

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

SAFETY MEETING OUTLINES

Box 700, Frankfort, IL 60423

815-464-0200

No. 40

Vol. 21

Week of 10/5/15

Company Name _____ Job Name _____ Date _____

FIRE PREVENTION AND FIRE EXTINGUISHERS

This week is National Fire Prevention Week and there is no better time to discuss fire prevention and fire extinguishers. Fire prevention is something we have to work at every day. Although our work areas may be free of fire hazards today, we must constantly work to keep them hazard-free. It is also important to understand the various types of extinguishers and their intended uses.

There are several things that you can do each day to keep fire hazards to a minimum. Always store flammable liquids such as oil, paints, thinners, and gasoline in closed, approved containers, and in compliance with all regulations. Observe hot-work permit procedures. Keep burners and furnaces properly adjusted and maintained. Don't overload electrical circuits; this can generate excessive heat and can lead to other problems, all of which can result in an electrical fire. Always observe "no smoking" signs wherever they are posted. A cigarette disposed of improperly can provide an ignition source and start a fire. If you must smoke, please be careful. One of the biggest fire hazards and one that we have to address all the time is the accumulation of scrap and debris. The only way to keep scrap from piling up is to get rid of it every day. Maintain a clean work area.

Once a fire starts, it's too late for prevention. You must know the locations of fire extinguishers and how to use them. All fire extinguishers are designed to extinguish certain types of fires. There are four classes or types of fires. **Class A** fires are fueled by things like wood, paper, or rags. Fires involving flammable liquids like gasoline, paint, or fuel oil are **Class B** fires. All electrical fires are **Class C** fires. **Class D** fires involve flammable metals and are rather rare. The point is that you should always use an extinguisher designed to put out the class of fire you're fighting. The classes of fires that an extinguisher will put out are listed right on the fire extinguisher itself.

Fires are dangerous and costly. Every one of us must make a contribution toward fire prevention. Report any fire hazards you notice to your supervisor. Fire departments use this week to heighten public awareness about how to prevent fires. You should use this week to identify fire prevention procedures you will follow consistently during the other fifty-one weeks of the year — then make sure you do follow them, at work and at home.

SAFETY REMINDER **The 'Assured Equipment Grounding Conductor Program' color code for October, November, and December is orange. If you use this program, test and color code all electrical cords and power tools.**

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

Supervisor's Signature _____

WEEKLY SAFETY MEETING

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SAFETY MEETING OUTLINES Box 700, Frankfort, IL 60423 815-464-0200 No. 41 Vol. 21 Week of 10/12/15

Company Name _____ Job Name _____ Date _____

HEAVY EQUIPMENT

Wherever heavy equipment goes, danger is sure to follow. Heavy construction equipment has no regard for human life. It's up to you to know how to work safely around it because it will not necessarily work safely around you. The following advice will give you a good start:

- The operator is always responsible for the safe operation of the equipment.
- Be on guard for warning signs such as frayed cables; grease, oil, or water leaks; unusual or strange sounds; or anything which could indicate a possible failure.
- Before starting the engine, check to make sure that all operating controls are in the neutral position.
- Wear the seat belt if your piece of equipment has one.
- Always maintain the required distance between equipment and electrical lines.
- Be especially careful when backing up and be sure your back-up alarm is working properly.
- If the equipment has blind spots which restrict the operator's field of vision or if the operator cannot clearly see the load, a spotter should be assigned to direct the operator.
- Never leave heavy equipment unattended in dangerous positions.
- Remember to chock and block when you reach the dock!
- Always shut off the engine and stop smoking during refueling.
- Never take a chance and dart behind or in front of a moving vehicle.
- Never position yourself under a suspended load, bucket, blade, or dump body.
- Employees other than the operator should never ride on equipment unless it is specifically designed to carry passengers.

