

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

 SAFETY MEETING OUTLINES

Box 700, Frankfort, IL 60423

815-464-0200

No. 5

Vol. 21

Week of 2/2/15

Company Name _____

Job Name _____

Date _____


SAFETY RESPONSIBILITIES

How many times have you heard that it is your responsibility to get the job done safely? More than once, you've heard speakers talk about the need for incorporating safety into every job you do. There are too many workers however, who believe that safety is an issue only for the "safety-man" or the "safety department". But it's not! Safety only has meaning when it is preventing accidents, and it only prevents accidents when you make it part of your work and your life.

As a construction worker, if you believe that safety is just for the other person, you are making a sad mistake. Sooner or later you will learn, possibly in a painful and costly way, that such an attitude can only lead to grief. Safety responsibility means being aware of and taking the safety precautions necessary to perform your job in a safe fashion. These responsibilities include wearing personal protective equipment such as your hard hat and ear plugs, inspecting and maintaining your tools, following rules and procedures, and not taking chances and shortcuts.

Your attitude toward safety will have an effect not only on yourself, but also on those with whom you work, and on your family. Often the people most in need of healthy safety attitudes are new employees. New employees are busy absorbing all kinds of information. If you practice safety when you work with them, they will likely adopt your safe habits. Your safe practices will become theirs. You must take the responsibility to set a safe example for experienced as well as new employees. If you don't provide that example, safety will be just another word in their vocabulary.

Your safety responsibilities extend to your home life as well. If you routinely treat knives, tools, electricity, fire, etc. with caution and respect, your family will likely follow your lead. Bring your knowledge of safety and good habits home with you.

 Accept your responsibility to teach your family safe practices.

Accidents cost lives, time, and money; safe workers live longer, are more efficient, and are more productive. Your value to your employer will increase when you make safety, which costs almost nothing, an integral part of your life. Nothing but good can come from a sound attitude toward safety. It should be apparent to you that safety responsibility is a very important part of the job. Take responsibility for your safety at work and at home.

SAFETY REMINDER

**Warning other crew members of potential dangers
is part of your safety responsibility!**

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed MSDS # _____

Subject _____

Meeting Attended By _____

Supervisor's Signature _____

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SMALL TOOLS

Tools are such a common part of our lives that we often forget about the hazards associated with them. Don't take small tools for granted as many people do, both at home and at work. Remember that even small tools can be dangerous. Take the necessary precautions to prevent accidents. Even employees using small tools can be exposed to significant hazards, like flying objects, harmful fumes, and splashing chemicals. These employees must wear the personal protective equipment necessary to protect them from tool-related hazards.

Here are a few safety tips to remember while using small tools. Keep all tools in good condition with regular maintenance. Use the right tool for the job – don't use a screwdriver as a prybar or pliers as a hammer. Inspect each tool for damage before use, and take it out of service if it is damaged. Always follow the manufacturer's instructions. Never carry a tool by the cord or hose. Secure work with clamps or a vise; this will keep the workpiece from moving and allow you to use both hands to operate the tool. Disconnect tools when not using them, before servicing, and when changing accessories such as blades, bits, and cutters. Make sure all safety guards are in place when using a tool. Keep your fingers off the power switch to avoid accidental starting when you are carrying power tools.

There are a variety of battery operated power tools in use today, from drills to circular saws. Since you cannot unplug these tools, remove the battery when you are servicing them, or changing blades, bits, or accessories.

Household jobs usually make only light demands on your tools; but don't be tempted to use tools improperly or to substitute one tool for another just because you can get away with it. Construction work generally puts tougher demands on your tools. Misusing tools, or choosing the wrong tool for the job or one that is in poor condition, can have dire results. At the least, you may damage the workpiece; at worst, you may cause injury to yourself or another.

Small tool safety is important. Choose the right tool for the job, make sure that it's in good condition, and then use it correctly.

SAFETY REMINDER

Never toss small tools to co-workers!

