



# 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.**

**Disclaimer:** The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.



## Nail Gun Safety

Nail guns are tools that are most used in residential construction businesses, the roofing industry, and siding businesses. They are powerful, fast, and easy to use tools that have essentially replaced hammers for nailing tasks. Improper use of nail guns can cause injuries to workers. According to statistics, most of the injuries associated with nail guns are on hands and fingers. Sometimes these injuries can damage joints, bones, legs, and even feet. The safety risks of nail guns are caused by lack of training and fast working. Even if nail gun injuries are minimal, first aid and medical attention must be provided.

Many of the standards covered in the OSHA regulations for the construction industry apply to nail gun use. OSHA and NIOSH have also developed guides for home builders, construction contractors, and subcontractors so that safety programs and information is available. This can help reduce or prevent nail gun injuries. Practical steps such as providing training, providing PPE, providing first aid, and establishing nail gun work procedures will help prevent nail gun injuries.



**NAIL GUN**  
SAFETY TIPS

### Nail Gun Safety

1. Use nail guns with only a single shot (May reduce the risk of injury).
2. Use full sequential trigger nail guns.
3. Have clear safety training and work procedures for the use of nail guns.
4. Encourage employees to discuss injuries and near misses.
5. Follow manufacturer safety instructions.
6. Inspect nail guns before each use. Maintenance is critical for safety.
7. Employees must know how to operate, fire, and handle nail guns in different positions and in different conditions.
8. Use a hammer for work at face or head height or when working in a tight space.
9. Use clean, dry air to power the gun. Do not use oxygen, carbon dioxide, or any compressed gas.
10. Always shoot nail guns away from your body and co-workers.
11. Do not carry the nail gun with your finger on the trigger.
12. Do not carry the nail gun by the hose.
13. Wear PPE (hard hat, high impact eye protection, safety glasses hearing protection and foot protection) when using a nail gun.
14. Always report injuries to managers.

### 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: \_\_\_\_\_

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations



## Setting an Example for Safety

Considering Safety First is the best attitude to have in order to be a good safety example at the workplace, at home, or during any other activities at any place. Workplace safety is all about protecting employees from injuries and illnesses, to provide a safe working place, and to increase productivity of the company. According to OSHA, work-related injury and illness protection falls into three categories: engineering controls, administrative controls, and personal protective equipment controls. Developing a written policy to show commitment and considering leadership and employee involvement, worksite analysis, hazardous prevention and control, and training are all important elements when creating a safe and productive environment. Creating a safe work culture at work is not just the employer's responsibility. It is the responsibility of the employees to practice safe work procedures and follow all safety program requirements at the workplace.



### Ways to Set a Good Example for Safety

- Conduct engineering, administrative, and PPE controls.
- Promote and reward safe practice at work.
- Train and educate employees according to specific job requirements.
- Provide safety check lists for tools and machines to be checked before use.
- Use PPE. Follow all required procedures for specific PPE according to each task.
- Follow good housekeeping procedures.
- Identify and evaluate all hazards at the workplace and take preventive measures.
- Report any unsafe conditions, tools, missing parts, or any other unsafe condition to a supervisor
- Provide up-to-date SDS. Label all hazardous materials.
- Educate workers for use of labels, SDS, safe storage, emergency procedures, and disposal of hazardous waste.
- Replace hazardous materials with safer substances when possible.
- Monitor hazard controls, suggest corrective actions, and report any hazardous conditions that can be prevented.
- Have a responsible person in charge of the safety program.

### **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:** \_\_\_\_\_

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations



## Three-Point Ladder Technique

Ladders come in different sizes, shapes, and materials. They are very useful at many workplaces, and many workers use them each day. However, improper use of ladders can cause many serious injuries to those who use them at their routine job. Maintaining three points of contact (or three-point technique) when using a ladder can help to reduce the risk of falling or slipping. The three-point rule is as follows: always always have one hand and two feet or two feet and one hand in contact with the ladder. Choosing the right ladder for the job, reading manufacturer instructions, maintaining a stable setup, and following the three-point rule will limit or reduce the hazards associated with ladders.



