

CONDUCTING SAFETY MEETINGS



Safety meetings are brief meetings, proven to prevent accidents, illnesses, and on-the job injuries by improving the safety culture at your job site. These Safety Meetings should be conducted at least monthly and documented. From personal protective equipment to fire prevention, hazardous waste management, fall protection, there's no shortage of safety topics to cover with your workforce. Note that a safety meeting is not the same thing as a toolbox talk. A toolbox talk is usually informal, brief, and centered on a hazard workers are likely to face that day or week.

What to Talk About?

Work practices, machinery, tools, equipment, materials, attitudes, and anything else that may cause or contribute to a work-related accident or illness. Keep the topic relevant to the job or tasks that workers perform. Address existing job site problems by drawing on workers' real-life experiences.

Review and discuss:

- OSHA Log 300 injuries.
- Findings from safety inspections and accident and near miss investigations, including corrective actions taken. Supervisors should remind all employees – especially newer ones – of the dangers of working with particular kinds of machinery, tools, equipment, and materials.
- You should also carefully observe your workplace and employees' work activities for potential safety hazards. For example, if you notice that spills are not being cleaned up promptly, discuss housekeeping policies.
- If an accident or near-accident occurred at your job site, share the details and corrective actions.

The Key to Building a Strong Safety Culture is Continual Reinforcement

Educating employees on these sorts of safety topics is pivotal to the success of your safety program. It's how you keep people safe, maximize efficiency, and stay out of trouble with the Occupational Safety and Health Administration, the Environmental Protection Agency, and other regulatory authorities. Safety meetings make certain every member of your team understands the importance of safety and is doing everything they can to keep themselves and others unharmed.



HAZARD REPORTING

What is the Hazard Reporting Form 401?

HAZARD REPORTING FORM
(Attach additional pages as needed)

DATE: _____

TO: _____ DEPARTMENT _____

TO: Human Resources Safety Division Mail Stop 2170

FROM: _____ DEPARTMENT _____

To report a hazard anonymously, please call the Safety Office Hotline at (951) 955-5868

Please indicate type of hazardous circumstances: Hazardous Condition
 Hazardous Act (Procedure or Practice)

Location: _____

Description of unsafe condition or act: _____

Employee's Suggestion for Improving Safety: _____

SUPERVISOR'S RESPONSE – WITHIN 5 WORK DAYS

I agree this is a hazard

Date Corrected: _____
Estimated Date of Correction: _____
Action Taken: _____

I do not agree that this is a hazard

Reason: _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. The employer is prohibited from taking any action against an employee in reprisal for exercising rights to participate in the reporting of hazards. The employer will investigate all hazard reports as required by the Injury and Illness Prevention Program Standard (TRC/CCR & 3203) and advise the person who reported it of the employer's response. If the report was made anonymously, the employer will advise employees of the area affected.

EMPLOYEE: Complete Hazard Reporting Form and send copy of form to your immediate supervisor. Provide a copy to Department Safety Representative/Coordinator and County Safety Division.

SUPERVISOR: Send a copy of the Hazard Reporting Form Response to employee, Safety Representative/Coordinator and County Safety Division. Keep original copy for review by Department Head and required record-keeping.

SOP Form No. 401 (05/13)

Created 5/2013

It is the responsibility of employees at all levels of an organization to report all unsafe conditions or acts they observe in their workplace. The County Safety Loss Control Division developed a written format for formally reporting unsafe conditions or unsafe acts by utilizing the [Hazard Reporting Form 401](#). This form encourages proactive reporting of potential hazards in the workplace to eliminate dangers that could cause direct or indirect physical harm or death.

For ease of access, copies of this form should be placed on or near the employee safety board and made readily accessible in all County facilities. When the employee observes an unsafe by an employee or condition, they can use Form 401 for initial reporting and

documentation. The form should be completed, in its entirety, and given to their Department Safety Representative and the immediate supervisor. The employee can also submit the Form 401 anonymously if anonymity is desired.

The employee can choose to initiate a report of an unsafe act or unsafe condition by calling the County Safety Loss Control Division Office's Hotline at (951) 955-3520. At that time the Safety Division staff member will complete the Hazard Reporting Form 401, based on the information provided, then forward a copy of the form to the employee's immediate supervisor or Department Safety Representative.

Either way an employee chooses to submit the [Hazard Reporting Form 401](#), please allow 5 business days to address the concern. Response time can vary, depending on the severity of the unsafe act or unsafe condition and the complexity of mitigation. Remember, the [Hazard Reporting Form 401](#) is **NOT** intended to be used for cases that involve immediate life-threatening hazards.

If this is an emergency, please call 911.



In dense fog, you
only have seconds
to react!

Slow Down!

Even if you're a seasoned pro behind the wheel, fog can make driving difficult — and even dangerous. Sadly, fog-related accidents cause [more than 500 fatalities](#) each year. When things turn grey, remember these ten safe driving tips for handling even the densest fog.

