



# Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

© 2018 Safety Meeting Outlines, Inc.

Paragon Services Engineering

Week of 3/5/2018

## Personal Protective Equipment

Personal Protective Equipment (PPE) is designed to protect various parts of the human body that are frequently injured or damaged—the eyes, lungs, feet, hands, ears, head, etc. PPE helps prevent injuries. PPE comes in many forms: hard hats, safety glasses, respirators, life jackets, safety harnesses, hearing protection, and eye protection just to name a few. When choosing what PPE to use consider the type of work you will be doing, the weather, and any hazardous materials you may come in contact with. Your employer is responsible for eliminating workplace hazards whenever possible. When hazards can't be completely eliminated, your employer is required to provide appropriate PPE. Be sure you use it!

The most widely used piece of personal protective equipment is the hard hat. It is the most visible symbol of the construction industry. It provides a layer of protection for your head. Your head contains your brain—leaving it unprotected would be foolish. So don't be hardheaded, wear your hard hat!

Another important piece of PPE is eye protection. Your eyes provide you with knowledge of the world around you—they allow you to drive, play ball with your kids, go hunting and, of course, do your work. Make sure you wear the kind

of eye protection that is best suited to your job. Your eye protection should fit properly and should be kept clean. Rinse off dirt, grime and grit before wiping the lenses.

PPE is worthless if it is not used or if it is used improperly. Each of you must be trained to use and maintain the personal protective equipment you need to do your job. Once you've been trained, it is your responsibility to use protective equipment and make sure it is clean and in good, safe condition.

If a NASCAR driver pulls out of the pit without a helmet, would it be OK because he's a really good driver and doesn't plan to crash, or would it just be plain stupid? If an offensive tackle went on the field with no helmet and no shoulder pads, would it be OK because he's really a tough guy, or would it just be plain stupid? So, if you start work without your PPE, are you really so good or so tough that it's impossible for you to get hurt, or is it just plain stupid?

.....  
**SAFETY REMINDER**  
.....

**That dust or chemical smell in the air may not only be irritating—it may be toxic!**

**Know when to ventilate or wear a respirator.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

S.A.F.E. CARDS\* PLANNED FOR THIS WEEK  
\_\_\_\_\_

REVIEWED SDS # \_\_\_\_\_ SUBJECT: \_\_\_\_\_

**MEETING DOCUMENTATION:**

JOB NAME: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

ATTENDEES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



# Weekly Safety Meetings

Safety Training for the Construction Industry

© 2018 Safety Meeting Outlines, Inc.

Select Edition

Paragon Services Engineering

Week of 3/12/2018

## Hand Injuries

Protecting your hands is critical. You use your hands to brush your teeth, eat lunch, drive your car, mow the lawn, and hold tools. Can you think of a two minute period since you woke up this morning when you didn't use your hands for **something**? You use them all the time. You have to take good care of them.

Let's take a few minutes to identify things you can do to prevent hand injuries.

- **Wear gloves**—they are your first line of defense against cuts, scrapes, blisters, and burns:
  - o Choose the right gloves for the job and make sure they fit comfortably.
  - o Wear chemical resistant gloves when handling chemicals, especially caustics and acids.
  - o Keep the insides of your gloves clean. Contaminants in your gloves can cause blisters and burns.
  - o Wear gloves when using knives, box cutters, etc. Always cut away from your body.
- **Be aware of machine dangers**—avoid getting parts of your body crushed or amputated:
  - o Remove rings, watches, bracelets, etc., to reduce the possibility of entanglement.
  - o Avoid pinch points and spinning shafts.

- o Always keep guards in place. Never try to cheat or bypass a guard or safety device.
- o Use a brush, or scraper—not your hands—to clear away shavings or filings from work areas.
- **Keep an eye on what you are doing**—simple choices will prevent injuries:
  - o Don't handle broken glass, rebar, cutters, and other sharp objects with your bare hands.
  - o Keep your hands away from sharp edges, needles, protruding nails, and splinters.
  - o Use caution when carrying objects. Doorways and stair rails can smash your hands and fingers.
  - o Recognize and avoid pinch points **before** you get pinched.

Your hands can hold, push, pull, guide, grip, flex, and feel. They are indispensable and irreplaceable. They require proper care and attention.

.....  
**SAFETY REMINDER**  
.....

**Always make sure you have a good grip; whether it's on the tool you're using or the load you're carrying.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

---



---



---



---



---



---



---



---

S.A.F.E. CARDS\* PLANNED FOR THIS WEEK:

---



---

REVIEWED SDS #

SUBJECT:

**MEETING DOCUMENTATION:**

JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

---



---



---



---



---



---



---



---

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



# Weekly Safety Meetings

Safety Training for the Construction Industry

© 2018 Safety Meeting Outlines, Inc.

