



# Monthly Safety Meeting Agenda

---

---

## Instructions:

1. Pick a time period that will work for your facility and staff, when a majority can be and would be required to be present and then stick to your schedule monthly.
  - a. It is suggested that an early time of the day be used with the possibility of donuts and coffee be present to lighten the atmosphere conducive to gaining the staff's attention. We strongly recommend the second Wednesday of each month at 9 am.
  - b. An attendance roster is required to be kept documenting the attendees along with minutes of the meeting. These minutes need to include the topics covered, suggestions and materials brought to the meeting's attention by employees.
2. This meeting time must be prompt in starting and ending. It is suggested that the normal safety meeting period should not exceed 15-minutes as was explained during your orientation course.
  - a. Three 5-minute periods are generally included in this time-frame;
    - i. 5-minutes for scheduled substance included in this monthly e-mail
    - ii. 5-minutes for the manager's substance to include safety committee information
    - iii. 5-minutes for the employees to voice their ideas, suggestions, etc. It is imperative that this last 5-minute period be kept to strict guidelines as far as time with no 'dart throwing' (if an employee brings up a problem area they are to have a suggested solution also to make it safer for everyone).
  - b. Required materials by government regulations will be delivered in this same monthly e-mail to assist you and your staff in compliance measures.
3. Upon wrap-up of this meeting, employees' signatures are to be gathered directly on the meeting minute's sheet provided within this e-mail material also. Additional copies are available within your SHEP Filing System Manual – File #6.
4. The "Safety Equipment Checklists" should be distributed at the very end of the meeting to the responsible personnel for each respective area of your facility with instructions to complete the checklist and return it to the office in a 45-minute period. These sheets can also be found behind tab #6 of your Safety Filing System Manual. Remember that these sheets can be lengthened and copied to fit each area of your facility.



## Safety Meeting and Materials – July '07

### Poster Review:

Last week a mailer was sent to each of you that included posters of application incidents that have happened at various client locations. Please review these and the memo that was sent along with them with your personnel at this time. Once the posters have been reviewed, please post them as a constant reminder throughout the remainder of this season.

### Heat Stress and Injuries:

High Heat is one of the most deadly hazards you face at this time of the year throughout all states and an emphasis is placed on this fact when working with pesticides! Prevention is the key to avoiding heat-stress injuries. Heat stress is related to water loss directly - that is why the consumption of water is the best defense against heat stress. Drinking two – four cups of water hourly is the recommended dosage when working out doors. Use should avoid the old mothers' tale of taking salt tablets at the same time. Alcohol and caffeine that actually increase water loss! In addition, some over the counter medications can also reduce sweating and increase your risk of heat stress.

Know the signs of being in danger; muscle cramps, general weakness, heavy sweating, cool – moist skin, and a weak pulse as well as rapid breathing. You can feel extremely tired, clumsy, or even irritable beyond normal.

What to Do? Get out of the heat is the most important. You can have the victim lay down and raise their feet allowing blood flow to the brain, and concentrate on getting ambient temperature water into their system. Don't forget that heat stress leads to heat stroke!

#### Test Evaluation (Individually or Group Activity)

1. The most effective way to stay hydrated when working in high heat is to:
  - a. Take salt tablets
  - b. Drink water
  - c. Consume sport drinks
2. Some over the counter medications can increase the risk for heat stress injuries?
  - a. YES
  - b. NO
3. You may NOT even realize that your body is operating at a lower level of hydration after drinking:
  - a. Beer
  - b. Wine
  - c. Coffee
  - d. All the above
4. Heat-Stress injuries are caused by:
  - a. Inadequate use of sunscreen
  - b. Low Blood Sugars
  - c. Water Loss
5. If you are suffering from heat exhaustion, you may not be capable of knowing when to seek shelter and medical attention because you judgment becomes cloudy?
  - a. True
  - b. FALSE

**PEERS NEED TO WATCH FOR EACH OTHER!!!**

---

**Call with any questions you may have – Ray's Cell: (712-253-4066)!**

