

Safety Meeting for July 2026

Topic: “**Three-Point Rule**” reduces risk of injury

Introduction: I BET YOU DIDN'T KNOW that getting on and off equipment and vehicles accounts for 1 out of every 4 injuries to equipment operators or truck drivers. Some of these injuries have been quite severe. Too many times, a simple fall turns into a disabling injury involving knees, ankles, and sometimes spine/back injuries.

Background: Studies of accidents reveal that employees are not using proper mount/dismount techniques for equipment. To avoid these types of injuries, it is important to understand the “Three Point Rule,” which states quite simply, **AT-ALL-TIMES**, you **MUST** keep three points of contact with the ground or the equipment until you are stable.

What must an employee know: The biggest cause of falls from a vehicle, equipment, or ladder is human error - failure to follow the “Three Point Rule.” It requires maintaining three of four points of contact with the vehicle or ladder at all times – two hands and one foot, or both feet and one hand. This technique allows maximum stability and support and reduces the likelihood of slips and falls.

There are important steps that can be taken to prevent mounting/dismounting injuries, with the Three Point Rule being the most important. **An employer should do the following to ensure the safety of their employees:**

- Conduct safety meeting with employees about using the “Three Point Rule”.
- Evaluate trucks, logging equipment, and ladders for serviceability and safety.
- Provide additional steps, non-slip surfaces, and hand holds where necessary.
- Maintain steps, contact surfaces and handholds in useable condition. Inspect frequently.
- Install warning decals or signs in the cab or on the door of trucks and h reminding workers to use 3-point contact.

Employees should do the following to reduce the risk of injury:

- Keep truck and equipment steps, ladders, and surfaces free of debris.
- Don't use the doorframe or door edge as a handhold.
- Wear footwear with good support and slip resistance.
- Don't try to exit a vehicle with something in your hand.
- Descend slowly to avoid straining a muscle.
- Always mount or climb down while facing the truck or the equipment.
- Get a firm grip on rails or handles.
- Never jump off a step or ladder before you reach the bottom or surface

Remember these simple rules, and you will have substantially reduced your chance of injury when getting on (or in) as well as off (or out) of a vehicle, equipment, and ladders.



\$AFETY PAYS

SAFETY MEETING AGENDA

COMPANY NAME: _____

DATE: _____

Open Meeting & Present safety topic: “Three-Point Rule” reduces risk of injury

Employees present:

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Old Business – Status of any previous safety recommendations.

Accidents/Near Misses – Discuss accidents and near misses that have occurred since last meeting. Brief summary of accident(s). Note any trends. Discuss corrective action taken. Concentrate on accident causes to make everyone more aware.

Inspection Reports – Report on findings and recommendations of any inspection reports made since last meeting.

New Business – Solicit employee suggestions. Discuss new machinery procedures, changes to company safety policy, etc.

MEETING CHAIRED BY: _____

Safety Meeting for August 2026

Topic: CHIPPERS AND HOGS

Introduction: Recently, the buzz word is BIO MASS. Mills have always had them, but we are seeing more chippers and hogs on the logging job. Along with the increased use of these machines at the job site, has come an increase in severe injuries. Improper lockout/tagout procedures were the contributing factor in all cases, and each incident was preventable. It does not matter if the chipper or hog is in a mill or the woods; they will maim or kill you if you do not follow proper procedures before servicing.

Background: Most often, severe lacerations, broken legs and facial bones, as well as amputations, were the results when employees failed to allow all moving parts to completely stop. On three occasions, maintenance personnel did not allow enough time for the chipper wheel that holds the blades to stop rotating before opening doors to perform maintenance. Opening doors and removing guards before all parts are at a “Zero-energy state” will hurt or even kill the operators. During our investigations, employees seemed unaware or were improperly trained on the hazard(s) associated with machinery coast-down time. One employee lost an arm and a leg because the hydraulic pressure on the rollers had not been bled off.

