proActive Safety Services

Train. Protect. Prevent.

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.

proActive Safety Services

Weekly Safety Meeting

Train. Protect. Prevent.

Demolition and Clean-Up

Demolition is the tearing down of any kind of structure. It often involves preserving valuable materials for recycling (i.e. copper wiring). Any demolition job must be inspected and planned prior to demolition and demolition clean-up. The plan must consider any hazards to workers, close properties, and work process management for demolition and clean-up. Hazards must be identified, and safety precautions considered. Prior to demolition the site must be inspected, and all reusable materials and unsafe materials must be removed. Required PPE must be prepared for cleanup before and after mechanical demolition. The company must make sure all precautions have been taken to maintain the safety of all involved people and the public from falling objects, dust, noise, fire/explosion, heavy machinery movement, and unexpected structure collapse. OSHA construction standards require that all employees are trained for construction demolition and clean-up tasks.

Common Hazards of Demolition Clean-Up:

- Heat stress
- Fall hazards
- Electrical hazards
- Cave-ins
- Noise
- Handheld tools and demolition related hazards
- Chemical hazards from contaminated buildings
- Weather conditions
- Demolition waste and dust

Demolition Clean-Up Safety Practices:

- Conduct an engineering survey of the structure for collapse possibility.
- Identify presence of hazardous materials.
    - Handling of hazardous materials at a building must be included in the demolition work schedule.
    - Weak points of structure must be identified.
- Safe entrance and fall protection must be considered.
- Overhead shed protection must prevent employees from falling objects.
- Workers must be away from the area when using cranes to remove debris. Only workers necessary on the job should be present.
- All roof and ornamental stonework must be removed prior to demolition of the walls.
- Inspection must be continued by a competent person during demolition.
- All debris must be removed from demolished area.
- All holes in the ground must filled.
- All building materials, such as pipes, lumbers, etc., must be removed from property.
- Employees must comply with the requirements of section 10-441.
- Employees must use required PPE (hard hat, gloves, footwear, respirator if is necessary).
- All demolition clean-up employees must be trained according to OSHA requirements for demolition.

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)

Manager/Supervisor's Signature: _____

4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

proActive Safety Services

Weekly Safety Meeting

Train. Protect. Prevent.

HAZARD COMMUNICATION

The OSHA Hazard Communication Standard changed in the United States in order to be in accordance with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The GHS will prevent injuries and save lives of employees by improving trade regulations for chemical manufacturers and importers. The new standard requires that all chemicals are labeled by a signal word (described severity), pictogram, hazard statement, and safety statement. All employees are required to be trained according to this new Hazard Communication Standard.

Key Elements Required by OSHA:

- All hazardous materials lists must be at the workplace.
- Material Safety Data Sheets (MSDS) with descriptions of all materials must be at the workplace.
    - MSDS/SDS must be within reach for all employees.
- All hazardous materials must be labeled with the required description.
    - All containers must be labeled, as required.
- Employees must receive GHS/Hazard Communication training according to the OSHA standard.
    - All employees must be trained for all hazardous materials and safe handling procedures relevant to their job.
    - A program must be in place for training all new employees.
    - A responsible person will be in charge of educating and training employees.
    - Refresher training will be provided, as required.
- There must be a written Hazard Communication program for the office/facilities.
    - Employees must read and understand all requirements.
    - There must be an inventory system for all chemicals on site.
    - Assign responsibilities for each task related to Hazard Communication.
- All new information regarding Hazard Communication must be conveyed to employees.

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)

Manager/Supervisor's Signature: _____

4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

proActive Safety Services

Weekly Safety Meeting

Train. Protect. Prevent.

Lifting Awkward Loads

Lifting odd size or awkward items can cause injuries in the workplace. Customers, suppliers, contractors, warehouse workers, construction workers, and storage materials handling employees may be exposed to the risk of injuries as a result of not properly lifting awkward loads. There are general lifting guidelines for any kind of loads, but each load may need a different approach or technique based on the size and shape of the load. Many jobs require lifting, pulling, or pushing of heavy loads. Improper heavy load lifting can cause injuries to the lower back. Factors such as cold or hot temperature, poor lighting, handling excessive loads, and not training employees to handle heavy loads can cause injuries and safety problems. Usually, items such as furniture, oversize cartons, mechanical parts, construction materials, and office equipment are the heavy loads. Using mechanical power aids, skids, pallets, or team lifting can help to reduce or eliminate injuries at the workplace. OSHA's manual handling regulations require all employees to be trained and educated in accordance with safety regulations.

Lifting Awkward Loads:

- Attend safe lifting training prior to lifting awkward or heavy loads.
- Plan ahead by inspecting the load.
- Use required PPE (back support, etc.).
- Work with a person about your height when lifting in teams.
- Consider heat/cold/light, and wear clothing accordingly.
- Stand close to the object, bend your knees, keep back straight, grip the load, and lift slowly.
- Use hand trucks, carts, and forklifts for heavy objects.
- Reduce size of the boxes if it is possible.
- Use handles or grips on boxes or gloves to hold slippery loads.
- For overhead loads, use a ladder, test the weight, and keep the load close to your body.
- Make sure your path is dry and clear.
- Do not twist your body unless you can turn by moving your feet.

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)

Manager/Supervisor's Signature: _____

4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

proActive Safety Services

Weekly Safety Meeting

Train. Protect. Prevent.

Preventing Heat Illness

Dehydration and exposure to high temperatures for long periods of time can cause heat illness. Outdoor workers, miners, construction workers, transportation workers, utility workers, landscapers, farmers, boiler room workers, and fire fighters are most at risk for heat stress, especially in hot weather why high humidity. Heavy sweating, fatigue, fainting, nausea, headache are all symptoms of heat illness. Every year, thousands of people get sick due to heat stress. Through exposure to high temperatures, human internal temperatures rise and can cause heat rash, heat cramps, heat stress, or many more dangerous conditions that require emergency medical attention. To prevent heat illness workplaces should have a heat illness prevention program and should provide water, shady spaces to rest, breaks, a schedule that involves rotating work, and training/education for all employees. Heavy advanced equipment can be used at wear houses, distribution centers, manufacturing plants, and food/beverage facilities to reduce or eliminate heat stress. OSHA and the CDC stress avoiding heat stroke in external and internal environments. Training and educating employees will help to reduce heat incidents at the workplace.

Methods for Preventing Heat Illness:

- Drink water every 20 minutes, even if you are not thirsty.
- If you feel light-headed, stop working immediately and take a break in a cooler area.
- Wear light color clothing and a light hat in the summer.
- Take periodic rest in shady areas.
- Stay cool to the best of your ability.
- Do not drink alcohol, as it will increase your risk of dehydration.
- If you must stand for a long time take time to stretch your leg muscles.
- If possible, schedule your work for cooler times of the day.
- Participate in all training.

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)

Manager/Supervisor's Signature: _____

4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com