Employee Safety Committee Agenda
Month/Year May 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
4. Old Business
   a. Inspections & Corrections
      i. Last month’s policy review results
      1. Safety Committee and Elections (policy review)
   b. Other Items
5. New Business
   a. Lock Out Tag Out
   b. Monthly PPE Audit
   c. Quarterly Hazardous Chemicals Audit
   d. Committee Members and non-members concerns
5. Other Items
6. Next meeting date & time
7. 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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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)

________________________________________  __________________________________________

________________________________________  __________________________________________

________________________________________  __________________________________________

________________________________________  __________________________________________

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

Date: __________

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CORRECTIVE ACTIONS:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Completed forms are to be provided to the Safety Committee for evaluation each month.
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<th>CHEMICAL NAME</th>
<th>MANUFACTURER</th>
<th>LOCATION USED AT</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.
Lockout and Tagout
Satisfied.

All procedures and training, whether required by law or not, should be
implemented and reviewed by safety and risk management professionals.

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.

This training material presents very important information.
This is an example of a lockout and tagout training program. It can be used as a basis for designing a program that is applicable to your specific facility.

Injury to employees:

- Prevent injury to employees.
- Start up or release of stored energy in order to energize or restart processes.

Equipment or equipment to prevent unexpected energy isolating devices:

To otherwise disable machines or equipment to prevent unexpected energy isolating devices.

The lockout/tagout standard:

- Requires organizations to establish a program and utilize procedures for attaching appropriate lockout or tagout devices to equipment.
- It is important for everyone's safety.

Why take Lockout and Tagout Training?
Definitions

Hardware: A device that is attached to the machine or equipment.

Authorized Employee: A person who looks out or tags out machines or equipment in order to perform servicing or maintenance on that equipment, which needs servicing or requires him or her to operate or use a machine.

Affected Employee: An employee whose job...

From being moved from the OFF position, energy isolating device to physically prevent it.
• Equipment can’t be energized or turned on.
  
  • Dissipated:
    energy has been released, restricted or zero energy state: all stored or residual

- Control circuit devices
- Push buttons
- On/off switches

DOS NOT include:

- Breaker
  OFF position such as a gate valve or a circuit transmission or release of energy when in the device that physically prevents the Energy Isolating device: A mechanical

Definitions
There are several types of hazardous energy which can injure an employee. These include but are not limited to:

- Pneumatic
- Hydraulic
- Thermal
- Chemical
- Mechanical
- Electrical
overcurrent protection, isolating devices, and provide.
Panelboards are also energy distribution of electricity.
Panelboards house circuit breakers for
• batteries & capacitors.
• Electrical storage devices such as
• Most common energy type.

Types of Hazardous Energy
Injuries:
- Burns
- Electric shock
- Electrocution

Disconnections are common electrical energy isolating devices.

Electrical energy (continued):

Types of Hazardous Energy
Types of Hazardous Energy

Part:
- Fracture, cut, or amputate a body

Contact with moving parts can crush,
- Pulleys
- Belts
- Fly wheels
- Power transmission apparatus

System:
- Moving parts of a mechanical
- and energy is associated with
- Energy is manifested through motion

Mechanical energy:
Types of Hazardous Energy

- Capacitors
- Stored energy
- Thermal energy
- Springs
- Gravita

Examples of potential energy include:

Potential energy is stored energy that can be hazardous if released. Some
Types of Hazardous Energy

Other gases
- Air powered tools
- House air
- Compressors
- Pressurized systems

This may be encountered in:

- or maintenance, to be relieved prior to servicing
- stored pressure which may have
- retain energy in the form of
- Pneumatic lines and vessels can

Pneumatic energy:
Energy Control Procedure:

- A written procedure developed to protect employees who perform maintenance on machines.

Present:

Hazardous energy sources are equipment and processes where
Equipment
Machinery
Prime Movers

Service, setting-up or adjusting of:
The employer when employees are engaged in the cleaning, repairing, maintenance, servicing, setting-up or adjusting of:

A hazardous energy control procedure shall be developed and utilized by:

Energy Control Procedure (continued)
Energy Control Procedure

Process of energy control procedure implementation:

There are six steps:

1. Prepare for shutdown
2. Shutdown
3. Isolate energy sources
4. Apply locks & tags
5. Control residual energy
6. Verify energy control methods
Step 1 - Prepare for shutdown:
- Notify affected employees of activities.
- Use energy control procedure data to prepare for shutdown.
  - Identify energy isolation procedures.
  - Determine quantity and type of lockout and tagout devices required.
- Identify energy sources.

