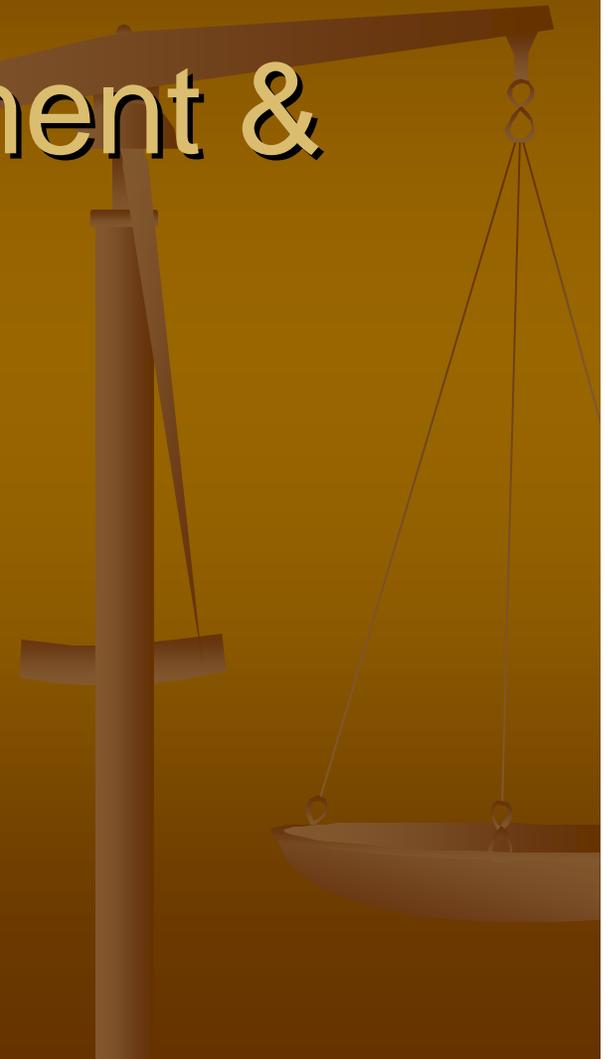


# Safety Meeting

## Policies, Commitment & Culture

January 2010  
EDM Services, Inc.



# Policies

## Safety is planned, budgeted and measured

- Perform required maintenance on all company vehicles as well as a valid drivers license from the employee using the vehicle.
- Proper implementation of company drug testing programs which include DISA and ASAP.
- Regular maintenance on fire extinguishers.
- Regular walk-thru's to identify potential hazards.
- Once a month safety meetings.
- Tailgate meetings before any offsite job begins.
- Hands free cell phone use while driving.
- Communication of any safety related issues immediately.

### Our 3 Goals:

1. Improve the safety and health for all workers, as evidenced by fewer hazards, reduced exposures, and fewer injuries, illnesses, and fatalities.
2. Change workplace culture to increase employer and worker awareness of, commitment to, and involvement in safety and health
3. Secure public confidence through excellence in the development and delivery of OSHA's programs and services.

# Safety Hazards

- Chemical - toxic, flammable, corrosive, explosive
- Electrical - shock/short circuit, fire, static, loss of power
- Ergonomics - strain, human error
- Excavation - collapse
- Explosion - chemical reaction, over pressurization
- Fall - condition results in slip/trip from heights or on walking surfaces — poor housekeeping, uneven surfaces, exposed ledges)
- Fire/Heat - burns to skin and other organs
- Mechanical - vibration, chaffing, material fatigue, failure, body part exposed to damage
- Noise - hearing damage, inability to communicate, stress
- Radiation - X-rays, microwave ovens, microwave towers for radio or TV stations or wireless technology
- Struck By - falling objects and projectiles injure body
- Struck Against - injury to body part when action causes contact with a surface, as when screwdriver slips
- Temperature Extreme - heat stress, exhaustion, hypothermia
- Visibility - lack of lighting or obstructed vision that results in error or injury
- Weather Phenomena - snow, rain, wind, ice that increases or creates a hazard

# Commitment

Workplace safety refers to the working environment at a company and encompasses all factors that impact the safety and health of employees.

- Attention to safety issues can not only help businesses avoid legal penalties, but also improve employee morale, productivity, and retention .
- Businesses armed with solid workplace safety policies and records realize enormous benefits in the realm of insurance.
- Analysis examines the relationship between the worker, the task, the tools and the work environment.
- Analyze individual workstations and other areas for hazards — the potential for harm — be it a frayed electrical cord, repetitive motion, toxic chemicals, mold, lead paint or lifting heavy objects.

# Culture

**Safety cultures consist of shared beliefs, practices, and attitudes that exist at an establishment**

- In a strong safety culture, everyone feels responsible for safety and pursues it on a daily basis
- Employees and volunteers observe and correct hazards .
- Correct personal protective equipment is worn at all times.
- The safety committee is respected.
- There is buy-in from bottom to top.
- Workplace safety practices are part of everyone's job description.
- New employees are briefed on safety procedures and are briefed on the consequences for ignoring safety practices or engaging in unsafe behavior
- Regular safety meetings are conducted in which all employees are required to attend and are held accountable for the information presented.

