

**Safety Meetings are important!**

They: get your employees actively involved  
encourage safety awareness  
help identify problems before they become accidents  
motivate employees to follow proper safety procedures

**We are happy to provide you with a monthly topic for your agenda.**

**ROUTE TO:**

- General Manager
- Safety Coordinator
- Supervisor Dept. \_\_\_\_\_
- Other \_\_\_\_\_
- Date of Meeting \_\_\_\_\_

**August 2021**

This month the topics will focus on Hurricanes and recent publications by the GAWDA Safety Committee. Any of these topics may be used as a safety training or identify training for your employees:

Hurricane Preparedness / Flood Emergency Preparedness  
GAWDA Safety Committee - Sample Safety Practices:  
Employee Onboarding  
Ladder Safety  
Safe Cylinder Handling

**Hurricane Preparedness**

Both OSHA and National Weather Service and National Oceanic and Atmospheric Administration (NWS/NOAA) websites have Hurricane preparedness pages. In particular, NWS/NOAA has a preparedness list that can be used for both home and business. The list includes seven Hurricane Preparedness Themes to address when preparing for a hurricane.

1. **Determine your Risk.** This includes five hazards that are often associated with hurricanes: storm surge, tornadoes, rip currents, strong winds and inland flooding.
2. **Develop an Evacuation Plan.** These steps include: determining if the property is in an evacuation zone (and what level zone), have a “go bag” for supplies, follow evacuation orders, plan alternate evacuation routes and plan for pets.



3. Assemble Disaster Supplies such as: food and water, full gas tank, money, medical supplies and prescriptions, radio, batteries and phone chargers.
4. Get an Insurance Checkup before storm season. You should check with your agent and know your policy terms/limitations, keep insurance documents with you and consider flood insurance.
5. Strengthen Your Home/Business including: cover windows, trim trees, secure doors and outdoor items (including cylinders), move vehicles to a safe location and consider lining trucks up next to each other.
6. Help Your Neighbor to prepare, check in after the storm passes and help them evacuate, if necessary.
7. Complete a Written Plan for businesses the Hurricane Preparedness information should be included in the Facility Emergency Action Plan. The plan should include a contact list, what/how to prepare and all personnel (or family members) should be trained on the plan.

Complete instructions, including Hurricane preparedness during COVID-19 and Hurricane tracking are available on the [NWS/NOAA](#) website. The GAWDA Safety Committee has prepared a Sample Safety Practice “Flood Emergency Preparation” that is available on the [GAWDA website/ Members Only Documents/ Sample Safety Practices](#). If you have further questions regarding how to prepare a Hurricane plan for your location, or would like your plan reviewed, please contact [Marilyn Dempsey](#).

## **Safety Committee - Sample Safety Practices**

The GAWDA Safety Committee has reviewed or completed several Sample Safety Practices over the last quarter. This month “Employee Onboarding,” “Ladder Safety,” and “Safe Cylinder Handling” are featured.

Employee Onboarding is a comprehensive list of how to introduce the new employee to your company’s safety and learning culture. This begins with a review of the company’s history, contacts, policies and a tour of the facility. The document then outlines what trainings will apply to the job description of Driver, Inside/Outside Sales, Fill room and Administration/ Support. This list is a best practice from the committee members. It is not meant to cover the specialties of every GAWDA member.



Ladder Safety covers both Straight/Extension ladders and Step ladders. The two types of ladders have different applications and safety requirements that employees should be knowledgeable before using either type of ladder.

Safe Handling of Cylinders is one of the most important factors in our business. Injuries due to cylinder handling include: broken and pinched fingers, tendonitis of the elbow and torn rotator cuffs. These injuries not only make for a “bad day” but often have the employee out (or on modified duty) for weeks or months and significantly impact not only your productivity but also your Workers Compensation insurance “mod” rating for 3 years .

If you ever wondered what the most common practice for cylinder handling in our industry, then take a look at this document. It may not completely fit for your company but will give you foundation to create your policy, SOP and training.

If you have any comments, questions on this article or any other DHS, EPA or OSHA topic, please contact:

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