

Mill Yard Safety



presentation guide

This Safety Meeting Presentation Guide is designed for use by those responsible for conducting safety meetings in the workplace. This package contains everything you need to guide you through a meeting that will run between 30 minutes and one hour.

A safety meeting can be held on a regular basis with workers and their supervisors to discuss problems and concerns about health and safety. Regular safety meetings are an effective way to keep employees informed about practical health and safety issues and concerns. Safety meetings can also provide important information about incidents and ways to prevent them from happening again, as well as to remind employees about hazards that occur on a seasonal basis.

This Safety Meeting Presentation Guide is designed to enable you to make workers aware of the hazards associated with mill yards. A number of mill yard hazards are discussed, as well as ways to control them.

The Presentation Guide package includes a PDF slide show that may be projected during the safety meeting.

The last pages of this Presentation Guide contain thumbnails of the PowerPoint slides. Feel free to photocopy these pages and hand them out to participants.

To conduct an effective and informative safety meeting, simply follow these steps:

- Read this Presentation Guide to familiarize yourself thoroughly with the information about the subject you will present.
- The Presentation Guide is designed to be left open in front of you as you conduct the meeting, and it will guide you step-by-step through the process. You can also use it to add your own notes when you prepare for the meeting.
- Look over the following preparation checklist to confirm that everything is ready for the meeting:
 - Does everyone know when and where the meeting is to be held?
 - Have you reviewed the material in advance?
 - If applicable, do you have a suitable projector, screen, extension cord, flip chart and/or chalk board?
 - Is the meeting room prepared in advance for the safety meeting?
- Feel free to add any site-specific material, such as special policies and procedures, to your presentation. This will make the safety meeting even more relevant for the participants.

You are now ready to begin the safety meeting.

A hard copy of this material is available from WSN for a nominal fee.

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1. Show slide 1. Introduce the topic and explain the purpose of the training.

- Raise awareness of danger zones
- Recognize hazards in the mill yard
- Present strategies for reducing and eliminating these hazards

Give a brief overview of the material to be covered.

Distribute photocopies of the slides (from the back pages of this guide) and Information Guides, if applicable.

2. Discuss the reasons why danger zone recognition and training are important in mill yard areas. Ask participants to describe typical activity in the mill yard. Show slide 2.

- What is usually going on?

(Trucks loading and unloading, stackers, lift trucks and loaders moving about, material transfer to in-feed decks, workers going from one part of the mill to the other.)

Record as many responses as possible on a single sheet of flip-chart paper, using as many colours as possible. Draw arrows, lines, circles and squares in and around the items listed to emphasize activity and movement, make it look busy.

3. Ask participants to identify all of the hazards and danger zones they can think of in their daily work activity.

Record and list responses briefly on a flip chart. Then show slide 3 and summarize and emphasize the hazards/danger zones, giving clear examples from common activity in the mill yard.

Briefly discuss the range of serious injuries that can result from unsafe practices in the mill yard. Ask for some examples or personal experience involving actual events.

Slide 1: Introduction

- Raise awareness of danger zones
- Recognize hazards in the mill yard
- Present strategies for reducing and eliminating these hazards

Slide 2: Mill yard activity

- What is usually going on in a mill yard?

Slide 3: Mill yard hazards and danger zones

Mill yard hazards and danger zones

- Large machinery and vehicles
- Limited visibility and noise
- Unpredictable and unstable piles of tree-lengths, logs, lumber
- Loading booms, clams, forks
- In-feed deck areas
- Material handling and storage areas
- Automated discharge outlets, conveyors
- Sawdust and other refuse piles
- Unsafe footing

4. Avoiding danger zones.

Show slide 4. Discuss the working principle

- Ensuring that everyone knows where the danger zones are and developing the policies and procedures that inform workers about whether it is safe to enter that danger zone.

5. Danger zone rules

Review and discuss the danger zone rules for workers on foot in the yard. Show slide 5.

Slide 4: Working principle of danger zones

- Ensuring that everyone knows where the danger zones are and developing the policies and procedures that inform workers about whether it is safe to enter that danger zone.

Slide 5: Danger zone rules

- Never approach a working machine or vehicle until...
 - The operator sees you
 - The operator acknowledges your presence
 - The operator stops work
 - Lifting devices, buckets, or blades are lowered or stopped
 - The operator signals you forward

6. Danger zone strategies

Show slide 6.

Discuss and review the strategies for danger zone controls with some reference to circumstances in your mill yard. Invite other suggestions.

7. Review the key points from the meeting using slide 7.

Answer any questions the participants may have.

8. Conclude the meeting by restating the importance of remembering how dangerous a mill yard can be if special safeguards or proper work procedures are not in place.**Slide 6: How are danger zones controlled?**

- Develop safe procedures
- Establish safe areas
- Train everyone on danger zone rule
- Place warning signs
- Establish communication
- Construct guards, walkways and cat-walks
- Install start-up warning systems
- Provide training

Slide 7: Key points to remember

- Know where the danger zone is
- Follow the danger zone rule
- Avoid unauthorized areas
- Develop and follow safe procedures for trouble-shooting and maintenance
- Establish communication between the operator and workers
- Train everybody

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