

# Meet Today's Webinar Team



**Presenter: Ashley Mikytuck**

Ashley is a technical writer for Texas Mutual's safety services department. She joined the safety services support center in early 2015 as a safety representative and is now assisting the department with written safety content. Ashley holds a bachelors degree in Urban Studies from the University of Texas.



**Presenter: Eryc Garcia**

Eryc is a safety services representative for Texas Mutual's safety services support center. He provides internal support for the safety services department, translates documents into Spanish and provides policyholder support by answering questions through our worksafe number.



**Moderator: Laurelle Bednar**

Laurelle is a training consultant for Texas Mutual's safety services department. She conducts webinars, presentations and creates e-Learning content for our policyholders and internal departments. Laurelle holds a bachelors and masters degree in Anthropology from California State University Fullerton.

# Safety Meetings: Back to Basics

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# Agenda

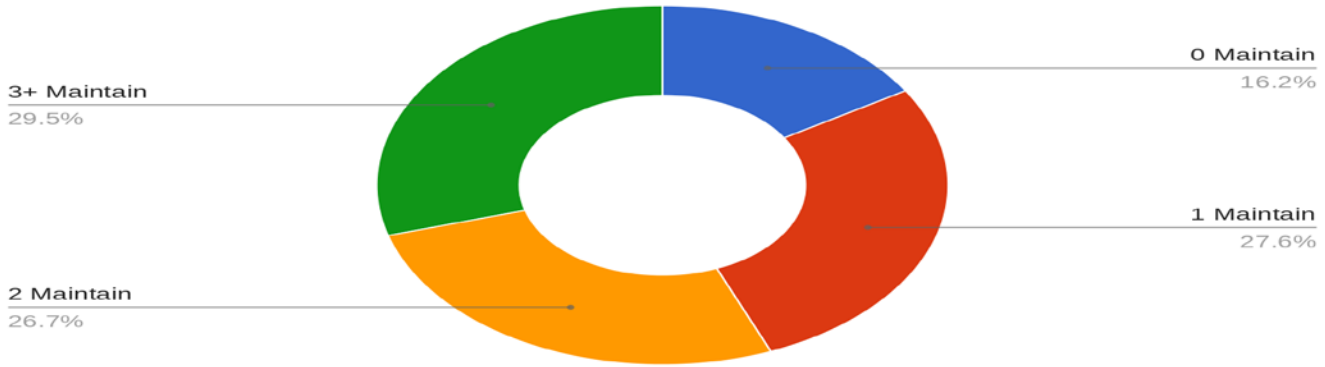
**1 Purpose of safety meetings**

**2 Tips for a productive meeting**

**3 Documentation**

**4 Are the safety meetings working?**

**How many tools do you actively maintain in Tool Labs?**



# Poll

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# Purpose of Safety Meetings

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# Purpose of Safety Meetings



**Increase morale and team unity**

**Promote safety and health culture**

**Involve employees**

**Improve the frequency of workplace incidents**



# Tips For a Good Meeting

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# Tips For a Good Meeting

## Location





# Tips For a Good Meeting

**Theme**



# Tips For a Good Meeting

**Concise**



# Tips For a Good Meeting

## Speakers



# Tips For a Good Meeting

**Feedback**



# Tips For a Good Meeting

**Engage**



# Where to find information

## Safety services resource catalog

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

## TDI-DWC publications

Product

Language

Media

## YouTube

## Internet search

3 TIPS FOR NEW JOB SITE SAFETY

[English](#)

Toolbox Talks

[Spanish](#)

Toolbox Talks

7 TIPS FOR WORKING OUT FATIGUE

[English](#)

Toolbox Talks

[Spanish](#)

Toolbox Talks

**Meeting note:**

Employee comments/concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other safety issues to be addressed on the job/facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Training record:**

Date: \_\_\_\_\_ Jobsite/Facility: \_\_\_\_\_  
Trainer: \_\_\_\_\_ Title: \_\_\_\_\_

Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/

# Documentation



# Documentation

The background of the slide features a close-up, slightly blurred photograph of several wooden blocks. The blocks are arranged to spell out the word 'RECORD' in a diagonal line across the frame. The letters are in a simple, sans-serif font, and the blocks have a natural wood grain texture.

Sign in sheets

Keep records



# Is it Working?

Participation

Note taking

Behavior

Safety metrics

## Agenda: Forklift Accidents

**Purpose:** Forklifts can be a dangerous, but necessary tool for working in our environment. This meeting will discuss how you can use forklift safely in the warehouse.

- I. Rules of Forklift Use
  - A. Federal Law
  - B. Usage
- II. Inspecting Forklift

# Safety Meeting Set Up

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# Participant View

## Discussion Notes: Forklift Safety

Purpose of this meeting: Forklifts can be dangerous, but necessary tools for working in our environment. This meeting will discuss how you can use forklifts safely in the warehouse.

### I. Rules of Forklift Use

- A. Federal law
- B. Usage

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### II. Inspecting Forklifts

- A. Inspection checklist
- B. Inspection process

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### III. Forklift Loads

- A. Weight limits
- B. Correct load usage

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### IV. General Usage

- A. Safety points

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## Discussion questions

1. It is a violation of federal law for anyone under 18 years of age to operate a forklift and for anyone over 18 years of age who is not properly trained and certified to do so. True or False?
2. What should you do if you are carrying a tall load that blocks your view?
3. If the forklift is parked, where should the forks be?
4. Where should you keep the load when driving on an incline?
5. When traveling without a load on the forks, how far off the floor should the forks be?

## Answers

1. 

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2. 

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3. 

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4. 

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5. 

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# Summary

**Purpose of safety meetings**

**Tips for a productive safety meeting**

**Documentation**

**Are your safety meetings working**



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# Thank you

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