Employee Safety Committee Agenda
Month/Year August 2015

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. Slip, Trip & Fall Prevention
   b. Monthly PPE Audit
   c. Quarterly Hazardous Chemical Audit
   d. Committee Members and non-members concerns
   e. ________________________________

7. Next meeting date & time

8. Adjournment
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:

________________________________________________________________________
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This notice to be posted one week prior to the date of the meeting.
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: __________________________________________________________________
__________________________________________________________________________
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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

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

<table>
<thead>
<tr>
<th></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>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>Laundry 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.
<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>Manufacturer</th>
<th>Location Used At</th>
<th>PPE Needed</th>
<th>SDS Present</th>
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Current completed form to be placed in the front of each SDS Binder and updated when new chemicals are introduced.

Note: Outdated hazardous chemical lists are to be archived in permanent safety records.
• This training material presents very important information.

• Your organization must do an evaluation of all exposures, applicable codes and regulations, and establish proper controls, training, and protective measures to effectively control exposures and assure compliance.

• This program is neither a determination that the conditions and practices of your organization are safe nor a warranty that reliance upon this program will prevent accidents and losses or satisfy local, state or federal regulations.

• All procedures and training, whether required by law or not, should be implemented and reviewed by safety and risk management professionals, and legal counsel to ensure that all local, state and federal requirements are satisfied.
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
Why Take Slip, Trip, and Fall Prevention Training?

Whether you are at work or at home slipping, tripping, and falling are always possibilities, and care should be taken to keep them from turning into a painful reality.

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

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

- Even though the specific situations vary, by following a few basic guidelines to eliminate the potential contributing factors, you can prevent slips, trips, and falls.
Safety awareness:

- Slipping on a wet spot on the floor or tripping over an object in the walkway happens more often than we realize.

- Falling to the floor, down stairs, or off of a ladder can result in severe injuries.

- Keeping our work and home environments clean and free of clutter must always be part of our safety awareness.
Requires constant attention:

- Good housekeeping is not just a rainy-day task or a once-a-month chore; it is a job that must be done hour by hour.

- Everyone should watch for, report and when possible, correct, slip, trip, and fall hazards.
**Take corrective action:**

- During the course of the day you might find yourself stepping around or tripping over boxes, cords, or tools in an area that was previously clear. This makes it difficult for you to do your work safely and efficiently.

- If you see such a problem, correct it right away because it might cause an injury to the next person who comes along - or to you if you pass that way again.
Create awareness level:

- Define what is necessary and remove all unnecessary items from the work area.
- Define where all necessary items are stored when not in use.
- Clearly mark hallways and walkways with paint or railings.
- Ensure that walkways are sufficiently wide and well lit.
- All work areas should be well lit.
- Do not run in the workplace.
Pay attention to floor surfaces:

- Do not allow carpets or mats to bunch up or fold and create a trip hazard.

- All carpets and mats must have anti-trip edges. Their edges must be tapered or fastened down securely.

- All walking surfaces must be free of irregularities such as holes and depressions. Repair such floor damage immediately.

- Floor surface coatings should not be slick or slippery. Non-skid waxes and gritty coatings should be used.

The edges of this mat are not tapered and create a trip hazard.
Keep floors clean and dry:

- If the work results in wet floors, install adequate drainage and cover floors with one of the many available styles of non-skid surfacing.

- Accidentally spilled liquids and other slippery materials must be cleaned up immediately.

- Slip-resistant footwear must be worn in continuously damp areas.
Determining the traction of floor surfaces:

- It is possible to scientifically measure the "slip resistant" qualities of different walking surfaces. The Static Coefficient of Friction (SCOF) is the measurement of resistance to friction. The higher the SCOF the greater the friction. Note: It is possible for a floor to have too much "traction."

- A Tribometer is used to simulate and measure how well leather and rubber soled shoes slide across specific flooring surfaces (wet or dry).

- A Tribometer can show the difference in traction a rubber soled shoe would have on a textured-concrete walkway versus a waxed, linoleum hallway.
Determining the traction of floor surfaces (continued):

- Tribometers help calculate a floor’s Traction Index (TI) rating. A walkway with a TI rating equal to or greater than one (1.0) is considered “slip resistant.”

- The floors in all walkways and work areas must provide adequate traction for safety.

- In wet areas or areas where slippery materials may fall to the floor, slip resistance must be provided, for example:
  - Applying a textured coating to the floor
  - Installing anti-slip mats
Use stairs and ramps wisely:

- Keep stairways and ramps in good repair and free of obstructions. Install non-skid surfacing on stair treads.

- Staircases must meet the specific building codes applicable to their use, e.g. adequate width, consistent riser height, physical strength, guardrails, etc.

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

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

- Remind everyone to use stairs attentively, use the handrails, and never carry an object that obstructs their view of the stairs ahead.
Recognition and remedies:

- Sometimes a fall is caused by a physical weakness resulting from illness or age. Several steps can be taken to lessen the effects of these conditions.

- If a medical condition appears to be the cause of a fall be sure that a medical professional is consulted in case treatment is required.
The risk of falling and fall-related injuries rises as a person gets older, but falls are not inevitable:

- Regular exercise keeps bones and muscles strong and improves balance.
- Carefully monitoring medication helps control unwanted side-effects such as dizziness.
- Regular physical exams can provide early detection of health issues.
- Sometimes poor vision is a factor in falls. Regular eye exams can detect problems.
- A diet rich in vitamin D and calcium helps prevent bone loss and fractures.
- Comfortable and safe footwear is important. Avoid backless and high-heeled shoes, and shoes with smooth leather soles.
- Keep task areas and pathways clear of clutter and keep bathroom, kitchen, and laundry room floors clean and dry.
- Install grab rails wherever extra balance is required.
Climbing ladders and working at high elevations pose additional fall hazards:

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

- Damaged ladders must be removed from service.

- Ladders must be used properly. They must be placed on solid ground and the top rungs must not be used as steps, as per the manufacturer’s instructions.

- Ladders must be placed at an angle that is not too steep or too shallow. The proper slope is one foot away from the wall for every four feet in height: a ratio of 1 to 4.
Climbing ladders and working at high elevations pose additional fall hazards (continued):

- When working on a ladder never lean or reach too far to either side - always keep your “belt buckle” between the two side-rails of the ladder.

- All scaffolding must be suited for the job and installed by a properly trained and competent person.

- Scaffolding must have guardrails, toe-boards, and cross-bracing to prevent swaying. All local, state, and federal scaffolding regulations must be understood and followed.
Watch for unexpected openings:

- Unexpected openings in floors or walls must be clearly marked and barricaded.

- Coverings over floor openings must be continuous (no openings), adequately strong, and fastened securely.

- You must wear proper fall protection equipment when working near wall openings, ledges that cannot be barricaded or above hazardous processes.
In the event of an accident the employer must conduct a complete investigation:

- Was there an unsafe behavior? Was there an unsafe condition?

- Determine the causes, identify and implement the solutions, and follow-up to ensure that the situation that caused the incident no longer exists.

- Document all aspects of the incident and investigation.
Everyone is responsible for keeping task areas clean and safe.

Good housekeeping is an important part of keeping your environments safe.

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

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

Stairs and ramps must be used carefully.

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

Slip, trip, and fall incidents must be thoroughly investigated and solutions must be implemented to prevent a repeat occurrence.
# Slip, Trip, and Fall Prevention

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

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<thead>
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<th>Organization:</th>
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<tbody>
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<td>Trainer:</td>
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<td>Trainer's Signature:</td>
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## Class Participants:

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