



Safety Meeting Outline



SMO 10-0202

VEHICLE SAFETY

By SeaBright Insurance Loss Control

During the course of our work day, each of us is exposed to a number of hazards, especially when we must use equipment and machines to do our job. None of us would ever operate the equipment without first making sure that it is in good working order. Whether you use a punch press, table saw, forklift, or crane, it is the operator's responsibility to make sure that it is safe to use. Each day though, most of us operate a piece of equipment that is not always in good condition, and is responsible for more injuries and deaths than all other machines. This, of course, is your AUTOMOBILE.

According to the National Highway Traffic Safety Administration, 37,261 people were killed in motor vehicle crashes in 2008. That is an average of 102 people per day, or one every 14 minutes. By comparison, in 2008 there were 5,071 fatal work injuries (1,149 of those were highway incidents) reports the U.S. Bureau of Labor Statistics. The National Safety Council states driving or riding in a motor vehicle is the leading cause of death for people age 1 to 35.

So, statistically, whether you drive a vehicle as part of your daily work duties, or just drive to and from the office, each time you get behind the wheel, you literally take your life into your own hands. Find out from your owner's manual about the safety features, proper maintenance and correct operation of your car. Consider keeping your road skills sharp with defensive driver refresher training.

When it comes to your car, do you follow the same safety precautions with the vehicle as you would take with the other equipment you operate?

BEFORE YOU GET IN - ASK YOURSELF THESE QUESTIONS.

- 1. How often do you service the vehicle?**
- 2. How often do you check the brakes?**
- 3. Do the headlights, taillights and horn work?**
- 4. Is there air in the spare tire?**
- 5. Is there a fire extinguisher, flares, or triangles in case of a breakdown?**

WHEN YOU START UP - DO YOU OPERATE THE VEHICLE SAFELY?

- 1. Do you drive defensively?**
- 2. Do you avoid distractions? (cell phone, beverage/food, adjusting windows/radio, etc.)**
- 3. Do you always wear your seatbelt?**
- 4. Do you drive at a high rate of speed?**

Remember, you cannot do a good job for us here at work, if you do not make it to work safely.

DON'T BE A STATISTIC!!! DRIVE SAFELY!!!!

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SAFETY MEETING AGENDA



DEPARTMENT/JOB SITE: _____ MEETING DATE: _____

1. **Open Meeting & Present safety topic:** _____
2. Read minutes from previous meeting.
3. **Persons present:**

4. **Old Business** – Status of previous recommendations. Discuss pending old business if any.

5. **Accidents** – Discuss accidents and near misses that have occurred since the last meeting. Brief summary of accidents to date by number and type. Note any trends. Discuss corrective action taken, or needed. Concentrate on accident causes to make everyone more aware.

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

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

TIME MEETING STARTED: _____ TIME FINISHED: _____

MEETING CHAIRED BY: _____ TITLE: _____