Energy Control Procedure
Step 2 - Shutdown:

- Shut equipment down by its normal stop/start method.
- This can include an on/off switch, a toggle switch, or typical machine start/stop method.

Energy Control Procedure
Energy Control Procedure

Step 3 - Isolate energy sources:

Circuit breakers, valves, etc.
Energy isolating devices, i.e.,
This may include using
the machinery or equipment.
Isolate all energy sources from

—

Energy Control Procedure
Controls can be readily secured to the
shall have means by which they
Signs, tags, padlocks, and seals
position.
energy isolating devices in OFF
Apply locks, tags and hardware to

Step 4 - Apply locks and tags:

Energy Control Procedure
Each person who enters a danger zone:

- Isolating device
- One lock/tag per individual per energy

Group Lockout:

Step 4 - Apply locks and tags (continued):
Locks will be placed inside a lock box or hasp, an additional lock will be placed on the outside of lock box or hasp.

- Devices:
  - Must provide the same level of protection as individual lockout/tagout.

Group Lockout (continued):

Step 4 – Apply Locks and Tags (continued):
Residual energy, i.e., bleeding, blocking, or discharging all sources of energy.

This is accomplished by releasing, restraining, or dissipating all.

Step 5 – Control Residual Energy:

Energy Control Procedure
Step 6 – Verify energy control measures:

1. Ensure that switches, valves, and other mechanisms can be turned on.
2. Use a meter to ensure that electrical energy is not present.
3. Activate equipment control switches, levels, and buttons to ensure power is isolated. Then return to the off position.
Notify affected employees that lockout/tagout devices have been removed and the equipment or machinery is ready for use.

Remove lockout/tagout devices.

Verify all controls are in the neutral or "OFF" position.

Check work area to ensure all employees are safely positioned.

Notify affected employees that equipment will be restarting.

Guards and other safety devices are replaced, if applicable.

Ensure that equipment/machinery is operationally intact and all

Inspect area and remove all tools, rags and other materials.

Once repairs/maintenance have been completed:

Start-up Procedures
Lockout/Ltagout Program:

- If a weakness or issue is noted, a review is also to be performed annually.

The audit must be conducted by an authorized employee, utilizing the energy control procedure.

The audit of the Lockout/Ltagout Program must be performed by the auditors.
Training Requirements:

Additional Lockout/Tagout Requirements:

- Who is authorized to perform work on equipment:
- Shut off or tag out equipment which are locked:
- Restart or re-energize machines:
- Perform work on equipment:

To:

Prohibitions Relating to attempts
Informed of the procedures and
Affected employees need to be

...
Periodic training as necessary.

Requirements:

- Initial training on the energy control program, the steps and
- The purpose and use of the energy control procedure.
- The methods and means necessary for energy isolation and control.
- Magnitude of the energy available in the workplace.
- Recognition of applicable hazardous energy sources, the type and

Important Instructions for Authorized Employees:

Additional Lockout / Tagout Requirements
the energy control procedures.

Employee's knowledge or use of
from or inadequacies in the
believe, that there are deviations
the employer has reason to
A periodic inspection reveals, or
energy control procedures.

There has been a change in the
that present a new hazard.

machines, equipment or processes

There has been a change in

employees' job assignments.

There has been a change in an

Re-training must be done when:

Additional Lockout/Tagout Requirements
Audit contractors prior to allowing processes with all affected people.
Cross-communicate re the lockout and in compliance with all codes.
Your organization's procedures, controls at least as effective as assure they have and follow.
Review work to be done and

Contractors:

Additional Lockout/Tagout Requirements
Summary

- Training and Retaining
- Auditing Procedures
- Start up and group lockout

Lockout/Tagout, including:
the correct guidelines

Ensure your organization is following

Everyone safe!

Employee lockout and tagout procedures are important to keep

There are several types of hazardous energy which can injure an
Follow the six steps for energy control procedure:

1. Prepare for shutdown
2. Shutdown
3. Isolate energy
4. Apply locks and tags
5. Control residual energy
6. Vertify energy control methods
Remember to load your completed trainings into the Training Track application of the Risk Management Center.

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Class Participants:

Trainees Signature: ____________________

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

Lockout and Tagout