



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.

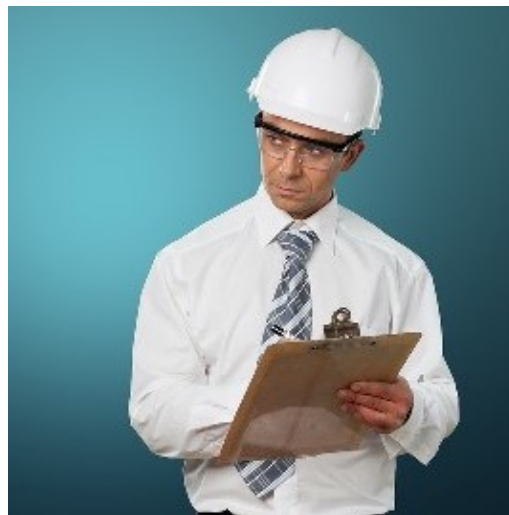
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Housekeeping on the Job

Three of the top four reasons for fatalities on the jobsite are from falls, struck-by objects, or caught-in/between. One thing that has a connection to these hazards is good housekeeping at the jobsite. If there are items and trash scattered throughout the workplace you may have created a hazard for someone to fall, or you may have created a potential struck-by accident.

The number one excuse for having a dirty jobsite is that we don't have enough time. This can be overcome by cleaning the jobsite as you go and doing a little every day, rather than waiting until it gets out of hand. Then you have to shut things down and pull guys from other jobs to help get things back on track.



Housekeeping guidelines:

- Slippery conditions is a workplace hazard. If there is snow and ice it must be removed. If it can be cleaned up it must be cleaned.
- Walkways must be clear for a person to walk down. If there are cables through walkways and doorways, you can try to create some planks which will allow people to easily walk over them without tripping. They can also be suspended, which will keep them off the floor and eliminate the hazard.
- Store materials in a safe manner. Do not store materials near a ledge where they could fall. Do not store materials where they could block a walkway or a doorway.
- At the end of every workday take the last 30 minutes to clean the job site. This can keep trash from accumulating and open up more room for storage of other materials.
- There must be proper containers available for the disposal of items that could be flammable, such as oily rags. There must also be containers for any other types of hazardous waste, such as acids or caustics.

Keeping the workplace clean eliminates many working hazards and can greatly increase productivity. Can anyone contribute a time that good housekeeping was involved in your work? Can anyone recall a near miss or accident that could've been prevented?

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)

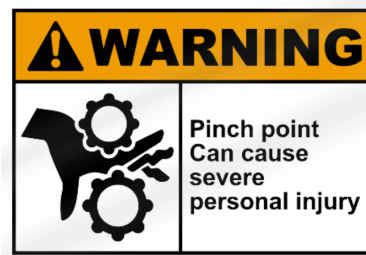
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Pinch Points

Pinch points are points in and around machines where there is a chance of an individual's body part (finger, hands, other parts of body) becoming caught in either stationary or moving parts being severely injured. OSHA regulations cover the safety of employees around pinch points at workplaces in order to eliminate or reduce injuries. According to OSHA regulations, pinch point injuries may happen when a body part is caught in a pinch point in between moving machine parts, moving and stationary parts, or moving parts and the processed materials. Not all pinch points are covered under same regulations by OSHA. This includes catching fingers, feet, or hands under moving equipment, nipping fingers or hands with tools or jewelry, and clothing getting caught in pinch points. OSHA requires guards or barriers between the body and pinch points on machines as well as safety training of all employees who use any machine at the workplace.



Pinch Point Safety:

- Inspect the machine for any possible pinch points prior to beginning your work.
- Get help when moving heavy or awkward items.
- Carry or move any equipment or heavy items very carefully.
- Plan your job to prevent pinch point injuries.
- Make sure you have enough space to move an item in order to prevent injury.
- Never use a machine that is missing a guard or is defective.
 - If a machine guard is missing or not working properly report it to your supervisor.
- If a machine is not in use, turn it off.
- Always maintain full focus on the task at hand, regardless of how easy or difficult it is.
- Follow lockout-tag out procedure (Must be trained for this).
- Do not fool around while working near equipment.
- Any repair work must be done by a trained and authorized person.
- Employees should be trained and educated on the use of machines and on the safety, measures required to prevent injury at the workplace.

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Planning Your Vacation

Vacation is often associated with relaxing, having fun, and being away from daily life. To plan a vacation and have the best possible break requires many considerations. Poorly planned vacations can be a big headache.



To Have a Good Vacation Consider the Following:

- Plan in advance, especially if you are going to another country.
- Do research to find the best hotels, flights, times, and locations with the best weather.
- Compare deals and reserve your choice sooner rather than later.
- Check websites for offers, accommodations, and car rentals if you are flying.
- If you are flying, consider mid-week or off-season flights since these are usually cheaper.
- If your destination is not too far consider driving or taking a train.
- In your research for your destination consider checking national parks, museums, beaches, zoos, and historical sites near your vacation spot. Attractions like these may be interesting and fun, especially if you are travelling with children.
- Research restaurants and find ones that will match your budget.
- Consider departure and arrival time if you are travelling to other countries.
- Have appropriate required identification for overseas travelling.
- Make sure you know the luggage and carry-on policy of the airline you are using.
- Pack appropriate clothing for your destination (For example, a bathing suit if going to the beach, winter clothing if going on a ski trip, etc.)
- Keep a small amount of money with you for unexpected expenses (repairs, emergencies, etc.)

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Portable Ladder Safety

Falls from ladders is one of the most common hazards in the workplace and, particularly, in the construction industry. Portable ladders are one of the least stable tools used for working at heights. OSHA has specific requirements for the use of ladders. Employees must be trained to comply with these regulations and work safely on ladders.



Fall Injury Protection:

- Inspect the ladder before use.
- Do not exceed the maximum load.
- Do not move a ladder if equipment or a person is on it.
- Always set ladders up at the proper angle. The base must be placed a quarter of the working length from the wall.
- Before use, read and understand all operation directions.
- Use ladders on clean and dirt-free surfaces.
- Face the ladder when you are climbing or coming down from it. Use at least one hand to hold it.
- Report if the ladder is unsafe to use. It must be free of oil, dirt, and mud.
- Do not paint the ladder.
- Do not use defective ladders with missing cleats, rungs, cracked or missing side rails.
- If you use an extension ladder it must overlap a minimum of 3 rungs.
- Only one person may use a ladder at a given time.
- Maintain 3 points of contact to use ladder and handrail (foot + 2 hands).
- Do not use a self-supporting ladder.
- Do not use the top step of the ladder as a step unless it has been made to be used as step.
- Do not place a ladder on top of any unstable bases to add height to the ladder.
- Employees should be fully trained on ladder safety and maintenance before working on ladders.

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