/worker instructions
  - Workstation hazard recognition
    - Housekeeping
    - PPE
    - Lockout
    - Tooling
    - Electrical
  
- **Worker Dialogue: *Emergency Procedures***
  - Take cover procedure
  - Injured worker procedure