

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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Train. Protect. Prevent.

JOB SAFETY ANALYSIS— HAZARD KNOWLEDGE = SAFE PROJECTS

Unfortunately, each day over 10 people will not return home work in the United States of America due to a workplace fatality. Thousands of others will be injured on the job. How do you help prevent injuries and fatalities? Conduct a daily job safety analysis and review it with your crew prior to work beginning.

Most crew members scope of work doesn't change each day. However, a small change in work elevation, moving outdoors from indoors, or simply changing projects may drastically change the hazards faced. By conducting the job safety analysis each day, you should be able to capture these changes and get everyone on your crew aware of the hazards that they will face.



So, how does the job safety analysis work? Attached to this safety meeting you will find a blank pdf that you can edit to best suit your needs. Each day, prior to work beginning, complete the form. Feel free to call us if you have a hazard you aren't sure about. Once you have identified all of the potential hazards for that day. You have to develop a plan for everyone to work safe. Luckily, most hazards have several engineering controls or personal protective equipment designed specifically for the tasks you are tackling. Simply write out the steps to be taken to avoid the hazard. Have everyone sign-off that they have the training to perform the tasks incident free, then get to work. At the end of the day each worker should sign out, acknowledging that they completed the tasks safely and worked incident free.

Performing a job safety analysis each day is a major key to safe projects and keeping your crew safe. Make this a priority and you will be well on your way to a safe, productive day, every day!

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: _____

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Job Safety Analysis Form

Supervisor {Print Name}:	Contractor:	Date:
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Supervisor Signature:	Location of Work
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Task Activity 1:	Potential Hazards (For each step, list all potential hazards here)	Recommended Safe Job Procedures (For each hazard, list safe procedures, PPE or tools needed here)
Task Activity 2:	Potential Hazards (For each step, list all potential hazards here)	Recommended Safe Job Procedures (For each hazard, list safe procedures, PPE or tools needed here)
Task Activity 3:	Potential Hazards (For each step, list all potential hazards here)	Recommended Safe Job Procedures (For each hazard, list safe procedures, PPE or tools needed here)

A	Electrocution/Shock	H	Hot Surfaces	O	Excavations	V	Chemicals (MSDS Review)
B	Fall From Heights	I	Pinch Points	P	Lead Paint	W	Restricted Access/Confined Space
C	Work Overhead	J	Flying Particles	Q	Silica Dust	X	Poor Lighting
D	Lifting: Manual/Mechanical	K	Vehicle Traffic	R	Asbestos	Y	Heat Stress/Cold Temperatures
E	Rough/Sharp Material	L	Railway Traffic	S	Poor Work Position	Z	Compressed Air
F	Slippery/Uneven Surfaces	M	Welding Fume	T	Noise	AA	Repetitive Motion
G	Machinery - Rotate/Moving	N	Welding Arc	U	Flammable Materials	BB	Other:

FIRE PROTECTION PRECAUTIONS			PPE NEEDED			ENERGIZED EQUIPMENT SECURED		
Fire Blankets	N	Y	Face Shield	N	Y	Ground Fault Protection (GFCI)	N	Y
Welding Screens	N	Y	Safety Glasses	N	Y	Lock Out/Tag Out	N	Y
Flammables Removed	N	Y	Hearing Protection	N	Y	Electrical Tool/Cords Inspected	N	Y
Suitable Fire Extinguishers	N	Y	Gloves for Specific Hazard	N	Y	High Voltage Lines Identified	N	Y
LEL Measured	N	Y	Rubber Boots	N	Y	Hot Pipes Need Temp. insulation	N	Y
Trained Firewatcher Stationed	N	Y	Hard Hat	N	Y	Cords/Leads/Hoses Elevated 7'	N	Y
PERMITS REQUIRED			Fall Protection Equipment			WORK PLATFORMS FOR TASK		
Line Break	N	Y	Respiratory Protection	N	Y	Scaffold Needed/Inspected	N	Y
Confined Space Entry	N	Y	Foot/Metatarsal Guards	N	Y	JLG/Scissors Lift Inspected (Oper. Cert.)	N	Y
Other	N	Y	Safety Shower	N	Y	Ladders (Inspected & Secured)	N	Y
	N	Y	Eye Wash	N	Y	Other	N	Y
INTERIOR CONTAINMENT			Electrical Flash Gear			EXTERIOR CONTAINMENT		
Signs Posted?	N	Y	Other	N	Y	30ft Perimeter and Signs Posted?	N	Y
Work Area Entrances Sealed?	N	Y	BARRICADES NEEDED			20ft All Doors and Windows Closed?	N	Y
6 ft Poly established to contain dust?	N	Y	Caution (Yellow)	N	Y	10ft Poly established to contain dust?	N	Y
HVAC System Off and Sealed?	N	Y	Danger (Red)	N	Y	Are all tools staged on containment area?	N	Y
Tack Pad and Runners in Place?	N	Y	Hard Barricade	N	Y	Within 10 ft of prop line? Vertical Cont.?	N	Y

NOTE ALL CREW MEMBERS MUST SIGN IN AND OUT ON THIS FORM

Crew Daily Sign In	Crew Daily Sign Out
I understand the safety precautions and have the training to perform this task incident free.	I have worked safely today and have NOT been injured



COULD WORKPLACE EXPOSURES BE CAUSING YOUR HEALTH PROBLEMS? Train. Protect. Prevent.

