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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.

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

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Extension Cord Safety

Why are Extension Cords so dangerous? Electrocution continues to rank as the fourth highest cause of industrial fatalities. One person is electrocuted in the home every 36 hours. One person is electrocuted in the workplace every 24 hours. Just a small amount of electrical current, moving thru an extension cord, can cause injury or even death. The current from a 7.5-watt, 120-volt lamp, passing across the chest, is enough to cause fatal electrocution. About 12 percent of all electrocutions come from contact with just 120 volts. Two thirds of electrical incidents involve trades other than electricians.

Preplanning for Work with Extension Cords Virtually everyone uses electricity every day which leads to more exposure and more opportunity for accidents. Extension Cords are a great way to extend a power supply however they can be dangerous. All mechanical equipment deteriorates with use over time. The abundance of electrical equipment in the workplace presents more exposure to potentially damaged or defective equipment that can be lethal. You must take a minute or two to examine power cords and plugs before using them; even a small nick in the insulation can be deadly.

Power Cord Safety Basics Inspect the cord and plug. Look for cracks or damaged insulation, loose or missing plug blades, and indications of overheating or burning, especially on the plug. Make sure the plug is securely attached to the cord. The plug can be molded to the cord or have a clamping mechanism that fits snugly around the cord without pinching. Check for hot or discolored outlet wall plates that may indicate dangerous heat buildup at the extension cord connections. Outlets that have loose-fitting plugs can overheat and damage the cord and the plug.

What can I do to ensure safe operation with an extension cord? Make sure your hands are dry before plugging or unplugging a power cord. Make sure the plug fits snugly into the outlet. Never force a plug into an outlet if it doesn't fit. Keep slack in flexible cords to prevent tension on electrical terminals. Grasp the plug, not the cord, when removing a plug from an outlet.

If you find damaged or defective equipment: Don't use any electrical equipment that you suspect may be damaged. Be suspicious if any tool, cord, or other electric equipment that appears to be damaged. If in doubt, have it checked out by a qualified person if the equipment is energized: Isolate the area to alert personnel and keep them clear of the potential hazard and notify your supervisor immediately. Don't touch or handle damaged electrical equipment.

Fatal Facts: A 29 year-old production welder began work at 7:00 am. He entered the facility and wheeled a portable arc welder onto a work platform. The victim plugged the male end of an extension cord into a receptacle. Upon completion of this connection, the worker picked up the plug of the welder and the extension cord, and proceeded to connect them together. As the victim completed the connection, the outside metal casing of the plug on the welder became energized and the production welder was electrocuted.

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)**

_____ _____ _____

_____ _____ _____

(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: _____

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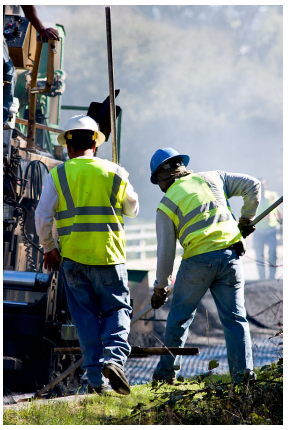
Highway Work Zones



Roadway work zones are hazardous both for motorists who drive through the complex array of signs, barrels, and lane changes and for workers who build, repair, and maintain our Nation's streets, bridges, and highways. Employees being struck by vehicles or mobile equipment lead to many work zone fatalities or injuries. Work zones need traffic controls identified by signs, cones, barrels, and barriers. Drivers, employees on foot, and pedestrians must be able to see and understand the proper routes. Construction project managers determine traffic control plans within construction/demolition worksites. Traffic control devices, signals, and message boards instruct drivers to follow paths away from where work is being done. Approved traffic control devices, including cones, barrels, barricades, and delineator posts are also used inside work zones.

Work Zone Protections: Various concrete, water, sand, collapsible barriers, crash cushions, and truck-mounted attenuators can help limit motorist intrusions into construction work zones.

Flagging: Flaggers should wear high visibility clothing with a fluorescent background and made of retro reflective material. This makes employees visible for at least 1,000 feet in any direction. Check the label or packaging to ensure that the garments are performance class 2 or 3. Drivers should be warned with signs that there will be flaggers ahead. Flaggers should use STOP/SLOW paddles, paddles with lights, or flags (only in emergencies). Lighting: Flagger stations should be illuminated. Lighting for employees on foot and for equipment operators should be at least 5 foot-candles or greater. Where available lighting is not sufficient, flares or chemical lighting should be used. Glare should be controlled or eliminated. Training: Flaggers must be rained/certified and use authorized signaling methods. Driving: Seat belts and rollover protection should be used on equip. and vehicles as the manufacturer recommends.

Manual on Uniform Traffic Control Devices (MUTCD) Fundamental Principles:

Traffic safety in temporary traffic control areas should be an integral and high-priority element of every project from planning through design and construction. Similarly, maintenance and utility work should be planned and conducted with the safety of motorists, pedestrians, and workers kept in mind at all times. Formulating specific plans for incident management traffic control is difficult because of the variety of situations that can arise. Nevertheless, plans should be developed in sufficient detail to provide safety for motorists, pedestrians, workers, and enforcement/emergency personnel and equipment. Traffic movement should be inhibited as little as practicable. Drivers and pedestrians should be guided in a clear and positive manner while approaching and traversing the temporary traffic control zone. To ensure acceptable levels of operation, routine inspection of traffic control elements should be performed. The maintenance of roadside safety requires attention during the life of the temporary traffic control zone because of the potential increase in hazards.

Work Site Review: **Hazards/Safety Suggestions**

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

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PPE: Personal Protective Equipment

PPE if you don't know is your last defense. In the order of things, eliminating a hazard or guarding a hazard is the better method of protection. But we all live in the real world so we are left with the need for PPE.

Mandatory PPE has come to us by the great people that just don't listen and get injured, a lot. In construction customers have found that requiring 100% compliance on PPE such as but not limited to Safety Glasses, Hard Hats and Work Boots. OSHA mandates PPE for the hazard that is presented. But as its mentioned, some customers take it a step further.

General/Common Personal Protective Equipment/PPE

1.Hard hats, This is to protect your head from a variety of hazards such as electrical, chemical and impacts. Never place stickers (if made to use them for thing such as training identification or orientations) closer than 2" from the brim. This could hide cracks in the hard hat. Hard hats need to be replaced, they don't last forever (see manufacturers recommendations).

2. Safety Glasses, protect you from impacts, particles and chemicals etc. from getting in your eyes. Prescription eyewear that is not ANSI Z87 rated but has side shields are not considered safety glasses. OSHA regulations do not require an employer to purchase prescription safety glasses for their employees. The only duty the employer has is to provide safety glasses that fit over prescription glasses with reasonable comfort.

3. Work Boots, lets face it, without your feet most of us aren't going places. ANSI Z41 rated footwear is mandatory on most construction sites. OSHA regulations do not require an employer to purchase work boots for employees up to a standard steel toe boot.

Work Site Review: **Hazards/Safety Suggestions**

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

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Trenching and Excavation

Trenching and Excavation Emergencies

Each year over 60 people are killed while working in and around trenches and excavations. Working in an unprotected trench or excavation can lead to death from becoming buried alive. In fact, this task is so hazardous that OSHA has identified it as one of the top four hazards that can cause death to workers. OSHA has also targeted trenching and excavations through a National Emphasis Program (NEP) which, when found, requires a mandatory inspection.

Why is trenching and excavation so deadly?

A cubic yard of dirt weighs nearly 1 and one half tons, or around 3000 pounds. A worker in an unprotected trench can easily become immobile or trapped by sliding dirt around the legs or ankles. When unprotected dirt reaches an employee's chest area, it quickly becomes impossible to take a breath. Once trapped by sliding dirt, rescues becomes a touch and go operation; nearly every employee buried by dirt in a trench or excavation dies long before reached by emergency responders.

How can these worker deaths be prevented?

Plan your job – A Competent person has been trained to examine soil types and environmental that can determine what type of equipment and preplanning will be needed. Use information to choose a protection system for the type of hazard - Soil analysis is important in order to determine appropriate sloping, benching, and shoring.

Monitor the work – Your previous training will enable you to recognize the signs and hazards that can lead to collapse.

Recognize some critical signs of danger

Some easily identifiable and recognizable hazards during trenching and excavations include working with heavy machinery; manual handling of materials; working in proximity to traffic; electrical hazards from overhead and underground power-lines; and underground utilities, such as natural gas.

Fatal Fact: Two employees were installing storm drain pipes in a trench, approximately 20-30 feet long, 12-13 feet deep and 5-6 feet wide. The side walls consisted of unstable soil undermined by sand and water. There was 3-5 feet of water in the north end of the trench and 5-6 inches of water in the south end. At the time of the accident, a backhoe was being used to clear the trench. The west wall of the trench collapsed, and one employee was crushed and killed. As result of the its investigation, OSHA issued citations for one willful, one serious, and one-other-than-serious violation of its construction standards. OSHA's construction safety standards include several requirements which, if they had been followed here, might have prevented this fatality.

Closing: Can anyone contribute a time that insert topic name was involved in your work? Can anyone recall a near miss or accident that could've been prevented?

Work Site Review: **Hazards/Safety Suggestions**

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Manager/Supervisor's Signature: _____

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