

Weekly Safety Meeting Instructions

HOW-TO CONDUCT A WEEKLY SAFETY MEETING

1. Hold the meeting on the job, preferably where everyone can sit and relax.
2. Hold the meeting at the beginning of the shift, right after lunch, or after a break.
3. Supervisors do not always have to lead the meeting. Encourage other employees in your group to lead a meeting. Task an experienced employee or someone that just attended training with presenting a topic that week.
4. Encourage as much employee participation as possible, yet keep your meeting short. Ask questions about the topic to generate discussion and get employees involved.

Weekly safety meetings have proved their worth by alerting employees to workplace hazards, and by preventing accidents, illnesses and on-the-job injuries.

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COLD WEATHER RISK FACTORS

Train. Protect. Prevent.

It is winter time and that means one thing is certain to happen, it's going to get colder. Cold weather adds a multitude of complications to whatever it is that you are doing outside. It brings with it the obvious problems of frostbite and hypothermia, but there are many other factors to consider. Dehydration is often associated with hot and dry conditions. Dehydration is not just a warm weather factor, when working in cold conditions you may not notice how much water you're burning off. Cold air is much drier than warm air and sweat often evaporates more quickly than you can notice it. Remember to stay hydrated in all conditions, warm or cold.

Another issue you'll have to deal with is mobility. This issue has many different factors, and results. First, in order to avoid frostbite and hypothermia you'll have to dress appropriately. This means dressing in layers to make it easier to regulate your body temperature. Unfortunately, every layer you add can make moving around a lot more difficult. If using multiple cumbersome layers make sure you plan your job accordingly, account for some extra time to complete tasks. Gloves and mittens are also essential pieces of clothing to protect your hands from the cold but can also hinder your ability to work with tools or work with any finesse. Again, planning for tasks to take extra time is always a wise decision. Another issue with mobility is the other weather conditions we often associate with cold temperatures. Snow and ice greatly increase the risks of slips, trips, and falls. You should always be cautious of the surface conditions regardless of the activity you're performing. Salting exterior walkways and driving areas and using kitty litter/sand as a traction additive can significantly reduce these risks. Remember, even with the precautions you should remain aware of the hazards. Don't run, move slowly, and if driving it may take longer than normal to stop.

What areas around your project or facility do you need to use extra caution during the winter months?

ProActive Safety Services was established in 2009. We specialize in workplace safety training, staffing, inspections, and consulting. If you have any questions, please call us by dialing 877-209-9648 or email SALES@PASAFETY.COM



Work Site Review: Hazards/Safety Suggestions

Company Name: _____

Work Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____

Foreman/Supervisor: _____

Employee Signatures: (continue on back of sheet if necessary)

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness)

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DRESSING FOR COLD WEATHER

There are lots of extra hazards associated with winter time. The most obvious is how darn cold it gets. In order to stave off dropping temperatures and things like frostbite and hypothermia it's important to dress in a way that keeps you warm. However, wearing bulky jackets and double layers of socks can do more harm than good. If you want to be able to move around without the extra effort, yet still be warm enough to work here are some guidelines to follow.

Layers

Layers are a good way to regulate heat, you can remove the outermost layer easily if you get too hot, and put it back on if you get cold again. Layers also reduce the need for thick and bulky clothing that can hinder your ability to work. You should start with a light breathable base layer. Long underwear/long johns, or any alpaca/merino wool shirt or form fitting pants work wonders for keeping you warm but wick sweat away so you don't leave moisture sitting on your skin. On top of the base layer you'll want a small insulating layer. Sometimes this layer is incorporated into the last layer which is the wind resistant outer shell. If using a winter jacket as an outer layer this may be all that you need over the base layer since most winter jackets have a nice liner built in. If not a sweatshirt is great insulating layer before the wind breaker outer shell. For legs sweatpants over the base layer are highly recommended with a pair of jeans or other wind breaking pants over top of them.



Extremities

If working in cold weather remember to wear gloves or mittens to keep your hands warm. Gloves are advantageous for dexterity and are easier to operate machinery and tools with. Mittens, although lacking in the ability to operate certain tools, are significantly warmer than gloves. Knowing this make sure you plan your clothing appropriately. Your feet, another extremity, are also incredibly important. If possible, wear a single layer of socks, a good merino wool or synthetic sock of appropriate thickness is best since multiple layers of socks can become tight or force footwear to become tight. This tightness can restrict blood flow and make your feet colder. Avoid cotton socks as they tend to hold moisture on your feet. Moisture from sweating can rapidly cool your feet and too much moisture can eventually cause your feet to become too cold after even light sweating. Lastly remember to cover your head particularly your ears. Heat can easily leave the body through your uppermost extremity, especially since your face is often exposed to the elements even if you wear a warm winter hat.