### The OSHA guidelines for the safe use of ladders are as follows:

- Use common sense when working on or near ladders (i.e. don't use the top step);
- Mark defective ladders clearly with a tag that says "Do Not Use Until Fixed"
- Maintain and inspect all ladders before use for grease/oil/dirt/etc.
- Consider ladders as just another piece of equipment that has limitations and must be checked regularly
- Ensure that all employees understand the risks associated with ladders, as unsafe practices can cause serious accidents.
- All employees must be trained for the safe use of ladders according to OSHA requirements.

### Ladder Safety

- Always consider the manufacturer's rated load capacity.
- Last step should never be used.
- Do not tie multiple ladders together to create longer sections.
- Only use ladders on stable surfaces.
- Do not block exits, doors, or paths.
- Secure ladders at the bottom and top when in use.
- Set up a 4:1 angle between the base of the ladder and the top.
- If you must work with one hand you must hold the ladder with the other.
- Do not skip rungs/steps when climbing.
- Inspect the ladder carefully before use.
- Do not use a ladder if you are sleep, sick, or taking medication.
- Do not use ladders in high traffic areas.
- Always consider weather conditions before using ladders outside.
- Make sure hands, shoes, and ladder rungs are dry to prevent slipping.
- Do not store materials on a ladder.
- Do not carry materials up and down a ladder – Always ask for help.
- Do not jump from the ladder.
- Wear slip resistant footwear.
- Always follow the three-point rule when working on ladders.

### 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:** \_\_\_\_\_

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations



## Winter Road Safety

Ice, snow, wet, and cold always make driving conditions in the winter more difficult. According to the National Weather Service, more than 70% of injuries and accidents happen during winter storms. Winter storms can create many hazardous conditions and can affect work activities. Frozen road surfaces, black ice (clear frozen water) below overpasses or on bridges, lack of visibility, blizzards, battery failure, being in an unknown area due to a broken car, speed, short stopping distance, and sliding off of the road are the dangers of driving in bad weather during the winter.



**OSHA does not have regulations for winter driving but does provide guidance to employers to take safety measures for employees' safety.**

- This includes training drivers for winter weather driving conditions
- Creating and enforcing a safety driving policy
- Implementing an effective maintenance system for all vehicles
- Making sure drivers are properly licensed for operation of vehicles
- Making sure employees are trained and educated for inspection of vehicles and are prepared for winter weather with an emergency kit in every vehicle.
- Employers might also quiz employees on winter road safety to ensure that safety training has been effective.
- Training should be recorded, and maintenance records for all vehicles should be filed.

### Winter Road Safety Tips

- Prepare your car for winter by inspecting the heater, exhaust system, breaks, defroster, wiper blades, and lights.
- Inspect tires regularly.
- Test the battery, especially if it is older than 3 years.
- Get your oil changed.
- Have emergency supplies in the car (flashlight, blanket, first aid kit, gloves, paper towels, and extra food).
- If you do not have snow tires consider chains.
- Make sure your windshield wipers are in good shape. Make sure your windshield is clean to maintain good visibility.
- Keep heavy duty jumper cables, and air compressor, a bag of sand (or other ice melting substance), a shovel, and a fully charged phone in your car whenever driving in the winter.
- Do not tailgate, and do not break too quickly. Always accelerate and decelerate smoothly to prevent sliding.
- Keep your gas tank full.
- Always wear your seatbelt.
- Do not stop while trying to drive up hill.
- Even if you feel confident in your ability to drive in the snow, do not go out if it is not necessary.
- Watch weather reports before driving long distances.
- Keep in mind, four-wheel drive is helpful, but it will not prevent you from sliding on ice if you are driving fast.

### 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: \_\_\_\_\_

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations