

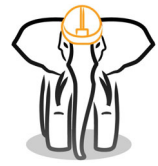
# Weekly Safety Meeting Instructions

## 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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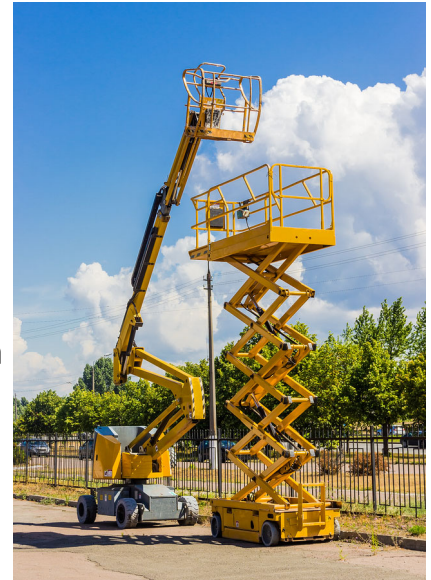


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## AERIAL WORK PLATFORMS/AWP/SCISSOR LIFT/BOOM LIFT

Aerial work platforms (AWP) are only used by authorized persons. The owner of the equipment or the company that has rented the equipment are the one who may make a user authorized. The following list are some of the thing to keep in mind:

1. The authorized operator shall have training and experience before operating an AWP.
2. Always do a visual inspection of the equipment and of the work area before operation and at the beginning of each shift.
3. Always make the AWP safe from unauthorized users
4. Never block emergency exits, E&O switches, disconnects etc..
5. The operator is responsible for the safe operation of the AWP and the areas they are operating in.
6. The AWP operator shall always use the appropriate PPE required for this equipment. OSHA regulations and manufacturers recommendations shall be followed for PPE selection.
7. In an AWP the full body harness and lanyards used while operating an AWP are fall restraint and NOT fall protection. This PPE is required to keep a person from being ejected out of the AWP. So when the PPE selection is made, it needs to reflect this concept.
8. When a customer requires workers to tie off in scissor lifts (not an OSHA requirement) the worker shall only use tie off points designated by the manufacturer.
9. Do not stand on the rails



### 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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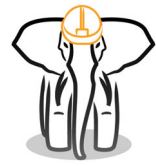


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## POTENTIAL CONFINED SPACE WORK AREAS

As of August 4th, 2015 there is a good chance that your team will be affected by the new confined space rule finalized by OSHA. There are several changes that assign responsibility to almost every contractor on a project or work assignment. In today's meeting we thought it would be important to review the areas in which confined spaces have the greatest potential to be present.

Examples of where confined spaces may occur, but are not limited to, the following:

- Bins
- Boilers
- Chemical Tanks
- Concrete Pier Columns
- Drilled Shafts
- Elevator Pits
- Equipment Pits
- Escalator Pits
- Fuel Tanks
- Heating, Ventilation, and Air Conditioning Ducts
- Incinerators
- Manholes
- Precast Concrete
- Pump Pits
- Scrubbers
- Sewers
- Solid Tanks
- Storm Drains
- Transformer Vaults
- Valve Pits



- Water Mains
- Water Tanks

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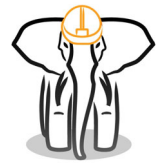


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## DEMOLITION AND CLEANUP

**Demolition and Cleanup:** Even before beginning work on a demolition, the person in charge should sufficiently prepare for the task keeping the health and safety of the workers as top priority. Prior to starting demolition work the worker should inspect all PPE and select, wear, and use the PPE best applicable for the task. These preparations include the planning of the demo job including the methods to be used, the equipment necessary, and the measures to be taken to perform the work safely.



Preliminary Tasks to be completed include:

- A written engineering survey. A written survey must be performed on each structure being considered for demo to determine the condition of the framing, floors and walls, and to assess the possibility of an unplanned collapse of any portion of the structure.
- Shut off or cap all electric, gas, water, steam, sewer and other service lines outside the building line. Notify appropriate utility companies. Temporally relocate and protect any essential power water, or other utilities.
- Determine the types of hazardous chemicals, gases, explosives, and flammable materials which have been used on the property. Test and purge these systems.
- Guard wall openings
- Post signs at each level of the structure, warning of the hazard of falling materials.

### Mechanical Demolition:

- No workers shall be permitted in any area when using a crane's ball or clamshell to remove debris
- The weight of the demo ball must not exceed 50 percent of the cranes rated load
- Crane book and loadline must be as short as possible
- The ball must be attached to the loadline with a swivel-type connection to prevent twisting of the loadline

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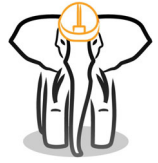


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## EMERGENCY ACTION PLANS

An Emergency Action Plan can be in writing, a policy or an agreed upon course of action. Having a plan is crucial to any activity and is especially important when it comes to emergency's. There are many sayings regarding its better to have and not need than need and not have. A plan of action for an emergency is a need and better to have than anything you can think of.



1. An Emergency Action Plan should always be in your Site Specific Safety manual. The customer usually has a site specific plan that is more comprehensive and should cover the entire project. It is important to be familiar with this in regards to events your plan does not cover.
2. Know were the rally point is for a project. (SUPERVISOR-reiterate at this time the rally point location) Also know the policy and or procedure on how to get to the rally point, who takes a head count etc...(SUPERVISOR-reiterate this information now)
3. A plan may be needed for unplanned and hazards so always keep this in mind. One should always consider a plan and not worry that its not in a policy or document. No one can have a plan ahead of time for everything, unexpected things happen so you must be able to come up with ideas for a plan on the spot at times.
4. Practicing an Emergency Plan of any type is always a good idea. If you practice anything without the stress of the real situation it should be less stressful when done in real life events.
5. No plan is full proof, recommendations for improvement are highly regarded and encouraged.

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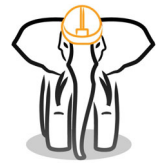


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## FIRE EXTINGUISHERS

Making sure your fire extinguisher has been inspected, and is current is just as important as having the right extinguisher on your vehicle. The fire extinguishers on company vehicles are often overlooked because they are out of site. The old saying is “Out of Sight, Out of Mind”.

### Types of Portable Fire Extinguishers

1. Class A; ordinary combustibles wood, papers, rags, rubbish.
2. Class B; combustible/flammable liquids gasoline, fuel oil, paint thinner.
3. Class C; electrical fires involves energized electrical equipment, power outlets, defective wiring, circuit breakers.
4. Class D; flammable/combustible metal fires magnesium, aluminum powder, and alkali metals.



Multi-class fire extinguishers “A-B-C” typically contain dry chemicals and an extinguishing agent that uses a compressed, non-flammable gas as a propellant. These newer extinguishes are valuable because they can be used on more than one class of fire.

**Information To Know:** Portable Fire Extinguishers are to be visually inspected monthly. During the visually inspection ensure the pin has not been removed, and the extinguishers gauge is still reading charged. Portable Fire Extinguishers on your vehicle should also be inspected yearly and/or based on the manufacturer requirements.

### Pass The Test:

**Pull**— The Pin

**Aim**— Aim towards the base of the fire, while standing at least 25 feet from the fire.

**Squeeze**— Squeeze the trigger

**Sweep**— Sweep the discharged agent with a left to right motion towards the fire.

Only discharge the Extinguishers after it has been assessed that the fire can be stopped with the on-board extinguisher. Always call 911 or contact the necessary emergency response team located at your worksite if you see a fire.

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