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EPA LEAD RENOVATOR CERTIFICATION—WHO REALLY NEEDS IT?

Train. Protect. Prevent.

Lead poisoning is still a major problem in the United States of America. The Environmental Protection Agency estimates that over 34 million homes still contain lead-based paint. Furthermore, our research indicates there are still several contractors who aren't certified.



Several types of contractors need to be certified. Furthermore, Landlords, and realtors should also be certified. The rule is very clear about what the requirements are to work in houses and child-occupied facilities built before 1978. The firm must be an EPA Certified Firm, and they must employ at least one certified renovator. In certain circumstances the Certified Renovator can train non-certified workers on the job or in the classroom over several days. However, if the work is regulated by the HUD LSHR Rule then the training requirements become much more stringent. On a job regulated by the HUD LSHR rule. The only way you can train non-certified workers is if you are a Certified Renovator, as well as a Lead Abatement Supervisor. Furthermore, you cannot leave the project if you train non-certified workers.

Does the EPA RRP rule apply in commercial buildings?

The only time the EPA RRP rule applies in a commercial building is if that building is a child-occupied facility. Any building is a child-occupied facility if a child under 6 will be there for more than 3 hours in a day, 6 hours in a week, or 60 hours per year.

Even if you are just replacing shower doors in an old house. It only takes one gram of lead-based paint dust to contaminate a three thousand square foot environment. That is the amount of sugar in a packet you would add to tea or coffee. So, who really needs to be certified? Anyone working in houses and child-occupied facilities built prior to 1978?

We conduct EPA RRP Lead Renovator Initial and Refresher Training Courses in over 30 states. We enjoy traveling and can hold a course at your location, facility, or conference center. To register for training dial 877-209-9648 or email sales@pasafety.com.

Can anyone discuss a job where they worked lead-safe? If so, what was it?

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JOB SAFETY ANALYSIS – EVERY DAY, EVERY PROJECT

Unfortunately, there are still thousands of workplace fatalities every year in America. Accidents and injuries are happening every day across our country. Statistics indicate that half of these accidents, injuries, and deaths happened because the employee effected didn't have the proper training or personal protective equipment needed to avoid the tragic result.

For the last ten years we have been actively trying to convince business owners, human resource directors, and operation leaders to do the right thing. You would be absolutely amazed by how so many businesses think that safety training is optional. We understand that training employees can be expensive. However, with the United States Department of Justice is now prosecuting workplace catastrophes and fatalities. Your entire life can be ruined if you are the supervisor, management, or an executive of an employee who dies that was untrained.



Federal prosecutors can decide to prosecute the direct supervisor, management, and even executives when this happens. Companies who are found to have willfully violated the regulations can be subject to criminal prosecutions that includes jail time. Not sure how you all feel, but I would be extremely angry if I had to go to the pokey because the cheap company, I worked for wouldn't pay for training.

We recommend that if you work for an outfit who doesn't conduct safety training to go ahead and find another company who does. Why would you want to work for someone who puts their profits over your safety? What do you gain from that? Do you think they will cut you a check at the end of the year and share those profits with you?

How do you avoid this mess, if you can't find a new job and you are stuck where you are at? Believe it or not, it is easy. Attached to this safety meeting, is a simple Job Safety Analysis form. I recommend that you fill this out each morning, have all your workers sign in. At the end of the day, have them all sign out that they worked safely and haven't been injured.

By conducting the JSA every day, you will ensure that everyone has the proper training, personal protective equipment, and is aware of the potential hazards that day. Which is vital to complying with the immense amount of OSHA regulations you are responsible for.

Can anyone describe a situation where someone died at their project or facility? How did it happen? How did it make you feel? Could it have been prevented?

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Job Safety Analysis Form

Supervisor {Print Name}:	Contractor:	Date:
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Supervisor Signature:	Location of Work
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Task Activity 1:	Potential Hazards (For each step, list all potential hazards here)	Recommended Safe Job Procedures (For each hazard, list safe procedures, PPE or tools needed here)
Task Activity 2:	Potential Hazards (For each step, list all potential hazards here)	Recommended Safe Job Procedures (For each hazard, list safe procedures, PPE or tools needed here)
Task Activity 3:	Potential Hazards (For each step, list all potential hazards here)	Recommended Safe Job Procedures (For each hazard, list safe procedures, PPE or tools needed here)

A	Electrocution/Shock	H	Hot Surfaces	O	Excavations	V	Chemicals (MSDS Review)
B	Fall From Heights	I	Pinch Points	P	Lead Paint	W	Restricted Access/Confined Space
C	Work Overhead	J	Flying Particles	Q	Silica Dust	X	Poor Lighting
D	Lifting: Manual/Mechanical	K	Vehicle Traffic	R	Asbestos	Y	Heat Stress/Cold Temperatures
E	Rough/Sharp Material	L	Railway Traffic	S	Poor Work Position	Z	Compressed Air
F	Slippery/Uneven Surfaces	M	Welding Fume	T	Noise	AA	Repetitive Motion
G	Machinery - Rotate/Moving	N	Welding Arc	U	Flammable Materials	BB	Other:

