



# Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

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Paragon Services Engineering

Week of 6/4/2018

## Harassment and Discrimination

Many workers report that they have been harassed or discriminated against in the workplace. These problems exist not only in office settings, but also in the construction industry. Title VII of the Civil Rights Act prohibits harassment of an employee based on race, color, sex, religion, or national origin.

The Civil Rights Act covers sexual discrimination as well as racial and ethnic discrimination. Sexual harassment is a form of sexual discrimination that violates Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature can be sexual harassment. This conduct becomes sexual harassment if the victim's employment is explicitly or implicitly affected. Consider these facts:

- The victim as well as the harasser may be a woman or a man.
- The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or even a non-employee.
- The harasser's conduct must be unwelcome.

Ethnic and racial harassment also violate Title VII. Ethnic slurs, racial "jokes", offensive or derogatory comments, and

other verbal or physical conduct based on someone's race or color are all inappropriate. If the conduct creates an intimidating, hostile or offensive working environment, or if it interferes with that person's performance, the conduct constitutes unlawful harassment.

Prevention is the best way to eliminate harassment and discrimination problems in the workplace. Harassment and discrimination will not be tolerated in this organization. What can you do personally? First and foremost, don't participate in any conduct or activities which could constitute harassment or discrimination. Besides being a jerk, you jeopardize the company by participating in harassment; that means that you could be putting everyone's jobs at risk. If you know that harassment is occurring, tell your supervisor. Be aware that all of the anti-discrimination statutes prohibit retaliation against anyone complaining about discrimination or participating in complaint proceedings.

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**SAFETY REMINDER**  
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**Harassment and discrimination can involve age and disabilities too.**

**Be smart, don't participate in these petty, hateful activities.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:  
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S.A.F.E. CARDS® PLANNED FOR THIS WEEK:  
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REVIEWED SDS # \_\_\_\_\_ SUBJECT: \_\_\_\_\_

**MEETING DOCUMENTATION:**

JOB NAME: \_\_\_\_\_  
MEETING DATE: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
ATTENDEES: \_\_\_\_\_  
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*These instructions do not supersede local, state, or federal regulations.*



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Week of 6/11/2018

## Proper Lifting Techniques

Back injuries are extremely painful and they affect every movement you make. Your back is essential to sitting, standing, walking, and running. A back injury could mean severe pain during all of these activities. The risk of back injury increases during lifting. When lifting is done improperly, you become susceptible to hernias, back injuries, strains, sprains, bruises, and broken bones. To reduce the strain on your back, you must develop safe lifting habits.

Lifting properly starts before you pick up anything! Start by sizing up the load—estimate the weight and figure out how to get a good grip. You also need to figure out where and how you will put the load down at its destination. Finally, check the route you'll be taking as you move the load—look for tripping hazards, steps, ramps, narrow or low openings, and make sure that all of the floors and walkways will support the weight of you and the load.

### Pick the load up safely:

- Move as close to the load as you can.
- Place one foot slightly in front of the other.
- Bend at the knees, keeping your back straight.
- Grasp the load.
- Straighten your legs to lift the load.
- Hold the load close to your body.

### Set the load down safely:

- Keep the load as close to your body as possible.
- Bend at the knees to lower the load.
- Release the load.
- Stand up by straightening your knees again.

During lifting, remember to let your legs do the work. Your leg muscles are among the strongest in the body, and they are much stronger than the muscles in your back. Lifting with your legs and keeping your back straight will greatly decrease the strain on your back and will help prevent injuries. Also, if you know your day's work will involve lifting, do a few stretching exercises to warm up your back, arm, and leg muscles. Cold, stiff muscles are more easily injured.

Don't be afraid to ask for help. If an object is too heavy for you to lift, ask a co-worker for help. Know your body's limitations and don't overdo it. Whenever possible, avoid lifting altogether; use a mechanical lifting device such as a dolly, hand truck, pallet jack, forklift, front-end loader, or other material-handling device.

