6.0 SAFETY MEETINGS

6.1 General Information

Good communication is a key ingredient in the success of any organization. When people work together and share ideas, the results are better production, more efficiency in the workplace, and effective job performance. This concept is true for safety-related issues as well. When employees communicate with each other on hazards in the workplace, this results in the prevention of accidents. The safety meeting is a way for employees to regularly communicate on safety topics. As part of the University's commitment to occupational and public safety, ***quarterly*** safety meetings are required for University employees. To do this effectively, two meetings will be conducted during the Fall semester, and two in the Spring semester. Requests to conduct safety meetings shall be sent to all Department Safety Coordinators every year on August 15, November 1, January 15, and April 1 respectively.

The purpose of these meetings is to:

- Increase safety awareness in the workplace.
- Review any accidents with employees and discuss their future prevention.
- Give all employees a regular opportunity to voice concerns over hazards.
- Affirm the administration's commitment to safety.

Meeting topics and procedures will vary between low-risk and high-risk employees. For example, a department that does not have scientific laboratories will receive very little benefit from a meeting on fume hood safety. In this section, these procedures and policies will be described in detail.

Safety meetings are required for all fulltime University employees including:

- Faculty and Adjunct Faculty
- Unclassified and Classified Staff
- Research Associates and Graduate Assistants
- Contract workers that normally work within University property and/or report to a University employee for their daily responsibilities.
- Temporary and interim staff

Graduate students who <u>do not work</u> for the University (i.e. they do not receive a paycheck) and Undergraduate Student Workers are exempt. However, these people are encouraged to participate in safety meetings at the discretion of the Department Head or Director.

6.2 Persons Responsible for Safety Meetings

The Departmental Safety Coordinator (DSC) typically facilitates safety meetings. For more information on the DSC's responsibilities, please refer to section 2.6. Initially, the DSC shall be trained on conducting Safety Meetings by the EH&S Director. Specific responsibilities for the DSC (or other designee) regarding safety meetings are:

Note: For more information on these, please refer to section 6.4

- Preparation of the meeting which may include topic selection.
- Notifying attendees of the meeting.
- Proper safety meeting documentation (handouts, video tapes, etc)
- Documentation of the safety meeting, particularly sign in sheets with original signatures.

Department Heads, Directors, and Deans should be aware of these meetings and ensure their attendance in accordance with procedures listed in this section. Documentation of all safety meetings shall be maintained by the EH & S Director. The EH & S Director shall review all safety meeting documentation and keep these records on file for a minimum of one year (see section 6.5).

6.3 Types of Safety Meetings

Safety meeting topics should be related to the jobs of the persons who attend the meeting. Depending on the scope of a particular group of employees, the procedure for conducting a Safety Meeting can vary. For this purpose, there are two types of safety meetings to be used with University employees.

Safety Meetings for Low-Risk Jobs

These meetings are for persons that work in areas with low amounts of hazards. Examples of these include:

- Office personnel
- Clerical
- Administrative persons
- Teaching faculty who do not instruct in scientific laboratories.

Safety Meeting topics for low-risk jobs may include:

Note – an archive of University low-risk meetings is located on the EH&S Website at www.safety.louisiana.edu (click on "meetings").

- University Policy Review (Safety Rules, Violence In The Workplace, Drug Testing, etc)
- Fire Safety In The Office
- Carpal Tunnel Syndrome And Good Workstation Ergonomics
- Proper Lifting Techniques
- Heat Stress In The Workplace
- Communicable Illnesses – good health and hygiene

- Protecting Yourself From Viruses
- Basic First Aid

Safety Meetings for High-Risk Jobs
These meetings are for persons whose employment involves any of the following:

- Working and/or teaching in scientific laboratories
- Regular interaction with power machinery or hand tools
- The use of hazardous, radioactive, or flammable materials
- Exposure to radiation

Safety Meeting topics for high-risk jobs may include:

- Hazardous Materials Handling and Storage
- Accident Prevention
- Personal Protective Equipment
- Laboratory Safety
- Hand and Power Tool Safety
- Manufacturers Safety Data Sheets (MSDS)
- Review of Safety Procedures Specific to the Department
- Electrical Safety for Industrial Equipment such as heavy equipment operation

At the beginning of the academic year, each Departmental Safety Coordinator shall notify the EH&S Director in writing with the exact number of Low Risk and/or High Risk employees within their department. The EH&S Director shall use this information to compile a database of the number of meetings conducted for the entire University.

6.4 Procedures for Conducting Safety Meetings

Note: These instructions shall be given to every Departmental Safety Coordinator as part of their required training.

