

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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ANNUAL HAZARD COMMUNICATION TRAINING

Annual Hazard Communication Training

As we begin the new year it is important to remember the safety requirements set forth by our federal government, states, and municipalities. A federal standard that almost every company needs to abide by is the hazard communication standard. The hazard communication standard governs the evaluation and communications of hazards associated with chemicals in the workplace.

One of the first questions any OSHA inspector will ask an employee during an inspection is where the hazard communication binder is. This binder will contain all your safety data sheets.

Safety data sheets contain the information that will warn you about the potential harmful effects of a chemical. The safety data sheet does more than just warn you. Contained in each sheet you will find information on what to do if someone is exposed. Furthermore, the safety data sheet will inform you on what types of precautions you should be taking while using the chemical.

All of this seems simple and straight forward. So where do companies mess up? Failing to train every employee on the hazard communication procedures, where the binder is located, and failing to update the safety data sheets are the typical areas of concern.

What do I need to do to stay in compliance?

1. Develop a written plan for your hazard communication program.
2. Develop a chemical inventory that includes a list of all chemicals.
3. Ensure you have a current safety data sheet for each chemical.
4. Ensure all the chemicals are labeled properly.
5. Ensure every employee is trained annually on your hazard communication program.

What was your last hazard communication training like? What do you like or dislike about the new system? How do you ensure you obtain a safety data sheet for each new chemical brought on site?



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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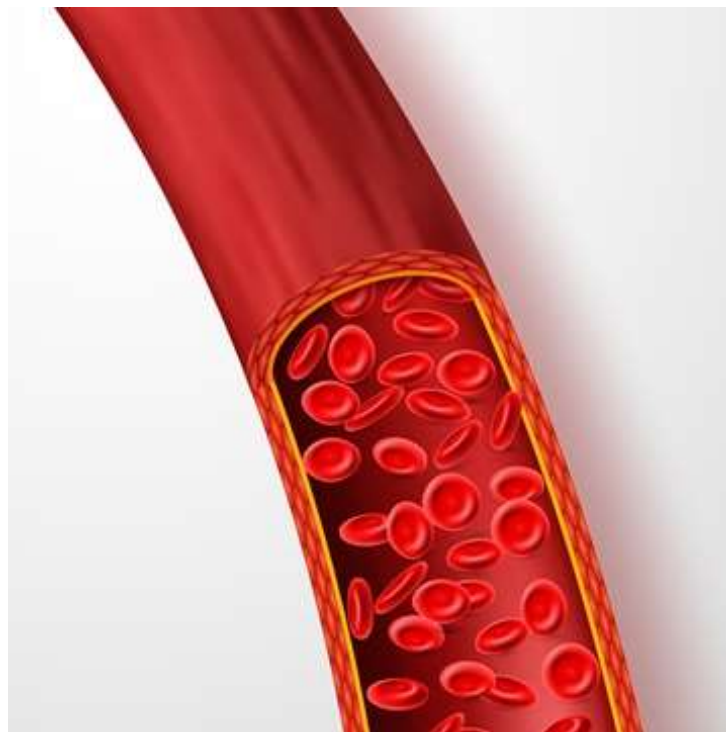


BLOODBORNE PATHOGENS – WHO IS AT RISK?

Bloodborne Pathogens – Who is at risk?

Every time you leave your residence you are taking a risk. Most of us take this risk all the time because we like to get out and live our lives. Leaving being a risk often doesn't cross our minds. However, we know that with infectious disease the more people you are around the greater chance you will contract a disease. You could be working as high school counselor, or perhaps, as a farm hand in Colorado. Both jobs have risks for bloodborne pathogen exposure. It could be argued that the high school counselor is at a greater risk because of the amount of people involved.

For either job mentioned above, it is the employer's responsibility to ensure that all employees are trained on what to do when a bloodborne pathogens exposure event takes place. Every employee, at every company is at risk for bloodborne pathogen exposures. Sharp edges in furniture, working with a hand tool, trying to remove a cell phone case can all cause cuts to the skin. When this happens, blood will follow.



Every company has the freedom to setup the procedures they see fit based on OSHA's standard. Typically, supervisors will be trained on how to deal with the incident hands on, while non-management is usually trained to be able to recognize, avoid, and report the hazard to a direct supervisor. Most companies cover the non-management training portion during their hazard communication training.

A big question we get is how often is bloodborne pathogens training required? Every year all employees with potential exposure need to receive training. Luckily, not everyone needs to be able to assist in a hands-on method.

Bloodborne Pathogens training is an easy 1-hour long course. As we begin the new year it is a great time to check and see when you have your training scheduled for in 2019.

Can anyone describe a bloodborne pathogens event? What happened? Who treated the victim? What was the outcome?

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CRYSTALLINE SILICA TRAINING – WHY YOU NEED IT!

Crystalline Silica Training – Why You Need It!

Since October 23rd, 2017 all construction companies were required to follow [OSHA's new crystalline silica rule](#). OSHA is and will continue to ramp up enforcement for silica violations. Earlier in 2018 a Virginia construction company was issued several violations that added up to over \$300,000.