### SAFETY REMINDER

**Slips and falls cause many back injuries. Watch your step on wet, snowy, and icy surfaces.**

#### NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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# Weekly Safety Meetings

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## Select Edition

Paragon Services Engineering

Week of 6/18/2018

## First Aid Kits

Although you are trained to avoid injuries by thinking of safety first, when an accident does occur, you or a co-worker may be cut, burned, or suffer other minor injuries. Some of these injuries are not life-threatening and with knowledge of some first aid basics, you can help stop bleeding, prevent infection, and assist in decontamination of an injury while waiting for medical assistance to arrive. If you have knowledge of how to use supplies found in a first aid kit, you can help treat a minor injury and make a difference in an emergency. Just as with any tool, you must first learn how to use the products in a first aid kit properly to get the most effective results. The first aid kit may be fully stocked, but if you don't know the proper use for each item, it won't do you any good. First aid and CPR should only be administered by those who have been properly trained and certified.

- **Disposable gloves** and **CPR masks** protect you from an injured person's blood and other body fluids.
- **Cleansing agents** such as soaps and antibiotic towelettes are used to disinfect and clean wounds.
- **Antibiotic ointments** prevent infection.
- **Sterile dressings** help stop bleeding and prevent further contamination.
- **Gauze** is used to clean a wound or to apply first aid ointments or creams.

- **Adhesive bandages** protect minor cuts and scrapes after they have been cleaned and medicated.
- **Adhesive tape** is used to secure dressings or bandages.
- **Eye wash solution** can be used to flush the eyes or as a general decontaminant.
- **Cold packs** can be placed on sprains or bruises to reduce swelling.
- **Elastic bandages** are for wrapping sprains or strains.

If you are certified to provide first aid and begin helping an injured co-worker, have someone else call for medical assistance. Let your supervisor know if any first aid supplies need to be replaced.

First aid training is a tool that you carry with you everywhere you go—work, home, vacation, the little league game—and it's a tool that could save a life. Talk to your supervisor if you are interested in a training course in first aid.

### SAFETY REMINDER

**Never move an injured person unless the location creates the danger of further injury.**

#### NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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# Weekly Safety Meetings Select Edition

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Week of 6/25/2018

## Lockout/Tagout: Controlling Hazardous Energy

“Lockout/tagout” refers to safety practices and procedures designed to prevent injuries and deaths caused by the unexpected activation of machinery and equipment, or the release of other hazardous energy while workers perform maintenance, repairs, cleaning, adjusting, or servicing activities. **Lockout** involves using a security device or lock to prevent the unintentional startup of equipment. **Tagout** is the practice of using tags to make workers aware that equipment should not be energized until the lock and tag are removed.

Following is a list of common energy sources and the potential hazards they create for you:

- **Electricity:** electrical shock and burns.
- **Hydraulic pressure:** fluid spray and machine movement.
- **Thermal energy:** burns and frostbite.
- **Gravity:** crushing injuries and engulfment.
- **Fluids:** drowning and suffocation.
- **Chemical energy:** chemical exposure, fire, and burns.
- **Mechanical energy:** amputation and crushing injuries.
- **Pneumatic energy:** pressure release and machine movement.

Before working on, repairing, adjusting, or replacing machinery or equipment, notify affected employees that will

be out of service. Shut down the machinery or equipment following the appropriate procedures. Remember that different equipment may have different procedures. Place switches in the “off” position. Isolate all energy control devices: disconnect electricity; block moving parts; release stored energy; drain and bleed lines; block, vent, and drain fluid lines; disconnect pneumatic lines; and lower suspended parts to their rest positions.

Place a lock on all energy sources and isolation devices. Verify isolation. Check voltage on circuits. Check pressure on gauges and fluid lines. Attempt to start the equipment or activate the system in the normal manner and from all control points. Then, return all control devices to the “off” or neutral position. Remember that if more than one employee is assigned to a task requiring lockout/tagout, each of them must place his or her own lock and tag on each energy-isolating device.

Once the task is finished, it is time to reverse your steps. Only the person who performed the lockout/tagout procedures is allowed to remove the lock and tag. Before a lock or tag is removed and the energy is restored, the work area should be inspected. Make sure everyone is accounted for, all guards are replaced, and all tools and materials are out of the way.

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**SAFETY REMINDER**  
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**Identify • Isolate • Release • Lockout •  
Verify • Inspect • Clear**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:  
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