



FORKLIFT SAFETY

➔ **Make this meeting as effective as possible - conduct it where forklifts are used. This way, you can use live demonstrations to reinforce your message.**

About 100 workers are killed each year as a result of forklift accidents. About 1/4 of these fatalities are caused by overturning. Other common causes are workers being struck by materials, workers being struck by the forklift, and workers falling from the forklift.

Operating a forklift is not as simple as it looks. But with a little experience, it's not an impossible skill to master. Unfortunately, those who operate forklifts day in and day out have a tendency to take short cuts and to ignore basic safety rules. They develop the old "It can't happen to me" attitude.

Identify Forklift Hazards

Avoid becoming a statistic. Take the time to review forklift hazards and how to avoid them.

Tip-over and losing a load are the most common causes of forklift-related injuries. Some factors you need to consider include:

The capacity of the forklift - can it handle the size and weight of your load?

Any odd characteristics of the load - is it top heavy, cylindrical or awkward?

The condition of the forklift - are the forks damaged or is there some other problem that could cause an accident?

Where you are and where you are going with the load - are there any obstacles, bumps, ramps, people, cross aisles or narrow passageways to consider?

Other things going on that may be problematic - can co-workers see you on the forklift; can they hear you?

Forklift Safety Rules

1. Operate the forklift only if you've been trained.
2. Maintain a safe following distance from other forklifts - about three vehicle lengths.
3. Follow our speed limit and other regulations.
4. Drive with your load low - six or eight inches off the ground - and tilted slightly back.
5. Exercise extra caution when driving over duckboards and bridge plates and make sure your load is within their capacity as well.
6. Raise and lower your load only when you are stopped.
7. Stop and sound the horn at intersections.
8. Avoid sharp turns.
9. Keep your arms and legs inside the vehicle.
10. Be sure to wear a hard hat and other protective equipment when necessary.
11. Be sure your load is stable and secure.
12. When leaving the forklift, lower the forks, neutralize the controls, shut it off and set the brakes.

Conclusion

Failing to act responsibly when you're behind the wheel not only puts the load at risk, but puts you and co-workers in danger. Please keep this in mind each time you prepare to turn the key.

SAFETY MEETING AGENDA

COMPANY NAME: _____

DATE: _____

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

Employees present:

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\$AFETY PAY\$

SAFETY BRIEFING FOR NOVEMBER 2023

Topic: SLIPS, TRIPS, AND FALLS

Introduction: Have you been walking along and slipped on loose gravel or maybe ice? The first thing you do is look around to make sure no one saw you. Then you check to see if you are hurt. We had this topic earlier in the year, but due to increased injuries, we decided it needed to be reintroduced. We have seen an increase in recent months with employees being injured because they are in a hurry and take shortcuts, such as jumping off equipment instead of using three points of contact.

And now we face colder weather, and it brings more hazards. Snow, ice, and freezing rain are issues we did not deal with in the summer.

What must an employee know: Companies should have a training program specifically designed to prevent such accidents. The following are areas that employees should know:

Slips

- ❑ Slips occur when there is too little friction between a person's feet and the walking surface.
- ❑ Many factors can cause a slip: oil, hydraulic fluid, diesel fuel, and water are the most common.
- ❑ To prevent slips, avoid walking in areas that pose slipping hazards if at all possible.
- ❑ Always promptly clean up spills of slippery substances.
- ❑ If an area is a constant problem, re-route foot traffic in order to avoid it.
- ❑ Watch out for black ice and loose gravel.
- ❑ Slick bottom shoes or boots add to your chances of slipping.

Trips

- ❑ Trips occur when a person's foot contacts an object, and they are thrown off balance.
- ❑ Tripping is obvious--anytime something is in your walkway, it could cause you to trip.
- ❑ Look for objects that project into the walkways (inside facilities and logging sites).
- ❑ Be aware of stump holes, slash piles, high roots, and other hazards in the woods.
- ❑ Poor lighting and uneven walking surfaces lead to many tripping accidents.
- ❑ Make it a practice to always look and remove objects that could cause a trip.
- ❑ Sunset is earlier in the winter and can cause problems going to and from work.

Falls

- ❑ Falls can be caused by a number of things. Slips and trips frequently result in a fall.
- ❑ Falls occur from improper use of ladders, climbing over lumber conveyors, and carelessly climbing in and out of work vehicles can result in a fall-usually a very serious one.
- ❑ Falls can happen when people climb objects without using fall protection equipment.
- ❑ Working on an elevated lumber sorter without proper fall protection has led to serious injuries.
- ❑ Always use fall protection equipment when it is required.
- ❑ Periodically conduct safety meetings that discuss slip, trip, and fall hazards.
- ❑ Always use three points of contact when entering or exiting machines, vehicles, and equipment.

Constantly look for hazards in the workplace or the woods. But do not forget to look down and around. Cluttered walkways and stump holes have injured several employees. Proper lighting in the workplace can help highlight walkways in the workshop or sawmill. Be aware of the area you work in, and you might avoid an injury.

\$AFETY PAYS\$

SAFETY MEETING AGENDA

COMPANY NAME: _____

DATE: _____

Open Meeting & Present safety topic: Slips, Trips, and Falls

Employees present:

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MEETING CHAIRED BY:_____

Safety Meeting for December 2023

Topic: EYE INJURIES

Introduction: I BET YOU DIDN'T KNOW that workplace eye injury are very common and more than 2,000 people injure their eyes at work each day. With this many injuries, 1 in 10 individuals required one or more missed workdays to recover, and 10-20% of the workers will have temporary or permanent vision loss.

What must an employee know: Safety experts say that the right eye protection could have prevented or lessened the severity of 90% of eye injuries in these accidents. Learn what the common causes of eye injuries are and how to prevent them.

Common causes for eye injuries are:

- Flying objects (bits of metal, glass)
- Tools
- Particles
- Chemicals
- Harmful radiation/lasers/welding
- Sometimes a combination of hazards are present.

What is my best defense against an eye injury?

- Understand where the hazards are at work – Have you completed an eye hazard assessment?
- **The best defense is to eliminate the hazards before starting work.**
- Use machine guards, work screens, or some other type of engineering controls such as barriers.
- Use proper eye protection - wear safety eyewear whenever there is a chance of eye injury.
- Remember -anyone working or passing through hazardous areas must wear protective eyewear.

What type of safety eyewear is available to me?

- Non-prescription and prescription safety glasses with side shields
- Goggles
- Face shields
- Welding helmets
- Full-face respirators

What type of safety eye protection should I wear?

Doing a workplace hazard assessment can help you identify the hazards in your workplace. Then produce a policy stating where eye protection is required and the appropriate type of eye protection that must be worn.

For instance, for airborne particles, flying objects, or dust, you must at least wear safety glasses with side protection (side shields) and possibly goggles. If you are working with chemicals, you should wear goggles as a minimum and possibly a face shield. If you are working near hazardous radiation (welding, lasers, or fiber optics) you must use special-purpose safety glasses, goggles, face shields, or helmets designed for that task.

Take the time to identify and eliminate workplace hazards. Provide proper eye protection when hazards cannot be eliminated.

\$AFETY PAYS\$

SAFETY MEETING AGENDA

COMPANY NAME: _____

DATE: _____

Open Meeting & Present safety topic: EYE INJURIES

Employees present:

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