Compliance Made Simple Presents:

**Take 10**... Effective Safety Committee Meetings in about 10 Slides

Topic of the month:

Seasonal Safety (Autumn)
First things First:

Document Your Meeting Per Your States Requirements

**Washington**

**Oregon**

**Montana**

*Alaska & Idaho:* There are currently no federal and/or state-specific requirements for safety committees in these states.
Why it’s Important to Discuss Seasonal Safety...

• Summer is the busiest time of the year in our industry; unfortunately leaving a lot of housekeeping issues for the Fall.

• With shorter days and wetter conditions, doing a review of your yard could help prevent a lot of overdue safety issues in order to prevent unnecessary injuries and accidents.
Lighting

**The Hazard:** As the days get shorter, the ability to see your work area as well as fellow co-workers diminishes without proper lighting in both your yard and warehouses.

**General Rule(s):** Employers must provide and maintain adequate lighting for all work activities in your workplace; and have adequate light for employees to see nearby objects that might be potential hazards or to see to operate emergency controls or other equipment, if general lighting is not available.

**Discussion:** Are there areas where lighting needs to be fixed and/or improved? If more lighting isn’t feasible, are there different routes pedestrians can take to minimize the risk of coming into contact with trucks and forklifts?
Gutters & Downspouts

The Hazard: Throughout the year, forklift masts can wreak havoc on your gutters & downspouts. This becomes more noticeable in the Fall when inventory and work areas have a lot more water on them because of damaged drainage systems.

General Rule(s): An employer must provide all areas where employees work, such as yards, basements, or garages, with adequate drainage.

Discussion: Do we have drainage issues that need to be fixed to provide safer work areas? Who is responsible to fix these, and by when?

Note: Ladders are commonly used to clear out fallen leaves in roofs and gutters. Make sure to revisit proper ladder safety procedures to prevent falls.
Fallen Leaves

The Hazard: Fallen leaves can be slippery when wet, both to walk on and drive on. Make sure to clear them out of sidewalks, walkways, and loading areas.

General Rule(s): Employers must provide a workplace free from recognized hazards.

Discussion: Where has the accumulation of leaves been an issue in the past? What can we do this year to prevent a build up of leaves?
Standing Water

**The Hazard:** Excess water increases slip and fall hazards. Standing water can also cover up/create safety hazards like potholes. It may also cause pedestrians to reroute their walking path to be closer to machinery in operation.

**General Rule(s):** Employers must provide a workplace free from recognized hazards. Additionally, an employer must provide all areas where employees work, such as yards, basements, or garages, with adequate drainage.

**Discussion:** Where do we and/or where have we had an issue with standing water? What can we do to fix the problem?
The Hazard: Sometimes housekeeping takes a back seat to production during the busiest times of the year, leaving hazards that become even greater when it becomes wetter and darker.

General Rule(s): Employers must provide a workplace free from recognized hazards.

Discussion: What housekeeping matters need to be addressed? Who is assigned to address these matters, and by when?
Distracted Driving

**The Hazard:** Distracted driving is always a hazard and should be strictly enforced. With delivery drivers on the road before and after the sun’s up, and with school buses and children back on the road, Autumn is a perfect time to remind employees of the importance of not driving distracted.

**General Rule(s):** Commercial Motor Vehicle drivers are prohibited from texting & using hand-held cell phones while driving.

**Discussion:** Do we have ways to include drivers in safety discussions and also to include them in seasonal safety retraining?
Resources:

WA LNI: Autumn Safety

Fall Driving Hazards & Tips

Distracted Driving News: Alaska Trucking Association

NOAA: Get Ready for Fall Weather Hazards

Autumn Safety Tips in the Workplace Video (1:09)