WHAT? Safety Committee Meeting

WHO? Safety Committee Members
    New Employees
    Injured Employees
    Other Interested Employees

WHEN? ______/______/______

    at _____________AM PM

WHERE? __________________________

WHY? To discuss workplace health and safety topics. Some items we may cover:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This notice to be posted one week prior to the date of the meeting.
Employee Safety Committee Agenda
Month/Year  April, 2013

Company Name: __________________________________________________________

Location: ________________________________________________________________

Employee Safety Committee Agenda for ___________ ___________ , 20________

Month  Day  Year

Company Safety Policy:

Ageia Health Services believes safety is a cardinal responsibility and is committed to providing
a safe workplace for all employees and has developed this manual to integrate safety and
health practices into every job task to prevent occupational injuries and illnesses. This will be
accomplished through the cooperative efforts of managers, supervisors and employees to
identify and eliminate hazards that may develop during our work process.

1. Call to Order

2. Roll Call (new hires and injured workers attend 3 meetings)

3. Review Minutes of Previous Meeting (see attached):

4. Committee Report:
   a. Incident Investigation Committee
      i. Review of incidents for current month
      ii. Identification of corrective measures
      iii. Implementation of corrective measures

5. Old Business
   a. Inspections & Corrections
      i. Last month’s policy review results
         1. Safety Committee and Elections (policy review)
   b. Other Items

6. New Business
   a. Incident Investigation
   b. Monthly PPE Audit
   c. Committee Members and non-members concerns
   d. Chemical Labels

7. Next meeting date & time

8. Adjournment
Employee Safety Committee Minutes

Date: ________________________________

Location: ________________________________

Start Time: ___________ A.M. / P.M. (please circle)

Roll Call (members and non-members present-indicate new hires and injured workers)

____________________________________

____________________________________

____________________________________

____________________________________

Review Minutes of Previous Meeting (see attached)

Comments:

____________________________________

____________________________________

____________________________________

Monthly Safety Training Topic (briefly describe actual training covered)

____________________________________

____________________________________

____________________________________

Incident Review Report: Evaluate the investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected

____________________________________

____________________________________

____________________________________

____________________________________
Follow-Up on Old Business: Inspections & Corrections

New Business: ___ Quarterly Inspection or ___ Policy Review
Comment on inspection results or list the policy reviewed and note any comments, revisions, recommendations, addendums, etc.

New Business: Safety and health issues discussed, hazards reported, committee reports.

Action Plan: Recommendations for correcting hazards and reasonable deadlines for management to respond.

Name of the person(s) who will follow up on the recommendations:

Date of next safety committee meeting: ____________________

Notes taken by: ____________________

Signature: ____________________

End Time: ___________ A.M. / P.M. (please circle)
Incident Investigation

Investigation for prevention:

Injuries must be thoroughly understood in an effort to prevent repeat occurrences. Incident investigations are so important that both management and the Safety Committee must be involved. The investigation pinpoints the causes of an incident and also provides an accurate analysis of the steps that must be taken to prevent a recurrence. After the investigation, all missing safeguards or corrective measures must be put into place.

An Investigation Team must be established and prepared before an incident happens, so that it will be ready to respond when the need occurs. Investigation Team members will change periodically, but the ideal team will include the following:

- A worker from the area where the incident occurred.
- A supervisor from a work area not involved in the incident.
- A maintenance supervisor who understands equipment or processes associated with the incident.
- The Safety Supervisor.
- A Safety Committee representative.

There are five steps to an effective incident investigation:

- **Gather information:** The Investigation Team learns the facts about the incident and interviews witnesses and others involved. The Incident Investigation Form is used to document the facts and organize the information.

- **Analyze facts:** The Investigation Team identifies the incident’s causes and contributing factors and determines how the incident could have been prevented.

- **Report findings:** The Investigation Team prepares a written report that describes who was involved, where the incident occurred, when it happened, and what caused it. The report recommends what can be done to prevent the incident from happening again.

- **Act on recommendations:** Management reviews the report and determines how to prevent the incident from happening again. A modification to a Safety policy, procedure, or program needs to be developed and implemented to prevent future recurrences. This assures proper corrective action is taken.

