

Happy New Year everyone and welcome to 2022! There's a saying that safety is everyone's responsibility. What about culture? How does culture affect safety and our work environment as a whole?

What is culture and why is it important to businesses? It can be defined in many ways, and I believe the most basic definition is also the most accurate, "culture is the character and personality of an organization".

Over the last several years we have been emphasizing the importance of our safety culture and how this philosophy permeates the daily activities of everything we do on the job site and at home. How we achieve this is based upon our individual values and how we influence others, it is our attitudes towards safety and patterns of behavior that determine our commitment to the overall success of this culture.

Everyone plays a part in building the culture (or breaking it). When it comes to safety, the value of caring about your own well-being as well as those around you builds our culture. Actions such as following safety rules, safe work practices, and stopping work to address hazards are some basic examples of living the core value of caring about everyone's well-being on the job.

So yes, culture is closely connected to safety on the job. When we all choose to work safely and we care about the well-being of each other, the culture is strengthened. When the culture is strong, you can trust everyone to do the right thing every time, meaning that rules and discipline are not needed to enforce safety; it just becomes what is done.

Therefore, it is vital that every HBI employee, regardless of their position or job, has a personal commitment and responsibility for the safety of themselves and others. Safety is a value that must be held by everyone, and this value is a cornerstone for our culture.

This year, stand up and be a safety leader and you will make sure everyone goes home safe every day. When that personal commitment is made and honored by everyone, we will all be achieving our goal of having created the best safety culture in the industry!

Remember This!

"Our commitment to the health and safety of our employees is uncompromising. Our success is derived from the obligation to one another that we all go home safely every day"





Tool Box Talk/Safety Meeting Sign In Sheet

Energy Efficiency Specialists™

Email to chris@hudsonbayins.com or safety@hudsonbayins.com or text to (206) 730-6273

Topic: _____ Date: _____

Discussion Leader: _____ Job Name: _____

	Employee Name	Employee Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Employee Comments, Concerns, Suggestions or Recommendations to improve workplace safety & health:

Please submit this document immediately upon completion of the meeting to the safety department and retain the original copy of this document in the Safety & Risk Management Plan.

As you race through the door seconds before your job starts, your foot slips in the puddle of slush melting inside the entrance. Whoops, there you go and now you are flat on your back and you wonder how this happened. A small patch of ice on the stairs, a puddle on the floor, or snow on the sidewalk can put you down, quick and in a hurry.

Let's go over a few steps to make sure you don't go ass-over tea kettle this winter.

- Don't hurry when conditions are likely to be slippery. Give yourself plenty of time to get to your destination.
- Wear slip-resistant footwear, appropriate for the weather.
- Practice good housekeeping habits. Clean up small spills immediately. Mark bigger ones with a warning sign while you advise the maintenance department of the problem.
- Keep skid-resistant door mats near entrances to dry your footwear. Check the bottom of your feet every time you enter a building and clean off the accumulated ice and snow.
- Anticipate hazards as you are walking. When you come to a corner, slow down. If you think a surface might be slippery, take short sure steps instead of longer strides.
- Make sure you can see over the top of parcels you are carrying while you walk. Try to keep one hand free to use handrails on stairways.
- When getting in and out of vehicles, always keep at least one hand on the handle or grab bar so you can catch yourself if you start to slip.
- Try to avoid climbing ladders in cold weather. The rungs could be covered with clear ice. If you must climb a ladder, examine it carefully and proceed with caution.
- Keep pathways at work and home clear of snow and ice. If possible, turn on extra lights at night to illuminate the area.
- Pay particular attention when you are walking after dark. Remember that drivers will have a difficult time seeing you, so be sure to wear light colored clothing and watch out for vehicles.

Remember This!

Sometimes, even though you have tried to be careful, you will fall. Don't move until you are certain you haven't broken any bones. Slow down and be careful!





