



# 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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## Crane Safety

Train. Protect. Prevent.

A crane is a machine that can be used to move heavy materials. Cranes are often used in the construction industry when working with residential sites, commercial sites, manufacturing, and infrastructure. They can come in a variety of forms and can be used for many different situations. There are, however, important safety issues that must be considered when working with or near cranes. OSHA has established regulations and guidelines for work involving cranes for the protection of employees and facilities. In addition to OSHA guidelines, the designs of all kinds of cranes must meet the requirements of the Mechanical Engineering and American National Society Institute's (ASME/ANSI) standards as well as those of the Crane Manufacturer's Association of American (CMAA).

The most common hazards associated with crane operation are electrical hazards, overloading, and falling materials. Improperly trained crane operators can also present a serious hazard. For example, if the operator does not know the weight of the load and the capacity of the crane it can result in materials falling or the crane tipping. All of these hazards can be extremely dangerous for employees, the public, and facilities. OSHA requires all workers dealing with cranes to have proper training. In addition, crane operators must complete crane operation certification for using equipment with a capacity of 2000 pounds or less. The owner of the crane and the job supervisor are responsible for ensuring the crane operators are capable of operating a crane safely. The crane safety plan is part of the Site-Specific Safety Plan. Training should include general crane safety, preventing lifting accidents, inspection, site preparation, rigging awareness, and industry regulations.

### Crane Safety Practices:

1. Perform regular maintenance:
  - Ensure the crane is safe to use.
  - Maintain hoists
2. Operators are responsible for the following:
  - Know the weight capacity of the crane.
  - Inspect the crane in detail every day before use.
  - Following lockout/tag out procedures when necessary.
  - Operators must be fully trained before operating a crane.
3. Always follow manufacturer instructions.
4. All employees working around overhead cranes must use proper PPE (head, foot, eye, hand protection).
5. Never walk under a lift.
6. "Hoists Danger" sign must be in place in the work area.
7. Employees who work with cranes must be trained accordingly:
  - Know the job specific procedure for working with a crane.
  - Know and understand all signs.
  - Know the safety procedures for working near cranes.
  - Training must fulfil OSHA requirements and must be recorded.
8. Only designated trained persons are allowed to operate crane.



### Work Site Review: Hazards/Safety Suggestions

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Company Name: \_\_\_\_\_ Work Site Location: \_\_\_\_\_  
Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

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

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(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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## Hand and Power Tools

Hand power tools are tools powered by electricity, gasoline, and diesel such as drill, sanders, reciprocating saws, and grinders. Power tools are handheld devices. Improper use of power tools at work can cause serious accidents or injuries. Employers and employees must establish a safe working system in order to prevent these injuries. Hazardous conditions must be identified, and safety measures must be taken to protect employees against these hazards. Employees must be trained on the use of power tools by a qualified person prior to the use of handheld power tools on any job site or for any task. In addition, appropriate personal protective equipment (gloves, Safety glasses, etc.) must be used when operating power tools. Workplace floors must be kept clean and organized to eliminate tripping hazards when working with power tools. All workplaces must comply with the OSHA regulations regarding hand and power tools and must train and educate employees on safe use.



### To Prevent Power Tool Accident/Injuries:

- Work in pairs. Do not wear headphones while operating power tools.
- Keep all tools in good condition – regular maintenance.
  - Inspect all tools prior to use for any possible damage.
  - Use the right tool for each specific job.
  - Keep cords away from heat, oil, or sharp edges.
  - Keep tools clean.
  - Never carry tools by the cord or hose.
  - Never yank a cord to disconnect it from a power source.
- Operate tools according to manufacturer instructions.
- Identify hazards and report them to your supervisor before using tools.
- Make sure you are well-balanced when using power tools.
- Keep people who are uninvolved with a job task away from the work area.
- Disconnect tools when not in use.
- Use always required PPE for each job.
- Follow good housekeeping in your work area.
  - Do not keep unused tools in your work area.
- Do not miss any safety training.

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## Scaffolding

Improper scaffolding is the third highest reason for an OSHA violation. Scaffolds have very serious consequences when they are used inappropriately or when they are erected incorrectly. A fall from scaffolds can have devastating consequences.

72% of accidents that involve scaffolds were caused by the planking or support giving way, employee slipping, and being struck by a falling object. When using scaffolds, if employee is higher than 10 feet above the walking/working surface, they must be protected from falling by using a personal fall arrest system or guardrails. Fall protection is not required by OSHA until the 10-foot mark with scaffolding only. This is an exception to the traditional 6-foot rule for fall protection in construction. Scaffolding has been gaining popularity as many believe they are safer than ladders. They create a large, even workspace for employees to effectively access their working areas. Scaffolds must be erected on a flat, level surface. Scaffolds must be supported on mud sills and baseplates. Using other methods to balance or to make a scaffold level is out of compliance and is putting those people at risk.



A qualified person is required to design and load scaffolds in accordance to the design. A qualified person is somebody with a certification or experience that has a good understanding of how scaffolds work and how to complete the job safely. A competent person may conduct training, daily inspections of the scaffold for defects, and ensure the safety of people using the scaffolding. OSHA defines a competent person as somebody with the ability to recognize and identify hazards and has the authority to take corrective measures.

Scaffolds sometimes require support such as guying, tying, and bracing. This is required when a height to base width ratio is greater than 4:1. Employees are required to wear hardhats on scaffolding to protect them dropped items. Toe boards are required when above 10 feet from the lowest level. These are great for containing items and tools on the scaffold. There are other options that can be used as well such as screens, debris nets, or canopy structures. Each platform on scaffolds must be fully decked, and any remaining opening space between the platform and the uprights shall be no greater than 9.5 inches

Scaffolds can be dangerous if improperly erected and neglected. Training and awareness will protect workers from falls and accidental drops of items. Can anyone contribute a time that scaffolding was involved in your work? Can anyone recall a near miss or accident that could've been prevented.

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## Utility Knife Safety

Use of utility knives is very common in workplaces. They are designed to cut cardboard, wood, plastics, fibers, ceiling tiles, wallpaper, and other materials. A utility knife comes with a variety of lengths and styles so that it can be made suitable for a many tasks. In the construction industry they can be useful for cutting shingles/packages and scraping paint from the wall. Improper use of a utility knife can cause injuries. Using wrong size blades for a task, using defective knives, being exposed to blade tips, and failing to inspect blades are just a few of the potential causes of injury. All retractable utility knives fall under OSHA blade guard standards, which simply require that knife blades have a guard when they are not in use. Educating and training employees on the proper practices for the safe use of tools will help reduce or eliminate injuries and will contribute to workplace productivity and profit.



### Utility Knife Safety:

- When using a utility knife:
  - Establish a balanced body position.
  - Look at the cut line. Do not get distracted by talking to other people.
  - Place your non-cutting hand on the opposite side of the box, away from the cutting line.
  - Do not draw the knife toward yourself.
  - Do not put too much pressure on the blade.
  - Do not cut more than the knife can handle.
- Store the knife properly with the blade extended.
- Use required proper PPE.
  - Use safety glasses to protect your eyes.
  - Wear cut-resistant gloves and sleeves to protect your hands.
- Inspect the knife before use.
- Do not use a dull blade.
- Follow manufacturer instructions for changing the blade.
- Dispose of dull or broken blades.
- Do not use a utility knife on loose objects.
- If handing a utility knife to someone else pass him or her the handle, no the blade.
- Do not use disposable knives for industrial purposes.

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