- **Follow up:** The Safety Supervisor, Safety Committee and Investigation Team follows up to ensure that appropriate corrective action was taken to prevent the incident from happening again.
Incident Investigation

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization:______________________________________________________________

Trainer:_________________________________ Trainer’s Signature:____________________

Class Participants:

Name:__________________ Signature:__________________ Date:__________

Name:__________________ Signature:__________________ Date:__________

Name:__________________ Signature:__________________ Date:__________

Name:__________________ Signature:__________________ Date:__________

Name:__________________ Signature:__________________ Date:__________

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Name:__________________ Signature:__________________ Date:__________

Name:__________________ Signature:__________________ Date:__________

Remember to load your completed trainings into the Risk Management Center.
Inspect the following areas each month to identify if the proper PPE is available

Date: __________

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<tr>
<th></th>
<th>Gloves</th>
<th>Goggles</th>
<th>Aprons</th>
<th>CPR Mask</th>
<th>Spill Kits</th>
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<tbody>
<tr>
<td>Nurses Stations</td>
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<td>Medication Carts</td>
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<td>Housekeeping Carts</td>
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<td>Soiled Utility Room</td>
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<td>Maintenance Shop</td>
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CORRECTIVE ACTIONS:
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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Completed forms are to be provided to the Safety Committee for evaluation each month.
Hazardous chemicals must have labels that list information about the hazards of the chemical, proper handling and what to do in the event of an emergency. As part of the hazard communication standard, labels on chemical containers from manufacturers and secondary transfer containers must have specified information. This information includes supplier information, product identifiers, pictograms, signal words, hazard statements and precautionary statements.

**Supplier identification:** The supplier of the hazardous chemical must include the following information on each label:

- The manufacturer name
- The manufacturer address
- A contact phone number for the manufacturer

**Product identifiers:** Each hazardous chemical must have a unique product identifier.

- It must be the same as the identifier listed in Section 1 of the safety data sheet (SDS) and in the hazardous chemical inventory.
- It must have the same chemical identity and additional identifiers based on international standards, such as International Standards Organization (ISO) or Chemical Abstract Service (CAS) number.
- The chemical identifier for each component of a mixture must be included.

**Pictograms:** These are graphic images that have been standardized under the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

- They are determined by the hazard class and category.
- A different pictogram appears for each hazard class.
- Pictograms are required to have an image inside a red border with a white background in the shape of a diamond standing on its point.
- Transport pictograms may have colors as noted under the UN Recommendations on the Transport of Dangerous Goods, Model Regulations but will have the same image and shape.

**Signal words:** Signal words are either "Warning" or "Danger".

- They indicate the severity of the hazard.
- Only one of the signal words can appear on the label.
- "Danger" indicates a more severe hazard than "Warning."
**Hazard statements:** These are standardized statements that are based on scientific data and the severity of the hazard. A different hazard statement will appear for each physical and health hazard.

- The health hazard statement is specific to each potential route of exposure.
- Sample hazard statements:
  - "Toxic if swallowed"
  - "Flammable aerosol"

**Precautionary statements:** These are standardized statements that provide information for the proper handling of the chemical to prevent environmental and health exposures.

- Required sections include:
  - **Prevention:** Includes details for safe handling and engineering controls.
  - **Response to spill or exposure:** Steps to be taken if a skin or eye exposure occurs.
  - **Storage:** Indicates required storage cabinets or ventilation.
  - **Disposal:** Indicates if any special considerations must be made.

- GHS also suggests that first aid information be included in the precautionary statement section.

**Supplemental information:** Some labels may have additional hazard information not included in the other sections of the label or currently incorporated into GHS.

- This information may be added by the manufacturer or distributor.
- The information must not conflict with what is already presented on the label.
- National Fire Protection Agency (NFPA) and Hazardous Materials Information System (HMIS) labels would go in this section and are allowed as long as they don't contradict any information already on the label.

*Hazardous chemical labels and SDSs must be reviewed prior to beginning any work with chemicals.*
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Organization:____________________________________________________

Trainer:____________________ Trainer’s Signature:____________________

Class Participants:

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Remember to load your completed trainings into the Risk Management Center.