

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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ASPHALT FUMES

Asphalt is a black or brown, semi-solid or liquid mixture used for buildings, roofing, roads, and rubber. It can be hazardous to human health, as cited by NIOSH, NFPA, and ACGIH (American Conference of Governmental Industrial Hygienists). Exposure to asphalt must be evaluated on a regular basis. OSHA does not have any specific standard for asphalt fumes, but it should be addressed by the construction industries.

Many workers are exposed to asphalt fumes used for road paving, siding, roofing, and concrete work. Exposure to fumes can cause eye irritation, throat irritation, skin rash, cough, headache, shortness of breath, and dizziness. Asphalt exposure can also have chronic health effects in addition to these acute effects. For example, long term exposure can cause change in skin pigmentation.



Protection Tips:

- Wash your hands with soap before leaving work sites or eating.
- Have your lunch away from the work area.
- Change your work clothes before going home.
- Avoid skin contact.
- Wear protective clothing.
- Use eye protection as well as gloves.
- All clothing and gloves must be made from an appropriate protective material.
- All PPE must be clean and available each day.
- If using respirators, employees must undergo a fit test, medical test, and training on the use of respirators.
- Respirators must meet OSHA requirements.
- Use safe equipment.
- Try to maintain a safe temperature.
- Train employees on the hazards of asphalt exposure and prevention methods. Proper use of PPE must also be included in training.

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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DRESS FOR THE JOB

Most workplaces have a dress code. There are many reasons for workplaces to have a dress code. Dressing for the job is dependent on specific job requirements, environment, region, climate, season, and the type of workplace.

How Should Dress for Work?

Your dress code should include:

- Match with the nature of the company's work.
- Be safe.
- Show a public image of the business.
- Have a good rain coat.
- Take good care of the quality clothes in which you have invested.
- Your clothes must be clean and in good condition. This includes being wrinkle-free.
- It is not appropriate to wear tight or trendy clothing to work.
- Do not wear printed t-shirts. Solid color shirts are generally ok.
- Do not wear jeans or shorts. Some companies allow jeans on Fridays. Check your specific Dress Code Policy to find out.
- For ladies, make sure you are not showing too much. Your clothing should be both comfortable and professional.
- If you work at machinery it is not safe to wear loose clothing, have loose hair, or wear jewelry.
- If you work in a kitchen, you must tie your hair back and cover it for hygiene reasons.
- Health care employees should not wear jewelry or loose/long sleeves for the safety of patients.



What specific items in your attire are important to staying safe? Could a different piece of attire make your job more comfortable?

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FIRE PREVENTION

Every year, many workplaces in the United States suffer from fires. Fires can cause injuries to employees and can damage property. Most fires are caused by human error. Fires resulting from equipment failure accounts for only about 15% of workplace fires. A fire prevention plan and program is the key to reducing fire hazards greatly in workplace. The OSHA fire standard requires a fire safety program for all workplaces. The requirements for this program include escape routes, fire extinguisher placement and use, a written emergency plan, a map of the workplace with clearly marked emergency exit routes (at least two doors or other means), and, most importantly, training for fire safety and the emergency action plan.



Fire Safety Includes:

- Keep work areas free of paper, wood, cardboard, and other items that can catch fire easily.
- Always check electrical cords and tools before use.
- Do not over load circuits.
- Keep escape routes clearly marked and free from obstructions.
- Do not use elevators as part of an escape route
- Practice good housekeeping at the workplace.
- Place oily rags in metal covered containers to be disposed properly.
- Smoke only in designated areas.
- Never block sprinklers, extinguishers, or emergency exits.
- Post a list of emergency telephone numbers with the company address next to the phone in your work station. (In case of fire call 911)
- Learn how to use a fire extinguisher.

Is there anything you can do to improve fire safety at your facility or project?

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LIFT IT TWICE

OSHA does not have a specific standard for heavy lifting hazards and back injury problems for employees. However, the General Duty Clause states that each workplace must be free of recognized hazards that create the potential for serious injuries to employees. OSHA encourages all employers to create a safe workplace by providing training and educating employees on ways to reduce or prevent back injuries.



Back Injuries can be Prevented by:

- Assessing the potential lifting hazards according to the workplace or task.
- Providing heavy lifting training.
- Using engineering controls to make lifting and other manual jobs easier and safer.
- Thinking before you lift or move an object. Plan the safest and most efficient method for lifting or moving.

Lifting Technique:

- Keep loads close to the waist and have the heavy side of the load closest to the body before trying to lift.
- Maintain a stable position and balance prior to and during lifting.
- Make sure you have good hold on the load.
- Wear proper shoes, not heels or flip flops.
- Do not bend your back when lifting.
- Keep your head up when handling the load.
- Do not twist or turn by moving your feet.
- Move smoothly, never jerk.
- If you need to adjust a load always put it down first.
- Consider your capacity, if you need help use equipment or ask for help.

Are there any items that could be lifted in a better way at your facility or project?

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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. A poorly planned vacation, can be a big headache.

To Have a Smooth 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.)



Travelling can be stressful at times. Confirming hotel rooms, flights, and events before you go will go a long way to avoid it.

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