Select Edition

Paragon Services Engineering

Week of 3/19/2018

## Fire Prevention & Protection

October is National Fire Prevention Month. Each year, businesses, civic organizations, communities, schools, and fire departments utilize this month to conduct fire prevention and protection campaigns. You can take this time to ensure that you, your family and friends, and your co-workers recognize the potential causes of fires. Talk to your family and friends about preventing fires and what to do in case prevention fails and a fire starts.

**Whether at work or at home, keep these fire safety tips in mind:**

- Have an escape plan at home and practice it with your family.
- Know at least two ways out of every room.
- Install smoke detectors in your home and replace the batteries at least once a year.
- Make sure electrical outlets are designed to handle appliance loads.
- Keep lighters and matches out of the reach of children.
- Ensure that everyone knows how to use fire extinguishers and knows where they are located.
- Disconnect appliances such as irons and hair dryers after use. Allow them to cool before storing them.
- Have an escape plan at work and practice it.
- Know at least two ways out of your work area on the jobsite.
- Turn off engines and let them cool off before refueling.
- Store flammables in closed, approved containers in compliance with all regulations.
- If you haven't checked your extinguishers recently, do it right after this meeting.
- Keep all exits free, unblocked, unobstructed, and unlocked at all times.
- If you use an extension cord, make sure it is properly rated for the load you will put on it.
- If you smell smoke or any strange odor, be sure to investigate it.
- When you discover a fire, sound the fire alarm, call the fire department, and then leave the area quickly.
- When you hear an alarm, evacuate—don't investigate.

**SAFETY REMINDER**

**What about other emergencies?**

**Are you prepared for severe injuries, tornados, chemical spills, earthquakes, and explosions?**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

S.A.F.E. CARDS\* PLANNED FOR THIS WEEK:  
\_\_\_\_\_  
\_\_\_\_\_

REVIEWED SDS # \_\_\_\_\_ SUBJECT: \_\_\_\_\_

**MEETING DOCUMENTATION:**

JOB NAME: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

ATTENDEES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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





# Weekly Safety Meetings

Safety Training for the Construction Industry

© 2018 Safety Meeting Outlines, Inc.

Select Edition

Paragon Services Engineering

Week of 3/26/2018

## Portable Heaters

Portable heaters make it possible for you to work more effectively in cold weather. They provide comfortable working conditions and allow you to continue on schedule. But if portable heaters are used improperly they can be dangerous. With the winter season upon us, it's important to review some guidelines for the safe use of portable heaters in order to prevent fires, burns, explosions, shock, and carbon monoxide poisoning.

Whether you use a fuel-burning heater or an electric heater, think about safety **before** you begin to use it. Read and follow all of the manufacturer's recommendations. Instructions will not be the same for all heaters. Use extreme caution when selecting a location for the unit. Do not place a heater in a hallway, doorway, or any other walkway where it is likely to be bumped and tipped over. Also, be sure the heater is on solid footing. Keep a fire extinguisher near, but not right next to, each portable heater. Never leave an operating heater unattended. Keep heaters away from combustible or flammable materials including clothing, walls, curtains, and scrap material. All portable heaters should be kept at **least three feet** from everything around them. Never throw combustibles into or onto a heater.

### Electric heaters:

Check the power cord for damage. If the cord is frayed or

cracked, do not use the heater. Plug heaters directly into a wall outlet. The large power load could cause an extension cord to overheat and start a fire. Never touch an electric heater if you are wet or have wet hands and don't use an electric heater in a damp or wet area. Unplug the heater when it is not in use and before making any repairs.

### Fuel-burning heaters:

Be sure you provide ample fresh air and good ventilation. This will allow enough oxygen for efficient combustion and to prevent the buildup of harmful gases. Never store bottled gas products, petroleum, or fuels near a heater. A spill, leak, or overheated container could cause a fire or explosion. Always allow the heater to cool down before attempting to refuel it. Clean up fuel spills immediately. Never have a flame large enough to throw sparks. Careless use of portable heaters can lead to injuries and deadly fires. Use portable heaters safely.

.....  
**SAFETY REMINDER**  
.....

**Carbon monoxide is a killer!**

**Use a fuel-burning heater in a closed space and your kids may not see you for Christmas.**

### NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

---

---

---

---

---

---

---

---

---

---

S.A.F.E. CARDS® PLANNED FOR THIS WEEK:

REVIEWED SDS #

SUBJECT:

### MEETING DOCUMENTATION:

JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

---

---

---

---

---

---

---

---

---

---

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