

Accident Prevention

Safety Meeting Packet

Protect Your Workforce



Accident prevention is an important topic for every workplace. Accident prevention is one of the key ways an employer can help employees identify potential on-the-job risks. Accident prevention emphasizes the importance of employees finding potential hazards or risks. When employees feel their ideas and opinions matter and that their managers truly care about providing a safe work environment, employees feel more empowered and motivated to work.

The basic causes of workplace accidents can be broken down into a few main categories:

- **Management System & Procedure:** If management has not put in place the correct systems and procedures to prevent accidents, employees are not aware of potential hazards or how to prevent them.
- **Environment:** Risky environments increase the prevalence of workplace accidents, whether man-made or natural.
- **Equipment:** Faulty or misused equipment, whether due to malfunctions or user-error, can also increase the potential for workplace accidents.
- **Human Behavior:** Understanding and controlling human behavior is a difficult thing for all employers. How employees react to certain situations can result in many different scenarios. As management, it is important to inform and persuade human behavior to act with safety in mind.

Safety Requirements

While every workplace has potential risks and hazards that are unique, most employers can benefit from following similar guidelines to minimize the chances of an accident.



Most importantly, employers should remain up-to-date on Occupational Safety and Health Administration (OSHA) regulations and standards for the work place. OSHA has a comprehensive website that provides information on almost every type of job or industry. Consulting their website can provide an in-depth view of the rules for your workplace.

Here are a few suggestions to help get you started:

- A first-aid kit should be fully stocked at all jobsites. All employees should know the location of the first-aid kit.
- Safety warnings and signs should be posted wherever necessary. OSHA posters must be posted in a prominent location. Evacuation routes and emergency phone numbers should be posted in high traffic areas.
- Creating an emergency response team can help facilitate specific duties during a possible emergency.
- Maintain the proper documentation for any hazardous materials, including Safety Data Sheets (SDS), at your workplace. The SDS should include a list of ingredients, first-aid instructions, and proper personal protective equipment (PPE) when handling each item.

Job Specific Safety

It is important for management to consider any possible danger posed by their specific job requirements and create specific safety training for each duty. With every position or job duties, employers can ask themselves the following questions to determine what potential dangers their employees face:

- What hazards are present at the jobsites?
- What will happen if an accident occurs? What kind of injuries could result?
- How can accidents be prevented? Can the risks be avoided? Do the benefits outweigh the risk?
- What type of protective equipment is needed?
- What kind of training and safety demonstrations are needed?

This list of questions is only a starting point. By thinking about accident prevention in question form, employers can think about their business from a different perspective. Such unique thinking can strengthen an employer's safety program by allowing them to identify potential hazards they wouldn't have otherwise.

Training Employees

Once employers have identified the hazards specific to their workplace, it is imperative that employers ensure their employees are aware of these hazards and how to prevent them. Having employees properly trained for their job and job duties not only reduces accidents while on the job, but can also increase job productivity.

One of the best ways to train employees on safety guidelines is through holding regular safety meetings. Ideally, these meetings are held weekly, but even holding safety meetings every other week or on a monthly basis can still make a difference. Each meeting provides an employer with a chance to remind their employees of certain safety aspects of their job. Safety meetings can cover a variety of subjects and will help keep employees accountable for their actions.

There are many sources available with information about creating proper accident prevention materials. One of the best sources is the Occupational Safety and Health Administration (OSHA) website, www.osha.gov. Employers should look under their specific industry to help determine what safety requirements they have.





Accident Prevention Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
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(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
