Safety Briefing for January 2023

Topic: WINTER WEATHER WARNING

INTRODUCTION: Right about this time of the year, you feel the cooler winter temperatures. In winter, hypothermia becomes a danger that you must watch out for. Anyone who works outside, including laborers, loggers, sawmill employees, and construction workers, must take precautions and be prepared if you or a co-worker need emergency care.

BACKGROUND: Heatstroke is the most prevalent hazard in the summer, but in the winter, any prolonged exposure to freezing or cold temperatures can cause serious conditions such as trench foot and frostbite. Exposure can quickly lead to death in extreme cases, including falling into cold water.

WHAT MUST AN EMPLOYEE KNOW: The first item of importance is knowledge of hypothermia. Hypothermia is a condition that can occur when your body's core temperature falls to a low enough temperature to impede or impair normal brain or muscle functions. Exposure to cold air, cold water, or a combination of the two can cause a body to lose heat rapidly. Heat loss can occur when you come into contact with anything cold or wet (such as snow or wet clothing) or through evaporation, which occurs during normal breathing and perspiration.

Symptoms of hypothermia include uncontrolled shivering, slurred speech, clumsy movements, a feeling of fatigue, and acting confused. If you notice these signs in others or yourself, call for help.

Here are some tips for helping employees prevent hypothermia:

- **RECOGNIZE** the conditions in your workplace that may present a danger.
- **TRAIN** workers to recognize the symptoms of hypothermia and to understand treatment procedures.
- **DRESS** for the weather. The best clothing for periods of cold or wet environments includes a breathable layer next to the skin, an insulating layer such as wool (wool insulates even when wet), and a waterproof outer layer.
- **HYDRATE**. Dehydration speeds up the onset of hypothermia. Drink warm, sweet beverages but avoid coffee, tea, hot chocolate, or other drinks with caffeine. Always avoid alcohol.
- **EAT** warm, high-calorie foods such as pasta.
- **DO NOT WORK ALONE**. Use the buddy system. Working with someone increases the likelihood of one worker recognizing symptomatic danger signs.
- **FREQUENTLY, TAKE A BREAK.** The more extreme the cold, the more frequent warm-up breaks are needed.

Remember, anyone who is in poor physical condition or suffers from illnesses such as diabetes, hypertension, or cardiovascular disease, or takes certain medications, will be at higher risk of suffering from hypothermia.

$afety Pay$

FORESTRY MUTUAL
INSURANCE COMPANY

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE**:_____

Open Meeting & Present safety topic: **Cold Weather Warnings**

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Briefing for February 2023

Topic: FIRE SAFETY

INTRODUCTION: **I bet you didn't know** fire can be one of our deadliest enemies. It can mutilate us, kill us, and destroy in a few minutes what took a lifetime to build. Fire can take away our workplaces and our jobs. How can fires be stopped? The answer is prevention. However, to prevent fires, we must understand them and know how to deal with them.

BACKGROUND: Fire needs three elements: fuel, oxygen, and heat. To understand the relationships, think of each as separate sides of a triangle. Fire needs all three elements in the proper proportions to exist. The fire will go out if one side of the triangle is removed. For fuel to ignite, oxygen must be present; heat must be applied until the combustion point is reached. When this point is reached, the fuel will ignite with the oxygen, consuming fuel and oxygen and giving off heat. If the oxygen is removed, the fire is smothered. If the fuel is removed, there's nothing left to burn. Oxygen, by itself, will not burn. If the heat is lowered below the combustion point, the fuel and oxygen will not unite, and the fire will go out.

WHAT MUST AN EMPLOYEE KNOW: For your safety and the safety of your co-workers, you should know where fire extinguishers are located and how to use them properly. The most important thing to remember about fire extinguishers is to use the correct type for each type of fire.

- Class A fire—combustible, such as wood, paper, and cloth
- Class B fires--flammable liquids
- Class C fires--electrical

There are several types of fire extinguishers: foam, carbon dioxide, soda acid, pump tank, gas cartridge, multipurpose dry chemical, and ordinary dry chemical. Most extinguishers have labels that list the type of fires that can be used to extinguish.
The most common extinguisher is the multipurpose dry chemical type. It can be used for any class of fire. However, if the tag on the extinguisher is not labeled ABC, you must know the type of fire on which the extinguisher can be used.
Remember, it's important to use the correct type of extinguisher for the fire at hand. You should not use a water-type extinguisher for a flammable liquid fire because it would cause the fire to spread. And you would not use this type of extinguisher on an electrical fire because this would expose you to a serious or fatal shock.

For your safety and the safety of your co-workers:

- Know where fire extinguishers and fire alarm boxes are located.
- Keep areas free of debris.
- Store all flammable liquids in approved safety containers.
- Always observe no smoking signs.

Fire is an essential part of our lives. We cannot do without it, but we must stop unwanted fires that can destroy our buildings, lives, and jobs. Never assume that any structure is fireproof or that fires won't happen. Do what you can to prevent fires, but always be prepared by knowing what actions to take if one occurs. Good teamwork is a must. To prevent fires, we must all work together.

$afety Pay$

FORESTRY MUTUAL
INSURANCE COMPANY

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE**:_____

Open Meeting & Present safety topic: **Fire Safety**

Employees present:

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MEETING CHAIRED BY:_____

FORESTRY MUTUAL
INSURANCE COMPANY

Safety Briefing for March 2023

Topic: LOCKOUT AND TAGOUT PROGRAMS

INTRODUCTION: Since we continue to have significant injuries involving employees failing to lockout machines properly, we decided to stress this issue each year at the beginning of the year. All across our country, workers suffer amputations, electrocutions, severe burns, scars, disfigurements, and even death because they do not correctly lockout equipment or machinery.

BACKGROUND: No new or experienced employee is immune from lockout injuries. The lack of experience or improper training can cause instantaneous pain. Most employees have a strong desire to be productive and may decide to take shortcuts. ***Safety should never be sacrificed for production.*** Insurance companies are taking a hard-line approach and canceling policies when companies fail to produce or enforce lockout programs.

WHAT MUST AN EMPLOYEE KNOW: It is critical that each machine has written procedures to properly place all power sources in a **"Zero Energy"** state. Procedures must include each power or energy source, identify the location of disconnects, switches, or valves, and procedures must explain how to correctly lockout out each power source. Taking the extra minute to shut down properly and lockout the power sources is the only way to ensure you will not get injured. Employers are responsible for enforcing the use of lockout procedures.

What Should You Cover?

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- The most important and most overlooked information is the company safety policy. Ensure your employees are aware of your policy and the consequences of non-compliance.
- Make sure your employees understand the hazards associated with the job (*job safety analysis*) they will be assigned.
- **For employees operating machinery and equipment, Lockout training which includes all energy hazards, must be the top priority.**
- **Each machine must have specific procedures to identify the power or energy sources that must be locked out, so the machine is in a "Zero Energy" state.**
- Train employees to lockout thermal, gravity, electrical, hydraulic, pneumatic, chemical, or mechanical power or energy sources.
- Stress the importance of good housekeeping to eliminate potential hazards.
- Explain safety rules and emergency procedures. Point out the location of first-aid facilities.
- Explain how and when to use personal protective equipment and how to care for it.
- Inform employees to report unsafe conditions to you and any accidents, even if there are no injuries or property damage.

No safety-training program is complete without follow-up—monitor employees during critical procedures. A new set of eyes may point out additional hazards that might have been overlooked.

FORESTRY MUTUAL
INSURANCE COMPANY

SAFETY MEETING AGENDA

COMPANY NAME: _____ **DATE**:_____

Open Meeting & Present safety topic: **Lockout and Tagout Programs**

Employees present:

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