**Most equipment is designed to process material
much tougher than flesh and bone.
It will flatten, chop, or crush you in an instant.**

SAFETY REMINDER

Special Topics For Your Project _____

Employee Safety Recommendations _____

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Meeting Attended By _____

Supervisor's Signature _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

SAFETY MEETING OUTLINES Box 700, Frankfort, IL 60423 815-464-0200 No. 42 Vol. 21 Week of 10/19/15

Company Name _____ Job Name _____ Date _____

FIXED POSITION SAWS

Many of us use fixed position saws, either at work or at home. We're talking about tools like table saws, band saws, radial arm saws, and power miter saws. These tools allow us to make difficult cuts quickly, easily, and very accurately; but their power and flexibility demand our care and respect. Here are some safety reminders and hints to keep in mind when you use fixed position saws.

First and foremost, and we've all heard this before — keep your fingers out of the blade. Use push sticks or blocks to keep your hands a safe distance from the blade. If no other option is available, make a jig or fixture to help you hold the workpiece while keeping your fingers at a safe distance. This will take less time and will be much cheaper than having your fingers surgically re-attached.

All saws make sawdust and small chips — wear eye protection. Depending on ventilation conditions and the material you're cutting, a respirator may also be necessary. Almost all saws are loud enough to make hearing protection a requirement. Don't wear loose clothing when you're operating any saw; and remove any jewelry that could get caught in the blade, on the table, on a guide, or on a handle.

Make sure that the saw is in good, safe operating condition. Check all the guards and keep them in place at all times. Keep guides, slides, rollers, etc. clean so they don't bind during a cut. Only use blades, cutters, and attachments that are designed to be used with your saw. Dull blades are dangerous; use sharp ones instead. Always unplug and/or lockout the saw before changing blades or performing maintenance, even if "it's only going to take a second". Here's a little hint for using radial arm saws: consider raising the front legs just a little (no more than half an inch); this will keep the saw carriage from rolling forward when you're moving or aligning the workpiece.

Working safely with and around fixed position saws is mandatory. If you don't, you or a co-worker will pay the price, usually in the form of a body part. Treat these and all tools with the respect they deserve and you'll go home every night with your fingers on your hands where they belong.

SAFETY REMINDER

**Never surprise or startle someone
operating a power tool.**

Special Topics For Your Project _____

Employee Safety Recommendations _____

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Supervisor's Signature _____

WEEKLY SAFETY MEETING

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LOCKOUT/TAGOUT

Some people consider life to be one big chance. They buy lottery tickets weekly believing there's a chance that they will have the winning ticket; they bet on the horses because there's a chance that they'll win; they drink and drive because the chances of getting caught are small. When it comes to lockout/tagout however, taking chances is not an option — no one wins if you don't play by the rules.

Lockout/tagout is necessary whenever you are performing service or maintenance on or around any piece of machinery where you could be injured by an unexpected start-up of the equipment or the release of stored energy. What would happen if you were working on a remote air compressor or pump and all of a sudden it started up? You could be seriously injured if part of the compressor rotated suddenly.

Always follow your employer's lockout/tagout procedures. Here are some reminders to consider.

- Isolate the machine from all of its energy sources before locking out.
- Use appropriate locks and tags.
- Release, disconnect, or block stored energy.
- Verify the lockout by trying the switch or controls.
- Inspect the machine thoroughly and notify other workers before re-starting or re-energizing.
- Never remove a lock or tag other than your own.

Remember that locks and tags do not de-energize equipment. On the other hand, pulling a fuse or flipping a circuit breaker is not a substitute for a lock. Many mechanics have lost body parts or even their lives because they or a co-worker by-passed the lockout/tagout procedure.

If your lock is the last one remaining on the lockout device, it's a good idea to check the machine or system and notify your supervisor before restoring energy — just to be safe.

SAFETY REMINDER

**Never share your lockout/tagout locks,
keys, or combinations with anyone!**

Special Topics For Your Project _____

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