FIRE PROTECTION PRECAUTIONS			PPE NEEDED			ENERGIZED EQUIPMENT SECURED		
Fire Blankets	N	Y	Face Shield	N	Y	Ground Fault Protection (GFCI)	N	Y
Welding Screens	N	Y	Safety Glasses	N	Y	Lock Out/Tag Out	N	Y
Flammables Removed	N	Y	Hearing Protection	N	Y	Electrical Tool/Cords Inspected	N	Y
Suitable Fire Extinguishers	N	Y	Gloves for Specific Hazard	N	Y	High Voltage Lines Identified	N	Y
LEL Measured	N	Y	Rubber Boots	N	Y	Hot Pipes Need Temp. insulation	N	Y
Trained Firewatcher Stationed	N	Y	Hard Hat	N	Y	Cords/Leads/Hoses Elevated 7'	N	Y
PERMITS REQUIRED			Fall Protection Equipment			WORK PLATFORMS FOR TASK		
Line Break	N	Y	Respiratory Protection	N	Y	Scaffold Needed/Inspected	N	Y
Confined Space Entry	N	Y	Foot/Metatarsal Guards	N	Y	JLG/Scissors Lift Inspected (Oper. Cert.)	N	Y
Other	N	Y	Safety Shower	N	Y	Ladders (Inspected & Secured)	N	Y
	N	Y	Eye Wash	N	Y	Other	N	Y
INTERIOR CONTAINMENT			Electrical Flash Gear			EXTERIOR CONTAINMENT		
Signs Posted?	N	Y	Other	N	Y	30ft Perimeter and Signs Posted?	N	Y
Work Area Entrances Sealed?	N	Y	BARRICADES NEEDED			20ft All Doors and Windows Closed?	N	Y
6 ft Poly established to contain dust?	N	Y	Caution (Yellow)	N	Y	10ft Poly established to contain dust?	N	Y
HVAC System Off and Sealed?	N	Y	Danger (Red)	N	Y	Are all tools staged on containment area?	N	Y
Tack Pad and Runners in Place?	N	Y	Hard Barricade	N	Y	Within 10 ft of prop line? Vertical Cont.?	N	Y

NOTE ALL CREW MEMBERS MUST SIGN IN AND OUT ON THIS FORM

Crew Daily Sign In	Crew Daily Sign Out
I understand the safety precautions and have the training to perform this task incident free.	I have worked safely today and have NOT been injured



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SAFETY ORIENTATION—SET YOUR SAFETY STANDARDS

We have meet with thousands of companies since starting proActive Safety Services in 2009. I have always been amazed by how many of the companies we meet with didn't have a safety orientation for people they were putting in harm's way.

Why is a safety orientation so important?

There are legal obligations that must be meet prior to assigning people to safety sensitive tasks. Furthermore, the chances of accidents and injuries increase dramatically during the first six months of employment. That means that your employees are more likely to get injured during their first 180 days on the job. In addition, over half of the time there is an accident or injury the person who was injured didn't have the proper training or personal protective equipment that would have prevented the incident.

During the safety orientation you must set your safety standards. We highly recommend that a management leader, owner, or even the company president attend every safety orientation. The message that un safe work will not be tolerated and a number to call to report it is crucial. Your workers need to understand that the leaders of the company want every job to be completed in a safe manner. Not just the jobs, that the General Contractor or Construction Manager requires it.



Unfortunately, there is a segment of workers who actively fake accidents and injuries. With the high cost of worker's compensation costs and the potential cost of litigating claims arising from accidents and injuries it is essential that you do everything you can to prevent accidents and injuries from happening. Having a safety orientation program that ensures your workers are introduced to the hazards they will encounter is vital to preventing accidents and injuries.

How long should the safety orientation last?

The length of your safety orientation will depend on the number of hazards and procedures that must be reviewed. Also, how your safety training program is structured will play into this. For instance, if your company requires a 30 Hour OSHA Outreach Training prior to employment. The length of the orientation could be much less depending on the complexity of the position.

What is the most important part of the safety orientation?

This is a tough question, however if I must choose, a job title specific job safety analysis review is the most important. It is difficult to know how to avoid a hazard if you don't know it exists.

How would you rate the safety orientation program at your company? Could it be improved? If so, how?

If you need assistance establishing a safety orientation program, please contact us by dialing 877-209-9648 or email sales@pasafety.com.

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