Department Safety Coordinators should first identify which areas of their supervision pertain to low-risk jobs and which areas involve high-risk jobs. For more help on determining which level of risk a given job has, see section 6.3 or contact the EH & S Director's office at 482-5357 or safetyman@louisiana.edu. There are three steps to performing both low-risk and high-risk safety meetings:

1. Prepare for the meeting
2. Conduct the meeting
3. Documentation for the meeting

6.41 Procedures for Conducting Low-Risk Safety Meetings

This meeting procedure is straightforward and does not require a formal gathering. Typically, information pertaining to the safety topic can be compiled and distributed to all employees within a department. Each employee is responsible for reading this information and understanding this as it pertains to his or her occupational safety.

> *Note: An example of a Low-Risk Safety Meeting is included in section 6.51. Also, an archive of all Low-Risk Safety Meetings can be found on the EH&S website at www.safety.louisiana.edu (click on "Meetings").*

Step 1: Preparation for the Low-Risk Safety Meeting

- The EH & S Director selects the safety meeting topic.
- Handouts and other preparation materials are created for distribution by the EH & S Director.
- The meeting information and documentation materials are mailed to the DSC (usually on green-colored paper).

Step 2: Conducting the Low-Risk Safety Meeting

- The DSC receives the meeting information from the EH & S Director.
- The DSC should read and understand this information before it is distributed.
- The DSC distributes this information to all employees within his or her area.
- Each employee must read and understand the safety meeting information.
- Every employee must sign the safety meeting sign-in sheet to certify that he or she has read and understands this information.
- Once every employee has read and signed the safety meeting information, this is forwarded back to the DSC.

Step 3: Documentation for Low-Risk Safety Meetings

- The DSC must check the sign-in sheet to ensure that employees within his or her area have read this information. Note: Only original signatures are acceptable.

  Note: A good suggestion to ensure this is to have the meeting documentation available at the departmental office for employees to read and sign when they pick up their paychecks.
- The DSC then forwards this original information to the EH & S office.
- The EH & S director review this information for comments and suggestions.
- The EH & S director maintains these records for a minimum of one year.

Additional Information Regarding Low Risk Safety Meetings

Alternatively, Low Risk safety meetings can be conducted electronically via email, as long as the Departmental Safety Coordinator can provide a report that indicates applicable employees provided an electronic returned receipt.

6.42 Procedures for Conducting High-Risk Safety Meetings

High-Risk jobs as defined in section 6.3 require formal safety meeting gatherings. The DSC or an appropriate designee conducts the high-risk safety meeting. In some cases, it may be necessary for the DSC to ask someone who works closely with the high-risk employees to conduct the meeting. This is a good safety practice because they may know more about their hazardous issues then the DSC. In the interest of saving time, a safety meeting can be conducted concurrently with other departmental meetings. When conducting high-risk safety meetings, keep things simple and “to the point” to ensure maximum effectiveness.

Step 1: Preparation for the High-Risk Safety Meeting

- The DSC, other departmental high-risk employees, and/or EH & S Director chooses the meeting topic.
- Ask for suggestions from employees for meeting topics.
- Handouts, videos, and any other materials needed to facilitate the meeting are prepared, if necessary.
- The DSC notifies and schedules the meeting for the department.

Step 2: Conducting the High-Risk Safety Meeting

- Using the SMR-9-00 form (see section 6.5), all in attendance at the meeting must sign-in.

- The DSC or designee begins the meeting by discussing any accidents that may have occurred since the last safety meeting.
- Any videos for the meeting are viewed or handouts related to the meeting topic are discussed.
- Allow a short time for discussion, questions, and answers from those in attendance.

Step 3: Documentation for the High-Risk Safety Meeting

- The DSC or designee must complete the SMR-9-00 form (see section 6.5).
- Original signatures from those in attendance are required.
- Once completed, this form is forwarded to the EH & S office.
- The EH & S director reviews this information for comments and suggestions.
- The EH & S director maintains these records for a minimum of one year.

6.5 Record Keeping for Safety Meetings

Documentation is an important part of conducting safety meetings. Records must be uniform and consistent in order to facilitate training, ensure quality control, and study trends in hazards or unsafe environments.

6.5.1 Record Keeping for Low-Risk Safety Meetings

Record keeping requirements for low-risk safety meeting is minimal. For each department, the meeting topic is attached to a sign-in sheet. This documentation shall be mailed to every DSC for each quarterly safety meeting. All Low-Risk safety meetings are also available for download from the EH&S website at http://www.safety.louisiana.edu. Every participant for this meeting shall sign his or her name on this sign-in sheet. An example of this document is included on the next page:

Sample Low-Risk Safety Meeting Documentation

Date: ________________

To: All Departmental Safety Coordinators

From: EH & S Director

Re: Safety Meeting

The topic of the safety meeting for this quarter is "Proper Lifting Techniques for the Workplace" as described in the attached information. As the Departmental Safety Coordinator, you are responsible for distributing this information to all employees within your supervision and ensuring that they have read and understand it. Using the space below (and more sheets if necessary), please ask each employee to sign their name signifying that they have read the attached information. Return this information to the EH & S office no later than ________________. Quarterly safety meetings are required by the Louisiana Office of Risk Management. Should you have any questions regarding this, do not hesitate to contact me at x25357 or safetyman@louisiana.edu. Thank you for your cooperation in this matter.