Tool Box Talk/Safety Meeting Sign In Sheet

Energy Efficiency Specialists™

Email to chris@hudsonbayins.com or safety@hudsonbayins.com or text to (206) 730-6273

Topic: _____ Date: _____

Discussion Leader: _____ Job Name: _____

	Employee Name	Employee Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Employee Comments, Concerns, Suggestions or Recommendations to improve workplace safety & health:

Please submit this document immediately upon completion of the meeting to the safety department and retain the original copy of this document in the Safety & Risk Management Plan.

Last week we talked about walking on slippery surfaces, this week we will talk about driving on those same types of surfaces. Driving in the snow and ice is one of the most dangerous activities you can do while out on the road. As we live and work in the Pacific Northwest, we are blessed to drive in all kinds of weather including rain, ice and snow. Many accidents can be avoided if you take time to learn and practice safe driving during the winter months.

Traction is at a premium and you can easily lose control of your vehicle and the No.1 wintertime driving hazard is the loss of control. Other hazards include reduced visibility due to snow or road grime on your windshield, and decreased daylight hours.

Here are some tips you should remember for driving safely in winter:

- Always wear your seatbelt.
- Turn on your headlights during adverse weather conditions. Overcast skies and falling snow limit visibility. It is important to see and be seen.
- Like all the signs say, bridges and overpasses freeze before the roadway. Use extra caution on these.
- Remember that driving in winter weather conditions causes physical and mental fatigue and reduces reaction times. Get plenty of rest and adequate nutrition. Don't drive while you're sleepy or on medication that causes drowsiness.
- Prepare your vehicle well ahead of time. Check fluid levels, tire pressure, lights, and the battery. Have a mechanic give your vehicle a winter check-up and make any necessary repairs.
- Know the limits of your vehicle. Motorists driving four-wheel or all-wheel drive vehicles may feel safer because of the improved traction and additional ground clearance. But keep in mind that stopping ability isn't improved in such vehicles. So, although four- and all-wheel drive vehicles can reduce your chances of getting stuck, they won't help you stop any better in slippery conditions.
- Stock an emergency kit containing heavy clothes and a blanket, traction material such as sand or kitty litter, tire chains, a small shovel, first aid kit, flashlight, jumper cables, and a bright cloth to use as a flag.
- Plan ahead. Before heading out, check to see what the current road conditions are and what type of weather you should expect. It is also a good idea to make sure someone is aware of your travel plans, especially during inclement weather.
- Cell phones. Another safety device to take with you is a cell phone. Of course, you shouldn't text or talk while driving. But if you do get into trouble, a cell phone can help you get help. Make sure that you bring along a travel charger or battery backup in the event you become stranded.

Remember This!

Regardless of your driving skill or vehicle preparation, there are some winter conditions that can't be conquered. But these tips may help prevent snowy and icy roads from ruining your day.





Tool Box Talk/Safety Meeting Sign In Sheet

Energy Efficiency Specialists™

Email to chris@hudsonbayins.com or safety@hudsonbayins.com or text to (206) 730-6273

Topic: _____ Date: _____

Discussion Leader: _____ Job Name: _____

	Employee Name	Employee Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Employee Comments, Concerns, Suggestions or Recommendations to improve workplace safety & health:

Please submit this document immediately upon completion of the meeting to the safety department and retain the original copy of this document in the Safety & Risk Management Plan.

Since Winter is officially here, we should discuss the effects of cold weather injuries and how we can prevent them. Frostbite and hypothermia are cold-related emergencies that may quickly become life or limb threatening if we do not know what to do.

Signals of frostbite include

- lack of feeling in the affected area.
- skin that appears waxy, is cold to the touch, or is discolored (flushed, white or gray, yellow or even blue).

What to do for frostbite.

1. Move the person to a warm place.
2. Handle the area gently; never rub the affected area.
3. Gently warm by soaking the affected area in warm water (100–105 degrees F) until it appears red and feels warm.
4. Loosely bandage the area with dry, sterile dressings.
5. If the person's fingers or toes are frostbitten, place dry, sterile gauze between them to keep them separated.
6. Avoid breaking any blisters.
7. Do not allow the affected area to refreeze.
8. Seek professional medical care as soon as possible.

