

Activity 3B

Estimated Time	15 Minutes
Objective	To provide you with an opportunity to contribute to the development and implementation of safe workplace policies and procedures in own work area.
Activity	Individually, in pairs or in groups, complete the following; Go to a workplace safety meeting and participate or write about one you have attended previously. Summarise the meeting and your contribution (include any notes you take during the meeting). The topic we discussed in the meeting was about safety in the loading dock. All the floor staff, general managers and appropriate supervisors attended this meeting. The areas we covered were as follows: Paying special attention to loading and unloading materials. truck wheels should be checked while unloading; Paying attention to avoid falls from elevated docks and ramps. Staying clear of the forklift or pallet jack's path by using appropriate walkways. Where needed on heavier/lower items, require a 2 man lift. Use appropriate lifting techniques. I suggested that the yellow striping on the bollards be replaced as they are not as visible.