7 Ways to Stop a Meeting From Dragging On & On

Meetings are notoriously ineffective, because most participants act like passive victims rather than responsible actors. All of us have, at some point, zoned out, day dreamed or even multi-tasked when we find ourselves in a meeting that we find useless or boring. Most people silently cheer when someone takes action to refocus or cut off time wasting activities.

Consider these 7 interventions:

• Come Prepared: arrive with a clearly articulated opinion on the topic at hand. Don’t push it on the group but be prepared to discuss your position.

• Set Boundaries: take responsibility for your time - “I know we start and end late but I have commitments and a hard stop of xxx”

Carbon Monoxide & its Dangers

Breathing air contaminated with a high concentration of CO will suffocate you.

The hemoglobin in red blood cells picks up oxygen in the lungs. The bloodstream delivers the oxygen to feed the cells in the body. Hemoglobin can pick up CO easier than it can bond with oxygen. The body’s cells must have oxygen and when they don’t get it, they die. Initial symptoms of CO poisoning may include chest tightness, headache, fatigue, dizziness, drowsiness, or nausea. During prolonged or high exposures, symptoms may worsen and include vomiting, confusion, and collapse in addition to loss of consciousness, muscle weakness and suffocation.
Prevention

To reduce the chances of CO poisoning in the workplace, take the following actions:

• Do have your heating system, water heater and any other gas, oil, or coal burning appliances serviced by a qualified technician every year.
• Do install a battery-operated or battery back-up CO detector in your home and check or replace the battery when you change the time on your clocks each spring and fall. If the detector sounds leave your home immediately and call 911.
• Avoid using gasoline-powered engines or tools in poorly ventilated areas.
• Don’t use a generator, charcoal grill, camp stove, or other gasoline or charcoal-burning device inside your home, basement, or garage or near a window.
• Don’t run a car or truck inside a garage attached to your house, even if you leave the door open.
• Don’t burn anything in a stove or fireplace that isn’t vented.
• Don’t heat your house with a gas oven.

• Trust Your Gut - Go Public - Check With The Group: If you’re feeling lost, pay attention. If you are bored, notice if others are feeling similarly. Try: “I’m not sure I’m tracking the discussion. We seem to be moving between three agenda items” or “Did we stray from the agenda?” These approaches are less aggressive to the meeting leader and others.

• Restate The Less Than Obvious: An example: “I am hearing points about both whether this is a good investment and whether we should make the purchase. I think we have already made a purchase decision and only the timing is the question. Is that right?”

• Ask The Question No One Is Asking: An example: “I am getting from the comments that some of us question the wisdom of the original decision. Is that right?”

• Spot The Weeds: Everyone in the group is responsible for the group process so if you remain silent you’re part of the problem. An example: “It sounds like we are in agreement - lets have someone develop a draft rather than wordsmith it now.”

• Clarify Responsibilities At The End: It is rare that someone in the meeting takes the time to summarize decisions and clarify commitments at the end. If done, the minute it takes to do so can save hours of misunderstanding and misdirection. Even if you are not running the meeting, you can ask “Can we take a second to summarize what we’ve agreed to and who will do what by when?”

When you invest a little energy in preparing yourself and your participants, you’ll stay focused, solve problems, gain consensus, and leave each meeting ready to take action!! Good luck!
PAST PRESIDENTS LUNCHEON

Left to Right: Ralph Willing, Jennine Derouin, Dave Boutin, Peter LeMay (seated), Will Reardon, Donald Gardner (seated), Marc Nettleton, Dave Gelpke, Walt Tucker (missing)

The luncheon was held on 25 January 2019 at the Will Reardon facility (Mirion Technologies (Canberra), Inc.) in Meriden. It was a great success and was attended by 16 members and a guest of the facility's Safety Committee. The speaker was Terry Schwager and presented/discussed the basics of Radiation Safety.

CAPTION CONTEST

The object of the contest is to write the funniest “safety related” caption to accompany the Safety Photo of the Month.

JANUARY’s Photo responses (Thanks to those that submitted):

3. “LIZA: Hey Marty, what are those things over there?

MARTY: I think they’re aliens.

FRANK: Nah, they’re humans.

LIZA: Well why do they wear those funny yellow things?

FRANK: They are BAAAAAD at seeing each other.


Thank you and congratulations to RICK KALETSKY for the winning entry.

The FEBRUARY’S photo of the month is:

Submissions should be emailed to Laura Casey and place “Caption Contest” in the subject: casey@safeconsolutions.com

Each month one winner will be chosen from the entries. At year end, we will have a voting session to allow our membership to vote and choose the best caption of the 12. The year end winner will win a prize and bragging rights. Please submit appropriate language only. Voting closes on the last day of the month and the winner will be announced in the next newsletter.
The Bottom Line

• Feb meeting: February 21 with CT AIHA. Speaker and costs to follow.
• March meeting TBD, possibly luncheon in Ridgefield CT (3/15 or 3/22).

The country is experiencing the coldest temperatures known to this generation. Think ahead, prepare, dress in layers and educate friends, colleagues and loved ones about CO and furnaces, not heating with ovens, the hazards of space heaters and cold exposure. Remember to clear ice and snow off your entire vehicle, not just the windows.

As always, please send me any ideas you may have on places to hold a meeting (i.e. southern CT) or sites you may want to visit. edzimmer.csp@gmail.com

Bottom line: Stay warm and stay safe.

CHAPTER OFFICERS & COMMITTEE CHAIRS

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OSHA Summer Summit

Save the Date: Wednesday June 19, 2019
UMassAmherst

UMASS Amherst Lincoln Campus Center
1 Campus Center Way, Amherst MA 01003
For more information: OSHA_summerSummit@umn.org
Registration opens March 4, 2019 at www.umn.org