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 October, 2013

Company Name: ____________________________

Location: ____________________________

Employee Safety Committee Agenda for __________, __________, 20__________

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.
   b. Monthly PPE Audit
   c. Committee Members and non-members concerns
   d. Training Topic: Slip, Trip and Fall Prevention

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)

__________________________________________________________

__________________________________________________________

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__________________________________________________________

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)
Personal Protective Equipment Audit

AGIEA
HEALTH SERVICES

Inspect the following areas each month to identify if the proper PPE is available

Date: __________

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<thead>
<tr>
<th>Area</th>
<th>Gloves</th>
<th>Goggles</th>
<th>Aprons</th>
<th>CPR Mask</th>
<th>Spill Kits</th>
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<td>Nurses Stations</td>
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<td>Maintenance Shop</td>
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CORRECTIVE ACTIONS:
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________

Completed forms are to be provided to the Safety Committee for evaluation each month.
local, state and federal requirements are satisfied.

All procedures and training, whether required by law or not,
local, state or federal regulations.
upon this program will prevent accidents and losses or satisfy practices of your organization are safe nor a warranty that reliance
This program is neither a determination that the conditions and
and assure compliance.
training, and protective measures to effectively control exposures,
applicable codes and regulations, and establish proper controls,
your organization must do an evaluation of all exposures,

This training material presents very important information.

Disclaimer
1. Introduction - Why Take Slip, Trip and Fall Prevention Training?

2. Good Housekeeping

3. General Precautions

4. Slip Resistant Floors

5. Stairways and Ramps

6. Health and Age Factors

7. Ladder, Platforms and Scaffolds

8. Floor and Wall Openings

9. Investigate Incidents

10. Summary

Course Outline - Slip, Trip and Fall Prevention
Prevent slips, trips, and falls. Even though the specific situations vary, by following a few basic guidelines to eliminate the potential contributing factors, you can age.

and stairs; and weakened physical capabilities due to illnesses or housekeeping at the workplace; improper use of ladders, ramps, training slips will cover a variety of these causes, including poor These can be many factors involved when a fall happens. These hazards.

living room. All kinds of environments can have slip, trip, and fall Construction sites, production floors, care facilities, or your own

Keep them from turning into a painful reality. Falling are always possible; and care should be taken to Whether you are at work or at home, slipping, tripping, and

Why Take Slip, Trip, and Fall Prevention Training?
Good Housekeeping

Safety awareness:
- Clutter must always be part of our environment clean and free of keeping our work and home.

Injuries:
- Falling off a ladder can result in severe.

Falling to the floor, down stairs, or

We realize:
- Walkway happens more often than
or tripping over an object in the
Slipping on a wet spot on the floor

Safety awareness:
Good Housekeeping

- Hazards: correct, slip, trip, and fall report and when possible, watch for everyone should.

- Must be done hourly by hour.

- Good housekeeping is not just a rainy-day task or a once-a-month chore; it is a job that requires constant attention.
If you see such a problem, correct safety and efficiency. This makes it difficult for you to do your work. A previous injury to the next person might be cause an injury to the next person. It might also be right away because it might pass that way again.

During the course of the day you might find yourself stepping on cords or tools in an area that was.

**Take corrective action:**

Good Housekeeping
General Precautions

- Do not run in the workplace.
- All work areas should be well lit.
- Sufficiently wide and well lit.

Ensure that walkways are:

- Clearly marked
- Walkways with paint or railings

- Are stored when not in use.
- Defined where all necessary items from the work area.

Remove all unnecessary items.

Define what is necessary and:

Create awareness levels.
General Precautions

The edges of this mat are not tapered and create a trip hazard.

Floor surface coatings should not be used.

Waxes and gritty coatings should be slick or slippery. Non-slick floor coatings immediately damage immediately.

Depressions. Repair such floor depressions. Such as holes and irregularities such as holes and All walking surfaces must be free.

All carpets and mats must have anti-slip edges. Their edges must be tapped or fastened down.

Securely.

Bunch up or fold and create a trip hazard.