What must an employee know: Employers are required to develop, document, and implement **machine-specific lockout/tagout procedures** for their equipment. Procedures must include all energy source(s) that may be a hazard or encountered during maintenance operations. Some of the most overlooked energy sources are air, hydraulics, and machinery **coast-down time** for rotating or moving parts.

Training employees on lockout/tagout procedures is an OSHA requirement that ensures the safety of all employees. Educate them on the hazards (machinery coast down, electrical circuits, hydraulic and pneumatic systems, spring energy, gravity systems, or any other) associated with equipment and machinery. Some lockout/tagout guidelines that should be included in your program are:

- ❑ **Neutralize energy source(s)**
Disconnect electricity. Block movable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines. Lower suspended parts to rest positions. Allow machinery coast-down time for parts rotation.
- ❑ **Lockout devices**
Use only locks, hasps, and covers identified for lockout purposes. Each authorized worker must have a singularly identified lock.
- ❑ **Tagout power sources**
Tag machine controls, pressure lines, starter switches, and suspended parts. Tags should include your name, department, how to reach you, the date and time of tagging, and reason for the lockout.
- ❑ **Verify equipment isolation**
Check that all workers are clear. Ensure locking devices are securely placed. Attempt normal start-up procedures. Return controls to the off or neutral position.
- ❑ **Releasing machinery from LOTO**
Inspect the area and equipment. Replace machine guards. Account for all tools and place them back into the toolbox. Inform affected employees of machine start-up. Restore system connections.

\$AFETY PAYS\$

SAFETY MEETING AGENDA

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DATE: _____

Open Meeting & Present safety topic: **CHIPPERS AND HOGS**

Employees present:

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MEETING CHAIRED BY: _____

Safety Meeting for September 2026

Topic: TRUCK DRIVERS – Distracted Driving

Introduction: We can't truly multitask. Our brains juggle tasks, performing only one task at a time. We screen out information to deal with distraction overload, which leads to "Inattention blindness." This is a big risk: **we look** but don't always see crucial things when we are distracted while driving. Sometimes the results are not too severe: missed exits, running red lights and stop signs, missing important signage, and forgetting where you are going. Unfortunately, it can have deadly results. Crashes are highly likely, resulting in thousands of unnecessary injuries and deaths.

Background: The "National Safety Council" tracks vehicle crashes across our great Nation and has released some staggering facts:

- 1.6 million crashes per year can be attributed to talking and texting on cell phones while driving.
- Every time you text and drive, you are 26 times more likely to be involved in a serious crash, which includes reaching for the device, dialing & talking, and listening.
- Having your eyes off the road for an average of 4-6 seconds while texting is like having your eyes closed for the equivalent length of a football field.
- 1 in 5 drivers confessed to surfing the web while driving; this includes Twitter, Facebook & GPS.
- Inexperienced drivers tend to speed and follow the vehicle in front of them too closely. This is a dangerous mix, especially when distracted by texting and driving.
- About 6 times more likely to cause an accident than driving intoxicated.
- The same as driving after 4 beers.
- Takes place by 800,000 drivers at any given time across the country.
- Slows your brake reaction speed by 18%.

What employees must know: Driving requires your full attention. There are 3 forms of distraction:

- Manual / Physical (hands leaving the steering wheel)
- Visual (eyes off the road)
- Cognitive (mind off the road)

Be aware- Texting involves all three of these distractions. **DO NOT TEXT AND DRIVE!!!!**

Truck drivers are the most unsupervised employees in the workforce. Know the laws in your state and have a company "cell phone use policy" in place. Where policies allow, Bluetooth is the only recommended device for talking. Step up and protect your employees and your property.

- Provide safety rules, review policies and laws
- Relay your company expectations - this is the most important communication you can have to protect your employees, company's assets and reputation
- Do not allow a truck driver to hit the road without this knowledge. By the way, your company's name on the truck should concern you enough to make sure you have the right driver behind the wheel; you get what you accept.

For additional information on Distracted Driving, visit their website at www.nsc.org Safety on the Road – Distracted Driving.

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