1. **Leave plenty of distance between your car and the one in front of you.** Decreased visibility means longer braking times, so that added space is your friend. In other words, slow down! It may take you longer to get to your destination, but your safety is worth it.
2. **Take advantage of your windshield wipers and defrosters.** Moisture and ice on your windshield can create glare, which can make it even *more* difficult to see. Give yourself the best view possible by clearing off your windshield completely.
3. **Speaking of visibility: ditch your car's high beams.** Low beams are actually better for driving in fog! If you don't think your current headlights are powerful enough in low beam mode, consider a headlight replacement.
4. **Resist the common urge to use the lights of any vehicles in front of you as a guide.** This can actually cause you to focus too much on the narrow patch of landscape in front of you – causing you to miss other things!
5. **Skip cruise control.** Foggy roads can have surprises waiting, and it's best to maintain complete control of your car.
6. **"Follow the right-side line of the road to guide you,"** suggests [AccuWeather](#). That's easy enough to remember! Don't be afraid to slow down and drive cautiously along the right side of the roadway. Roadside reflectors can help guide you, as well.
7. **Don't accelerate if a car behind you is too close.** It can be tempting to try and "lose" the guy who is right on your tail, but that can actually make your situation more dangerous. Stick to a safe, reasonable speed limit in the fog, even if other drivers don't.
8. **Stay home when the fog is bad (if possible!).** Fog can make driving scary and dangerous, so stay off the roads altogether if you're able. The [California DMV](#) puts it this way: "The best advice for driving in the fog is DON'T."

EMERGENCY/ DISASTER SURVIVAL KITS

An Emergency Go Bag can be a large backpack, a canvas carrying bag, a sports equipment bag, a plastic storage bin with lid, a large plastic waste can with lid or even a heavy-duty plastic trash bag among other options.

So, what emergency supplies should be contained in your Emergency Go Bag? The list of recommended emergency supplies can and will vary depending on the source of the information, however, the provided emergency supplies should address most of the following general categories of need:

Shelter: *Plastic sheeting, canvas tarps, duct tape, wire coil or 25' or longer coil(s) of 1/2" or larger diameter rope are supplies that can be used to create a temporary shelter.*

Food: *Non-perishable, easy to prepare foods are best. Examples include canned meats,*

fish, vegetables, fruits, soups, instant mashed potatoes, dry packaged beans, powered milk, cocoa and other beverages, instant tea or coffee, individual packages of instant hot cereals (oatmeal, cream of wheat, etc.), individual serving breakfast cereals, water only pancake mix, canned baby food/juices, baby bottles and formula, canned or dry pet food. Paper plates, cups and plastic utensils may also be necessary.



Hard Candy

Trail Mix



Water

Water: *One gallon per person per day is the minimum recommended water amount to have available for emergency situations. Factor in extra quantities for pets as well.*

Safety/Comfort: *Water purification kit, heavy leather work gloves, flashlight, chemical light sticks, battery or hand crank radio, extra batteries for all battery powered electronic devices, chargers or extra batteries for cell phones and tablets, whistle, dust or cloth face masks, matches in water-proof container, change of clothing/underwear/socks per person appropriate for regional weather conditions, sturdy, yet comfortable shoes, conventional or thermal space blankets, extra prescription eyewear, baby pacifier, pet leash or flexible carrier and dry chemical fire extinguisher (suggest size rating 2A-10BC).*

Tools: *Hand axe, folding camping shovel, hand broom/dustpan*



Paper Towels

Toilet Paper

Sanitation/Personal Hygiene: *Small and large plastic trash bags with plastic ties, moist towelettes, toilet paper, sanitary/disinfecting wipes, toothbrush and toothpaste, deodorant, shampoo, bar soap, hand sanitizer, feminine hygiene supplies, baby wipes, disposable diapers and baby powder. Buy travel sizes when available.*

First Aid/Medical: *Well stocked first aid kit, essential prescription or OTC medications, sunscreen and contact lens care products.*

Currency: *Cash, coin or travelers checks as access to money from banks and ATM's could be interrupted.*

PEDESTRIAN SAFETY



Drivers are using their phones and being distracted in many different ways. Indeed, it is easier than ever to be distracted behind the wheel. Distraction has morphed from calls and text messages to sophisticated voice-activated dashboard systems that can make dinner reservations, surf the Internet and order coffee – none of which can safely be done while operating a multi-ton vehicle. Distracted driving continues to plague our roadways. Numerous studies have underscored that there is no way to reduce risk – not even through

hands-free, in-vehicle systems. Drivers must understand the dangers to which they expose themselves and others when they cannot disconnect. Pedestrians are at great risk due to an upward trend of driver and pedestrian distraction due to cell phone use.

We rarely are more vulnerable than when walking in urban areas, crossing busy streets and negotiating traffic. And we all are pedestrians from time to time, so it's important to pay attention to what is going on around us. Nearly 6,000 pedestrians were struck and killed by motor vehicles in 2017, with an estimated 7,450 pedestrian deaths (traffic and non-traffic) according to Injury Facts¹. The increase in these incidents has been most severe in urban and suburban areas, as well as at night. Additionally, more than 16% of all traffic deaths were pedestrians. Every age group is vulnerable, though 10- to 14-year-olds and 50- to 69-year-olds have 20% or more pedestrian deaths as a percentage of all traffic fatalities.

Pedestrians can be safe walking public roadways and streets. Follow these tips to stay safe as a pedestrian:

- *Whenever possible, walk on the sidewalk;*
- *Follow the rules of the road, obeying all traffic signs and signals.*
- *Avoid alcohol and drug impairment when walking.*
- *Children should cross the street with an adult.*
- *Stay alert – avoid cell phone use and wearing earbuds.*
- *Cross streets at crosswalks. If no crosswalk is available and your view is blocked, move to a place where you can see oncoming traffic.*
- *Look left, right and left again before crossing the street, making eye contact with drivers of oncoming vehicles to make sure they see you.*
- *Wear bright and/or reflective clothing and use a flashlight at night.*
- *Watch for cars entering or exiting driveways or backing up in parking lots.*



Visit <https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/walkingchecklist.pdf> a walkability checklist