Each day American workers are exposed to toxic agents, communicable diseases, and health hazards. Depending on where you work and what you do can drastically increase your risks of exposure.



Diagnosing health conditions is a very difficult task. Doctors spend years in medical school, residencies, and complete continuing education. With all of this experience it is still very easy for them to make a mistake. A common source of their mistakes is a lack of information. It is easy for things to “fall through the cracks” when a doctor is seeing several patients an hour, nurses, and support staff are bogged down with regulatory paperwork, etc.

In order for you to get the most effective medical treatment, a few things need to happen. First you should familiarize yourself with the Safety Data Sheets provided by your employer. Second, you should understand the hazards you are going to face and know if those hazards can have negative health effects. Third, make sure you communicate the health hazards you are exposed to while working your medicals pros!

Getting the most effective medical care requires you to provide as much information as possible when being treated. Use your daily Job Safety Analysis to identify your hazards, and make sure you communicate your exposures when receiving medical care.

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EQUIPMENT TRAINING ISN'T OPTIONAL

Understanding that equipment training isn't optional is a major key to a safe workplace. Since 2015 the United States Department of Justice has a special task force designed to make those responsible for catastrophes accountable. What does all of this mean to you? Instead of your local prosecutor getting to determine what charges will be filed, and who they will be charged against. Charges will be issued by the federal government, and everyone responsible, including the supervisor, can face charges.

It simply isn't worth the risk to the safety of anyone working at your site to have an untrained individual operating a heavy piece of equipment. Equipment training usually consists of one to three hours of classroom training, and an hour or so of hands on activities. This initial safety training is designed to get you or your employee familiar with how to operate, and the safe-operating procedures of the equipment. Supervised use of the equipment should take place after the initial equipment training.



You can simply search "forklift accidents" on YouTube and see for yourself all types of horrible incidents and fatalities. The dangers of operating equipment with untrained individuals is real.

Remember that equipment isn't optional and to ensure each employee receives refresher training every 2 to 3 years at a minimum. A best practice would be to have each employee have a refresher course each year, but the standards allow for more. So, choose what works best for you.

To discover the exact training requirements for the equipment you use simply click on the following link [OSHA Training Requirements](#).

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HIGHWAY DRIVING TIPS

Most of us are commuting several miles each day to and from work. In the construction field we are all used to making long trips to and from our projects. In the manufacturing world, workers often drive over 30 miles each way, everyday.

Highway driving is much different than driving on your local streets. Highways are filled with bridges, exit and entrance ramps, uphill climbs, and steep downhill descents. All of these variables can present significant challenges for our commutes.



Entering a highway often times is much more difficult than exiting a highway. Trying to gauge the traffic approaching the entrance is the first key to a successful merge. In almost every scenario the car on the highway already has the ride of way, so you will need to yield them while entering. Be sure that when you enter the highway that you have enough speed to avoid an approaching car running into yours.

After you are on the highway there a few basic things to be aware of. The left lane is for passing and some states restrict the use of it for only that, passing. Speed limits have always been a tricky thing when it comes to safety. I would never recommend to cruise at the speed limit. I feel the safest way to drive on the highway is to try and keep spacing. Not only for the cars in front of you, but also for the cars next to you. Think about how many people are searching Tinder, Snapchatting, or checking their Myspace account while driving. Then you have the people who think they can text and drive. Either way, cruising the speed limit next to another vehicle is crazy. This also applies to 18 wheelers. Try to wait to pass them until you can pass them quickly, then give them enough space before you merge back into the right lane.

Another dangerous maneuver that I have witnessed a lot is passing to the right. Be sure to always pass on the left, and use your turn signals when changing lanes to alert the drivers behind you to your intentions.

Staying safe out on the road can be a challenge, but your actions play a big role in the success of your journeys.

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WHERE IS YOUR SDS BINDER?

Where is your SDS Binder? It has been my experience over the years that people like “low hanging fruit”. One of these low hanging pieces of fruit that OSHA inspectors like to pluck is asking workers where the Safety Data Sheet Binder is. If you or your workers don’t know where it is, most likely, you will be facing a fine.

If you put OSHA and the fines aside and think about this for a second you will quickly realize that it is your duty to ensure everyone knows the chemicals that are at the work site. Chemicals can have immediate side effects, or long term side effects. Some of these ailments cannot be cured so it is crucial that everyone knows where the SDS binder is.

Why is the SDS binder so important? It is simple the Safety Data Sheets contain the hazards associated to each chemical, what the recommended protective measures are, and treatment options if there is an incident or exposure. The design of the binder is to give you and your employees a quick reference to be able to complete the task safely.

What do you have to do? Each year you need to hold a training session where you review where the binder is located, how to read the safety data sheets, and who to ask questions to should they have them. Once everyone knows how to read the sheets, and knows where the binder is located. Theoretically, everyone should be able to avoid any of the toxic effects of the chemical.

Do you know where your SDS binder is? What is your process to identify new chemicals? How do you ensure that all of the chemicals Safety Data Sheets are added to your binder?

Answering the above questions and putting together a process to get any new chemicals added are two keys to have a successful hazard communication program. You can read more about [OSHA’s hazard communication requirement by clicking here.](#)

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