Department: ____

Departmental Safety Coordinator: ______________________________________

Attendance

________________________________ ________________________________

________________________________ ________________________________

________________________________ ________________________________

________________________________ ________________________________

________________________________ ________________________________

________________________________ ________________________________

Reviewed by: ____________________________

Reference: UL Lafayette Environmental Safety and Health Policy, section 6

Proper Lifting Techniques For The Workplace

Back injury is the leading lost work time injury in industry. Eight out of ten persons in the United States will consult a physician for back problems sometime in their lives. About 400,000 people suffer disabling back injuries each year. Experience has shown that prevention programs can significantly reduce the incidence of back injury. However, there is no cookbook formula that will solve all lifting problems.

Lifting objects that are too heavy is a problem in some jobs, but 90 percent of back injuries due to lifting occur while lifting light objects. Many back problems can be prevented or cured with exercise, weight control, and proper use of the back. The stresses placed on the back during manual lifting are due to a combination of the weight of the object being lifted and the lifting technique.

Avoid lifting where possible and practical by pushing, pulling, rolling or sliding the object to be moved. Use mechanical aids (hand trucks, carts, winches, forklifts, etc.) or request help from other employees when necessary, particularly when you find yourself in a difficult or awkward lifting situation.

When lifting heavy objects from the floor/ground can't be avoided, here are some basic principles to prevent back pain and injury:

- Lift only loads you can safely handle.
- Establish good footing.
- Keep the load close to the body.
- Bend at the knees as you grasp it.
- Get a full handgrip and keep your body erect.
- Lift smoothly by straightening the legs (avoid jerky or snatching lifts).
- Avoid the lift and twist action. When turning, shift the position of your feet rather than twisting your body at the waist.
- Reverse the procedure to set the object down.
- Wear protective belt at all times when lifting.

REMEMBER, the secret to proper lifting is to bend your knees, not your back, and let your powerful leg muscles do most of the work.

REMEMBER, a failure to follow safety procedures properly or to pay attention to workplace safety could result in injury to you and your fellow workers.

6.5.2 High-Risk Safety Meeting Record Keeping

High-Risk employees document their safety meeting using the SMR-9-00 form. A blank copy of this document shall be distributed to DSC for every quarter. This document is also available for download from the EH&S website at http://www.safety.louisiana.edu.

Instructions for Completing the SMR-9-00 Safety Meeting Report Form

> *Note: These instructions shall be given to every Departmental Safety Coordinator as part of their required training. Please print when completing this form. A blank copy of this form will be provided to Departmental Safety Coordinators as part of their quarterly safety documentation. This form is also available for download from the EH&S website at www.safety.louisiana.edu.*

For high-risk safety meetings, completion of the SMR-9-00 form is required. Use the following information as a guide when completing the SMR-9-00 form.

- If handouts are used, attach a copy of the handout to the SMR-9-00 form to be included with the EH&S records.
- Sections 1 and 2 should be completed prior to the meeting.
- Have participants sign the attendance roll located in section 3.
- Always allow time to review any accidents that occurred within the department since the last safety meeting.
- During the meeting, document any suggestions from employees in the appropriate section.
- After the meeting, complete any additional information in section 3 and forward this information to the EH & S Directors office.
- The EH & S Director shall review each SMR-9-00 and certify this accordingly on the log.
- As part of this review, the EH & S Director shall look for trends of hazards that exist in any particular area and suggest, if necessary, any procedural changes needed to eliminate this trend.

SAFETY MEETING REPORT FORM

SMR-9-00

NOTE: For use with high-risk jobs. See EH & S Policy, Section 6.3
NOTE: For help or questions regarding this form call Joey Pons 482-5357 or safetyman@louisiana.edu

SECTION 1:

DEPARTMENT:	LOCATION:
MEETING PRESENTED BY:	DATE OF MEETING: / /

SECTION 2:

Meeting Preparation Visual Training Aid Used	Subject of Meeting:
______ Film ______ Handout ______ Slide ______ Tool ______ VCR ______ Equipment ______ Chart ______ Others	
____	
____	
____	
	Important Points to Cover:

SECTION 3:

Attendance Roll	Employee suggestion/comments on subject:
	Remarks: Comments/observations for action/review after meeting: