



# Motor Vehicles and Your Safety

No one ever plans to be involved in a motor vehicle accident. But a crash still occurs every five seconds. And crashes don't just happen at high speeds, on long trips, in bad weather, or to bad drivers. Traffic accidents happen most often near home, at moderate speeds, and even to good drivers. Last year, approximately **40,000 people were killed** in traffic accidents. Luckily, however, there are many strategies you can use to avoid motor vehicle accidents. Keep the following safety tips in mind when operating a motor vehicle, whether you're on or off the job:

- ✓ Always make sure you and all your passengers wear seatbelts.
- ✓ Keep infants and toddlers secured in car seats and make sure the car seat is installed properly.
- ✓ Inspect your vehicle prior to using it each day.
- ✓ Maintain your vehicle in good working order.
- ✓ Check your tire pressure.
- ✓ Never leave a motor vehicle unattended while it is running.
- ✓ Always back up slowly and never back up more than is absolutely necessary.
- ✓ Use mirrors or have someone signal to help you back up.
- ✓ Don't drink and drive; designate a driver or call a cab.
- ✓ Drive defensively; when in doubt, yield to other vehicles.
- ✓ Obey all traffic laws.
- ✓ Observe school zones and their posted speed limits.
- ✓ Take all weather-related warning signs seriously.

We are a very mobile society, but our mobility shouldn't come at the cost of lives. Drivers have a responsibility to prevent motor vehicle accidents. Start by reducing the factors that can contribute to human error and accidents. Do not drive aggressively. Don't speed or follow too closely. Avoid distractions like cell phone conversations, eating, and reading a map. Never drive if you're fatigued or drowsy. When you're driving, you're "in the driver's seat," and it is vitally important that you deliver your cargo safe and sound.

**SAFETY REMINDER**

**Night driving is particularly dangerous because your vision is limited. Reduce your speed and leave more room between you and the vehicles ahead of you.**

NOTES:	MEETING DOCUMENTATION:
SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:	JOB NAME:
	MEETING DATE:
	SUPERVISOR:
	ATTENDEES:
S.A.F.E. CARDS* PLANNED FOR THIS WEEK:	
REVIEWED MSDS #	SUBJECT:

*These instructions do not supersede local, state, or federal regulations.*



# Weekly Safety Meetings

Safety Training for the Construction Industry

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## Select Edition

San Diego Services

MAY WEEK 2

## Hand Tools And Power Tools

In the construction industry, your tools help you make a living. But all tools, whether they're powered by your hands, electricity, air, or gasoline, can present hazards when they are not used and maintained properly. To avoid hazards associated with using hand and power tools, you must understand the risks associated with each tool and know the safety precautions necessary to prevent accidents and injuries.

**Before you use any tool**, you must consider what personal protective equipment is necessary. Tools may produce loud noise, vibration, harmful dust; or chips, sparks, and flying particles during use. Wear all the required personal protective equipment including face and eye protection, earplugs, and respirators when necessary. Use gloves to protect your hands and fingers from rough objects and sharp edges. Remember to remove anything that could get caught in moving parts, including rings, watches, bracelets, and loose clothing.

**Inspect every tool before each use.** Check hand tools for loose, split, or cracked handles, mushroomed heads, wornout parts or any sign of damage. Inspect power tools for defective cords, plugs, and switches. Never use damaged or defective tools. Remove them from service immediately.

Follow these safe work practices anytime you use tools:

- Use the right tool for the job.
- Don't use a screwdriver as a punch, chisel, or prybar.

- Keep sharp edges pointed away from your body.
- Never disable or remove guards.
- Don't use electric power tools in damp or wet areas.
- Never carry a power tool by the cord or hose.
- Use gasoline-powered tools away from fire hazards.
- Secure materials you're working on.
- Maintain proper footing and balance at all times.
- Disconnect the power when tools are not in use.
- Never carry hand tools in your pockets.
- Carry power tools with your hands off the power switch.
- Use both hands when operating a tool.
- Keep bystanders at a safe distance.
- Make sure work areas have plenty of light.
- Never point pneumatic or power tools at anyone.

It's also important to store and maintain tools properly. Keep tools clean and dry. Follow all of the manufacturers' recommendations for cleaning, maintenance, and storage.

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**SAFETY REMINDER**  
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**Good maintenance keeps your tools sharp. Regular training keeps you sharp.**

**NOTES:**

SPECIAL TOPICS / EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:  
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San Diego Services

MAY WEEK 3

## Hammers and other Impact Tools

Impact tools include various types of hammers like claw hammers, sledgehammers, and ball peen hammers. Other impact tools include chippers, hammer drills, powder actuated fasteners, and jackhammers. All these tools share some common hazards like injuries to the hands and arms, flying objects or particles, exposure to harmful dusts, and loud noise. You can use impact tools safely and effectively if you follow safety procedures and keep these tips in mind:

### Hammers:

- ◆ When hammering, wear eye protection to prevent eye injuries from flying particles, nails, chips, and fragments.
- ◆ Always use the right type of hammer and the right size hammer for the job.
- ◆ Make sure the handle is smooth and free of oil or grease to prevent slippage.
- ◆ When using a hammer, always strike the surface squarely.
- ◆ Control the swing of the hammer by holding the hammer towards the end of the handle.
- ◆ Don't strike one hammer with another.
- ◆ When striking other tools, make sure the hammer face is larger than the tool being struck.

### Other Impact Tools:

- ◆ Only workers trained to use impact tools should be permitted to operate them.
- ◆ When using an impact tool, wear anti-vibration gloves, eye protection, and hearing protection.
- ◆ Always review the operator's manual before using the tool. If you have questions, ask your supervisor.
- ◆ Always point tools away from your body; and never point them at anyone else.

When using pneumatic or powder actuated impact tools, remember that the impact comes from compressed air or from an explosive charge. Follow the necessary precautions when using these impact tools.

Hammers and impact tools are a necessary part of construction work; they are all around us. But that does not mean that we can treat them casually. Pay attention to the hazards so you can avoid accidents and injuries and get the job done safely.

### SAFETY REMINDER

**Before you begin any task, ask yourself whether you have the proper knowledge, training, personal protective equipment, and tools to accomplish the job safely.**

### NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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## Care of Hand Tools

If you want to do the job, you need tools. If you want to do the job *safely*, you need the right tool for the job and it needs to be well-maintained. Maintaining your tools is as much a part of the job as using them to get the work done.

Whether you are a carpenter installing custom cabinets, a mason setting stone, or a laborer digging a trench, your hand tools are very important to the success of your job. Just as you would with power tools, make sure you inspect hand tools for chips, cracks, and other damage. Remove defective tools from service at once. Some tools come in many varieties, like chisels, for instance. There are cold chisels, brick chisels, and wood chisels. Make sure you select the right one for the job you are doing.

A *safe* worker uses a hand tool only for the kind of work it was designed to do. He does not like to improvise because he knows that it's dangerous—dangerous for the hand tool and dangerous for him. He practices using each of his hand tools in the correct and safe way. A sharp tradesman uses sharp tools. He inspects his tools at regular intervals, replaces tools that are worn or defective, and sharpens and adjusts them for best results.

You too can be a safe worker. When it comes to hand tool safety, think about these tips:

- Keep tools clean and dry.
- Store hand tools in a designated chest, locker, or toolbox where they will be protected.
- Keep tools sharp! Sharp tools cut more easily and help you do the job more safely.
- Never hammer a nail, even a little bit, with any tool other than a hammer.
- Carry tools properly. Never place sharp objects in your pockets.
- Anticipate that the tool could slip; keep your hands and fingers out of the way.
- Don't use a cheater bar to increase torque on a wrench or leverage on a pry bar.

Getting the job done isn't enough; you have to get it done *safely*. Evaluate the hazards and take precautions. You can avoid injuries by choosing the right tool and using it safely.

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**SAFETY REMINDER**  
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**When a job produces chips or other flying particles, wear the right kind of eye protection.**

**NOTES:**

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