What types of fines are facing if you fail to comply? According to www.worksitemed.com In the case mentioned above the following items were cited:

1. Failure to provide personal protective equipment. Proposed Penalty \$8,065
2. Failure to train employees in hazard communication. Proposed Penalty \$8065
3. Failure to Properly Implement safer work methods. Proposed Penalty \$96,000
4. Failure to assess exposure of at-risk Employees. Proposed Penalty \$96,000
5. Failure to provide medical evaluations and proper respiratory protection. Proposed Penalty \$96,000



If you are still operating around silica dust without following OSHA's rules, it could cost you. Furthermore, you risk exposing yourself to lawsuits from your customers, employees, and possibly even your vendors. Most importantly, not providing personal protective equipment around silica dust could lead to fatal lung diseases such as silicosis.

There are several different ways to work around silica that are affordable. Limiting saw cutting operations to less than 4 hours per day when using a saw equipped with an integrated water delivery system could be one option. Furthermore, the silica standard allows for permissible exposure limits. We never recommend operating under Permissible Exposure Limits. However, there are measures you can take to work underneath the levels set. Whether you are the company owner or the laborer. Thinking about what is best for everyone on the job should be paramount to what is allowed.

Crippling fines, silicosis, lawsuits are all fantastic reasons to comply with the new Silica Standard.

Does anyone know anyone who has contracted Silicosis? Can anyone describe an experience when they worked around silica dust? What types of control measures were activated?

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LEAD AWARENESS IN CONSTRUCTION

Lead Awareness in Construction

For centuries Lead has been used for many purposes. However, it wasn't until the late 1800's that a German scientist discovered that Lead was extremely toxic for humans. So, what is lead used in today? Luckily our federal government stepped up and in 1978 banned the use of Lead in residential paints and coatings. Prior to the ban on Lead-Based Paint several contractors loaded up on Lead-Based Paint as it was being sold for pennies on the dollar prior the ban taking place. A good rule of thumb is if your structure was built after 1990 then you shouldn't have Lead coatings. If it was built before then you maybe at risk. Lead is still used for many industrial applications. Steel is often coated with Lead-Based coatings. Bridges, and the steel supporting overpasses is typically coated with Lead-Based Paint.



If you are working for a commercial contractor, you will often be warned of the presence of Lead before your job begins. That may not always be the case, so you need to understand what to look for. The number one item is to determine the age of the building. Anything prior to 1978 has a 25% chance there will be lead coatings somewhere in the building. Pay special attention when you are demolishing structures, old pipes, solder, and cable sheaths may contain lead. Metal items that are painted, as well as stained glass should be treated as if they contain lead. Especially, if you are unable to test them prior to beginning your task.

When you are working on houses, garages, our barn style structures in a residential setting the age of the building will also be the number factor to determine if there is lead. We recommend that you test any surface that you will disturb if the house is built prior to 1990.

Finally, you should always take environmental factors on your jobs seriously. If you allow you or your fellow workers to work unprotected around lead dust it will alter the course of their lives. Furthermore, studies have shown that the construction worker will bring that lead dust home and poison his or her family as well. Be sure to test for the presence of lead prior to be beginning work. If you find Lead, make sure you have a competent person to develop a plan to control the spread of the dust as well as be able to provide the personal protective equipment needed for the job.

Where have you run into Lead while working? How did you handle it? What types of precautions did you take?

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THE IMPORTANCE OF FIRE EXTINGUISHERS

The Importance of Fire Extinguishers

Fires are extremely dangerous and happen quite a bit. According to the National Fire Protection Association a structure fire occurred every 63 seconds and a home fire occurred every 88 seconds in 2017. This places a tremendous burden on our firefighters.

A study performed by the European Committee of the Manufacturers of Fire Protection Equipment and Fire Fighting Vehicles found that in over 80% of all fires a portable fire extinguisher extinguished the flames. Plain and simple, Fire Extinguishers save lives!

Choosing the correct type of fire extinguisher is also important. Using your safety data sheets, you should be able to determine the type of fire extinguishers needed. A lot of companies assume that the higher the rating the better. This isn't always the case, pay close attention to what you need the fire extinguisher for and select accordingly.

Furthermore, ensuring that your employees know where the fire extinguishers are located, which fire extinguishers are need in each area, and that they are inspected annually are all keys to effective performance.



What do you need to do to stay compliant?

1. Ensure all employees are trained on the location, classes of fires, types of extinguishers, health and safety hazards, sounding alarms, ppe, and when and how to use the extinguisher.
2. Ensure all employees practice how to use and extinguish a fire.
3. All extinguishers must have an attached durable tag, be well supported and easily accessible.
4. Fire extinguishers must be inspected annually.

Fire extinguisher training is one of the most entertaining safety courses available. Typically, the training will last less than an hour with time at the end to practice extinguishing fires.

Has anyone ever been involved in a workplace fire? If so, how did it happen? Was anyone injured? What was the outcome?

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