Do not allow carpets or mats to Pay attention to floor surfaces:
General Precautions

- Slip-resistant footwear must be worn in continuously damp areas.
- Spilled liquids and other slippery materials must be cleaned up immediately.
- Install adequate drainage and/or available styles of non-skid surfacing.
- If the work results in wet floors, keep floors clean and dry.
Determining the Traction of Floor Surfaces:

- A Tiritometer can show the difference in traction on a rubber sole or dry.
- A Tiritometer is used to simulate and measure how well leather and rubber sole shoes slide across specific flooring surfaces (wet).
- Slip Resistant Floors Surfaces:

  - Have too much traction.
  - Slip Resistant is the measurement of resistance to friction. The higher the SCOF (Slip Coefficient of Friction) of different walking surfaces, the better. It is impossible for a floor to have too much traction.
Installing anti-slip mats
- Applying a textured coating to the floor

In wet areas or areas where slippery materials may fall to the floor, slip resistance must be provided. For example:

- Traction for safety:
The floors in all walkways and work areas must provide adequate traction for safety. Considered "slip resistant" walkways with a TI rating equal to or greater than one (1.0) is a Tribometers help calculate a floor’s Traction Index (TI) rating.

Determining the traction of floor surfaces (continued):
Never carry an object that obstructs their view of the stairs ahead.

Remind everyone to use stairs attentively, use the handrails, and

Mark the first and last steps clearly, such as with yellow stripes.

Ensure that handrails are properly installed and extend past the
top and bottom steps.

Staircases must meet the specific building codes applicable to their
physical strength, guardrails, etc.

Use, e.g., adequate width, consistent riser height, physical

Install non-slip surfacing on stair treads.

Keep stairways and ramps in good repair and free of obstructions.

Use stairs and ramps wisely.
In case treatment is required, a medical professional is consulted to be sure that a medical condition appears to be the cause of a fall. Several steps can be taken to lessen the effects of these physical weaknesses resulting from illness or age. Sometimes a fall is caused by a fall or a medical condition. Recognition and Remedies:
Install grab rails wherever extra balance is required. Kitchen, and laundry room floors clean and dry.

Keep task areas and pathways clear of clutter and keep bathroom, high-heel shoes, and shoes with smooth leather soles.

Comfortable and safe footwear is important. Avoid backless and

Fractures.
A diet rich in Vitamin D and calcium helps prevent bone loss and
detect problems.

Sometimes poor vision is a factor in falls. Regular eye exams can
Regular physical exams can provide early detection of health issues.

Carefully monitoring medication helps control unwanted side-effects.

Balance: Regular exercise keeps bones and muscles strong and improves

gets older, but falls are not inevitable! The risk of falling and fall-related injuries rises as a person

Health and Age Factors
Ladders, Platforms, and Scaffolds

Not a step!

Every four feet in height: a ratio of 1 to 4. The slope is one foot away from the wall for not too steep or too shallow. The proper ladder must be placed at an angle that is

- Manufactured's instructions.
- Must not be used as steps, as per the service.
- Damaged ladders must be removed from service.
- Top rung be placed on solid ground and the top runs

Ladders must be used properly. They must be

- Condition.
- Task and must be in good, serviceable condition.
- Ladders and stools must be designed for the task and must be in good, serviceable condition.

Climbing ladders and working at high elevations pose additional fall hazards.
Scaffoldings must have guardrails, toeboards, and cross-bracing to prevent swaying. All local, state, and federal scaffolding regulations must be understood and followed.

- Scaffoldings must be suited for the job and installed by a properly trained and competent person.
- Ladders should never lean.
- Always keep your "belt buckle" or reach too far to either side.
- When working on a ladder, never lean.

Climbing ladders and working at high elevations pose additional fall hazards (continued):
hazardous processes.
that cannot be barricaded or above
working near wall openings, ledges
protection equipment when
You must wear proper fall

security.
adequately strong, and fastened
be continuous (no opennings).
Covernings over floor opennings must

barricaded.

Covered.

unexpected opennings in floors or

Watch for unexpected opennings.

Floor and Wall Opennings
Investigation:
- Document all aspects of the incident and
- Ensure that the situation that caused the incident no longer exists.
- Implement the solutions and follow-up to determine the causes, identity and
- An unsafe condition? Was there an unsafe behavior? Was there

In the event of an accident the employer must conduct a complete investigation:

Invesitgate Incidents
• Slip, trip, and fall incidents must be thoroughly investigated and followed.

• All the rules of safe ladder and scaffold use must be understood.

• Stairs and ramps must be used carefully.

Likely:

• Falls are not inevitable as a person ages, but do become more

and debris.

Floors should be kept dry and free of slippery materials, clutter,

environment safe.

Good housekeeping is an important part of keeping your

• Everyone is responsible for keeping task areas clean and safe.
### Slip, Trip, and Fall Prevention

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

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Class Participants:

- **Trainer:** Signature:
- **Organizer:**

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