Hypothermia is another cold-related emergency and is caused by the cooling of the body caused by the failure of the body's warming system. The goals of first aid are to restore normal body temperature and to care for any conditions while waiting for EMS personnel.

Signals of hypothermia include:

- Shivering
- Apathy
- Loss of Consciousness
- Numbness
- Weakness
- Glassy Stare
- Impaired Judgement

What to do for hypothermia.

1. CALL 9-1-1 or the local emergency number.
2. Gently move the person to a warm place.
3. Monitor breathing and circulation. Give rescue breathing and CPR if needed.
4. Remove any wet clothing and dry the person.
5. Warm the person slowly by wrapping in blankets or by putting dry clothing on the person. Hot water bottles and chemical hot packs may be used when first wrapped in a towel or blanket before applying. Do not warm the person too quickly, such as by immersing him or her in warm water. Rapid warming may cause dangerous heart arrhythmias. Warm the core first (trunk, abdomen), not the extremities (hands, feet). This is important to mention because most people will try to warm hands and feet first and that can cause shock.



Tool Box Talk/Safety Meeting Sign In Sheet

Energy Efficiency Specialists™

Email to chris@hudsonbayins.com or safety@hudsonbayins.com or text to (206) 730-6273

Topic: _____ Date: _____

Discussion Leader: _____ Job Name: _____

	Employee Name	Employee Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Employee Comments, Concerns, Suggestions or Recommendations to improve workplace safety & health:

Please submit this document immediately upon completion of the meeting to the safety department and retain the original copy of this document in the Safety & Risk Management Plan.

There are many things going on around us in our physical environment as well as distractions occupying our minds at any given time. With all the challenges and noise, we face in today's world, it is difficult to be truly present in the moment we are in. This can be especially true at work. It is important to realize when our focus, attention, or mind is not fully present in the moment while completing a work task.

What does it mean to be truly present? For the purpose of this discussion, we are discussing where our focus and attention is in a given moment. All too often we are physically present somewhere, but our focus and attention are not. We have all been there. Whether it is during a safety meeting or when driving home, we zone out and quickly realize we have no clue what was said in the safety meeting, or with the snap of a finger we are home but have no recollection of the drive. This kind of disconnect from the present moment can be extremely dangerous when at work.

There are many reasons why we may not be present in any given moment. As individuals, we vary greatly, but a few quick tips may help you be more in the moment the next time you find your mind wandering.

- Take note of how well you are focusing and where your mind is at. From there make the conscious choice to improve your focus and attention if needed.
- When you are part of a discussion or receiving directions make sure that you are actively listening to the person speaking. One way to become a better listener is to treat the information as something you are going to have to teach to a coworker. Receiving information with having the expectation that you will be responsible to pass on it can help ensure that you actively listen to the person speaking.
- Eliminate distractions from the physical work area. Eliminating distractions can make all the difference in whether or not you are able to fully focus on the task at hand.
- Eliminate any personal issues that are causing your mind to wander whenever possible. Often times, personal issues cause our minds to not be fully present on our work. Try to calm your concerns or worries by making a phone call home if that will help solve the issue. If a discussion will not help the situation, then maybe you need to take the rest of the day off.

Remember This!

It can be challenging to truly be present at work. Distractions, long hours, health issues, family problems, stress, etc. all plague us and our ability to be fully present in our work. It is only possible through recognizing where our focus and attention is and from there deciding to take the necessary steps to try to be more present in the moment, we are in.



Tool Box Talk/Safety Meeting Sign In Sheet

Energy Efficiency Specialists™

Email to chris@hudsonbayins.com or safety@hudsonbayins.com or text to (206) 730-6273

Topic: _____ Date: _____

Discussion Leader: _____ Job Name: _____

	Employee Name	Employee Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Employee Comments, Concerns, Suggestions or Recommendations to improve workplace safety & health:

Please submit this document immediately upon completion of the meeting to the safety department and retain the original copy of this document in the Safety & Risk Management Plan.