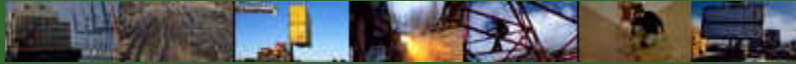




Safety Meeting Outline



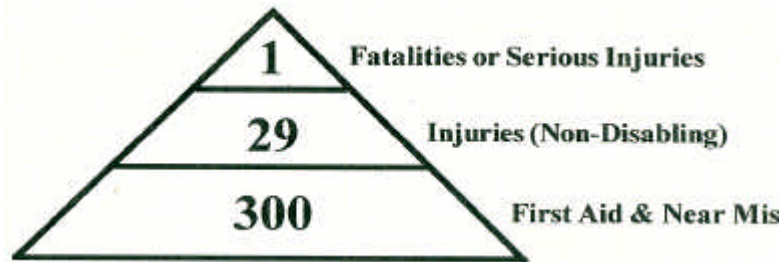
SMO 02-0703

WHAT ARE YOUR CHANCES FOR SERIOUS INJURY?

By SeaBright Insurance Loss Control

For many years, safety professionals have recognized a relationship between the severity of injuries and their frequency. Severity is a term used to describe the extent of the injury. The degree is often described in terms of *lost workdays* or costs incurred for treatment, rehabilitation and time-loss compensation.

H.W. Heinrich, a pioneer in industrial accident prevention, developed a model several years ago to describe how often first aid and near miss incidents occur as compared to serious injuries and fatalities in the workplace. The application of this model is a recurring theme year-in and year-out for all industries. Simply put, for every 330 total incidents: 300 first aid or near miss incident cases will occur; 29 non-disabling injuries will occur; and there will be one fatality or serious injury.



The greater number of near misses and first aid cases that occur, the greater the opportunity for a major injury or fatality. Also, some more recent studies have expanded the bottom of the triangle in predicting the number of unsafe actions and conditions that exist, but do not always lead to an incident. The lesson here remains the same—if prevention is not taken seriously, then frequency and severity can be expected to rise.

WHAT CAN BE DONE TO REDUCE SERIOUS INJURIES TO EMPLOYEES?

The combined elements of a safety program are designed to prevent incidents and near misses from occurring. Incident investigations reveal information on how to avoid such incidents in the future. Proactive measures are the easiest and cheapest to implement. Hazard identification surveys, safety training, new employee orientation and safety committees are key program elements that focus upon preventing injuries.

In addition to production, a company's energy should be focused on protection of its workforce. Employees are expected to protect themselves and others by following safe work procedures. What a safety program cannot do is shape the *attitude* of its workers. It is critical that workers make a *commitment* to proceed in a safe manner every hour of every working day. Ultimately, everyone benefits when fewer and less serious incidents take place.

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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: _____