

# WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

SAFETY MEETING OUTLINES

Box 700, Frankfort, IL 60423

815-464-0200

No. 27

Vol. 21

Week of 7/6/15

Company Name \_\_\_\_\_ Job Name \_\_\_\_\_ Date \_\_\_\_\_

## ACCIDENT PREVENTION

You've probably heard somebody talk about accident prevention before, some of you many times. That person reminded you that the worker is the key to accident prevention, and you might have thought, "How can I possibly make much of a difference? — I'm just one individual!" Stop right there! Each of you can and will make a difference. In fact, you've already made a difference — either good or bad — your habits and work practices make this jobsite safer or more dangerous every day.

- ♦ Start by reporting unsafe acts or conditions to your supervisor. If you see a hazard, do something about it. Correct the hazard or remind a fellow worker how to work safely. Don't participate in horseplay. Fooling around on a construction site may lead to disaster. Accidents, injuries, or property damage may be the end result of what started as an innocent prank. Set an example: take safety seriously, and others will follow your lead.
- ♦ Dress for the job. Wear your personal protective equipment. Keep it clean and in good repair. Avoid wearing jewelry. Don't wear loose clothing that could get caught and pull you into a piece of equipment.
- ♦ Keep your work area neat and orderly. Don't let scrap materials, trash, and spare tools accumulate. Follow instructions and read the manufacturers' manuals — they are there for a reason, not just to take up space in the tool's case. Listen to your supervisor and always adhere to the instructions and warnings on placards and signs. Read MSDS's prior to using any chemical. Be sure you store all chemicals in appropriate containers and clean up spills immediately.
- ♦ Inspect every tool before use. Take damaged or defective tools out of service until they are repaired. Don't take any chances or shortcuts. Be proactive: review the job hazard analysis before starting complicated or dangerous work. Share any suggestions you have with your supervisor. The best-kept secrets won't help improve the process.

Each of you has a job to do and preventing accidents is part of it. All of the actions above can help prevent accidents. Be sure to do your part. Think positively. Think safety. Remember that you **do** make a difference.

**SAFETY REMINDER** The 'Assured Equipment Grounding Conductor Program' color code for July, August, and September is Red. 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 \_\_\_\_\_

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## HOT WEATHER

Now that summer is here, I would like to offer you some safety tips for dealing with the heat. All of us are susceptible to the stresses of severe summer heat. As the weather heats up we need to adapt our lifestyles and work habits accordingly. Factors such as age, size, weight, and the amount and duration of physical activity play a critical part in how our bodies deal with heat, and whether we will fall victim to some type of heat illness. With all the outdoor work, activities, and social gatherings, we sometimes forget to take the necessary precautions to prevent heat illness. Three types of heat-related illnesses are heat cramps, heat exhaustion, and heat stroke.

**Heat cramps** are muscle cramps (commonly in the arms, legs, or stomach) that may occur as a result of physical activity during hot weather. Cramping usually results from a reduction in body fluids caused by heavy sweating. Treatment for heat cramps consists of removing the victim from the hot environment and gradually replacing lost fluids and electrolytes.

**Heat exhaustion** is a serious form of heat illness characterized by pale and clammy skin, dizziness, weakness, and profuse perspiration. The victim will have approximately normal body temperature and may complain of a headache. Treat heat exhaustion by providing water or electrolyte replacement drinks and moving the victim to a cool area. If not dealt with immediately, heat exhaustion can quickly become heat stroke.

**Heat stroke** occurs when the body fails to cool itself because the body's temperature-regulating system is overloaded. This may cause the body temperature to rise to a fatal level. In addition to high body temperature, signs of heat stroke may include the absence of sweating; hot, red, dry skin; and a rapid pulse. Heat stroke is a true medical emergency. Call for professional medical help immediately. First-aid treatment includes lowering the victim's body temperature quickly. Spraying cool water over the victim will help. Loosen or remove clothing. If possible, move the victim to a cool place.

It is much easier and safer to prevent heat illnesses than it is to treat them. Recognize the importance of cooling off before you overheat. Acclimate your body, drink plenty of water, plan ahead, take rests in shady areas, and when possible, work earlier in the morning when it is cooler.