Special Topics For Your Project _____

Employee Safety Recommendations _____

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HOUSEKEEPING

Accidents that fall into the category of "slips, trips, and falls" are some of the most common accidents in our business. A very simple way to prevent many of these accidents is by practicing good housekeeping. You don't need any special equipment or training, you just need to keep the place clean and orderly.

Proper housekeeping requires trash to be disposed of promptly and properly. Put lunch scraps, paper cups, drink cans, rags, and other refuse in dumpsters. Keep work areas and walkways clean and clear. When you unpack materials or equipment throw away cardboard boxes, paper wrappings, and packing materials so they don't create a fire hazard. Don't smoke around trash containers and make sure you dispose of smoking materials safely. Keep flammable liquids in properly covered storage containers. Place flammable rags in a tightly closed metal container that is emptied daily.

Good housekeeping reduces accidents and improves efficiency. Keep form and scrap lumber with protruding nails clear from work areas. It's a good practice to remove nails as you strip forms or dismantle crated equipment. Loose cords and air lines become tripping hazards when they run across walkways, aisles, and stairways. Make sure that cords and lines are properly located, even if you didn't put them there in the first place. Keep floors free of slippery spots – clean up spills, especially grease, oil, and paint right away. If you are cleaning up hazardous materials, follow the manufacturer's recommendations, which are found in the MSDS.

When it comes to housekeeping, once a day or once a week is not enough. Remember that housekeeping is a continuing process in which all workers must participate throughout the workday. Don't leave cleanup for the end of the shift. It's easier and safer to do your job when you don't have to step over and reach around scrap and debris. And, as we have been stressing, a clean job means a safer job.

There are two fringe benefits of good housekeeping. First, keeping litter in its place, especially food waste, helps control rodent and insect problems. Second, you present your best image – whether it's just to a passer-by, or to the owner of the project. Anyone who looks at your job can tell that it is run and staffed by professionals, who know what they are doing and take pride in their work.

SAFETY REMINDER

**Good housekeeping is up to each one of us.
A CLEAN job is a SAFE job!**

Special Topics For Your Project _____

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POWDER-ACTUATED TOOLS

Powder-actuated tools are used frequently on many jobsites. These tools are designed to fire a cartridge propelling a fastener into concrete, steel and other surfaces. Only trained and qualified employees are allowed to operate powder-actuated tools. All powder-actuated tools must be tested daily before use, and any defect that is discovered before or during use, must be corrected.

Some of the hazards connected with this type of tool should be quite apparent to you. They include such things as accidental discharge, ricocheting fasteners, flying chips, explosions if used in combustible atmospheres, and complete penetration of the work material by the fastener.

Operators need to wear proper personal protective equipment, including approved safety goggles. A hard hat and hearing protection are also recommended. Never point a powder-actuated tool toward anyone. Prior to firing the tool, make sure you know what you are firing into, that no one is on the other side, and that the area is clear. Insert the firing cartridge when you are ready to fire. Tools should never be loaded until immediately before use. In case of a misfire, the tool should be held against the work surface for at least 30 seconds, then try firing again. If the tool misfires a second time, wait another 30 seconds holding it against the work surface; and then remove the cartridge and inspect the tool. Never leave a powder-actuated tool unattended.

After use, make sure to clean and lubricate the tool according to the manufacturer's specifications, and then store it properly. If you have any questions about operating a powder-actuated tool, check with your supervisor or contact the tool manufacturer's representative. Never by-pass safety devices on powder-actuated tools, and always dispose of spent cartridges properly.

Like all tools, if you abuse powder-actuated tools or take chances when using them, someone is likely to be hurt. Use powder-actuated tools, and all other tools safely – they will help make your job easier and make you more efficient.

For more information about powder-actuated tools check the manufacturer's documentation and OSHA standard 1926.302(e).

**When the job calls for a powder-actuated tool,
be sure you select the correct cartridge
for the fastener you are using.**

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