**Use a sunblock to protect yourself  
from sunburn and skin cancer.**

## SAFETY REMINDER

Special Topics For Your Project \_\_\_\_\_

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## CRANE SAFETY

Construction sites are communities within themselves. A wide variety of activities are performed simultaneously with numerous pieces of equipment and tools. The crane is one of the most important and expensive pieces of equipment in use on most construction sites. No matter what type of crane is in use, it must be operated safely and within specifications, and you must take special safety precautions when working near it.

Cranes are carefully designed, manufactured, and tested for safe operation. Employers shall comply with the manufacturer's specifications and limitations applicable to the operation of each crane. If the manufacturer's specifications are not available, a qualified engineer must determine, document, and record the limitations of the equipment. Crane attachments cannot exceed the capacity, rating, or scope recommended by the manufacturer.

The use of a crane to hoist workers on a personnel platform is prohibited. An exception is allowed when the erection, use, and dismantling of conventional methods of reaching the worksite — such as a personnel hoist, ladder, aerial lift, etc. — would be more hazardous or is not possible because of structural design or worksite conditions.

When used properly cranes provide safe, reliable service to lift or move loads. Crane operators and personnel working with cranes need to be knowledgeable of basic crane capacities and limitations. They must also be mindful of specific jobsite restrictions, such as the location of overhead electric power lines, unstable soil, and high wind conditions. Personnel working around cranes need to be aware of hoisting activities and any job restrictions imposed by crane operations. To prevent employees from being struck or crushed by the crane, barricade accessible areas within the swing radius of the rear of the rotating superstructure.

A competent person must inspect all cranes and crane equipment to make sure they are in safe operating condition. These inspections must be performed both prior to and during use. OSHA requires an annual inspection of all hoisting machinery. This inspection must be performed by a competent person, or by a government or private agency recognized by the U.S. Department of Labor. The dates and results of this annual inspection must be recorded. For more information on crane safety see OSHA's Standard 29 CFR 1926.550.

## SAFETY REMINDER

**Never ride the load.**

Special Topics For Your Project \_\_\_\_\_

Employee Safety Recommendations \_\_\_\_\_

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Meeting Attended By \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

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SAFETY MEETING OUTLINES Box 700, Frankfort, IL 60423 815-464-0200 No. 30 Vol. 21 Week of 7/27/15

Company Name \_\_\_\_\_ Job Name \_\_\_\_\_ Date \_\_\_\_\_

## PERSONAL PROTECTIVE EQUIPMENT

As a construction worker you can be exposed to all kinds of different hazards. In today's safety meeting we will discuss some personal protective equipment (PPE) that you need to use to protect yourself. In particular, we will focus on PPE for your eyes, head, ears, and feet.

Protecting your eyes should be a high priority. If you don't have your eyesight you won't be qualified for most construction jobs. Safety glasses are the basic form of eye protection. You may also need goggles, face shields, welding helmets, or full hoods, or some combination of these. Each of these devices is designed to protect your eyes from specific types of hazards, like flying objects, chemical splashes, radiant energy, and molten metal. Eye and face protective equipment must meet the requirements of ANSI Z87.1.

Head protection is required if you work where there is risk of injury from falling objects, or if you work near exposed electrical conductors. Hard hats are designed to protect you from head injuries. The suspension system inside the hat acts like a shock absorber and distributes the impact over a larger area of your head. Class A and B hard hats also provide electrical protection. It is a good practice to always wear your hard hat with the cap bill facing forward. For more information see "Hard Hats" *Weekly Safety Meeting* No. 4, Vol. 21, 1/26/98.

Hearing protection will reduce the damage which can result from long term exposure to noise. To protect your hearing wear the right earplugs or ear muffs. Reducing the length of time you are exposed to noise can also reduce the damage. Many of life's most valued pleasures involve hearing — take the time to protect your ears!

Protecting your feet requires the use of proper footwear. Good sturdy leather safety shoes or boots go a long way toward protecting your feet. Check with your supervisor for any special footwear requirements, like steel-toed or chemical resistant boots, which may be necessary depending on your duties.

PPE is only effective if you wear it properly. If you are in doubt, check the manufacturer's literature or with your supervisor. All PPE must fit properly and be designed for the hazards you face. You wouldn't try to cut down a tree with a steak knife; don't expect a baseball hat to protect you from a falling brick or fashion sunglasses to protect your eyes from a flying nail.

**Keep your PPE clean.  
If your PPE is worn or damaged,  
have it repaired or replaced immediately.**

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