



# Weekly Safety Meetings

Safety Training for the Construction Industry

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## Select Edition

Paragon Services Engineering

Week of 1/7/2019

## Plan Safety Into Your Day

Safety and self-preservation go hand in hand. Our natural instincts drive us to keep ourselves safe in order to stay healthy and alive. However, safety doesn't occur naturally. In order to keep ourselves safe, we must plan safety into each task we want to accomplish.

What is safety? It is freedom from danger. It involves putting thought into action, creating orderliness, using knowledge, and exercising caution. It is a personal commitment to looking out for your health and well-being as well as that of those around you. Accidents don't just happen; they are caused. If we work on eliminating the causes, we can eliminate the accidents.

To be successful in accident prevention you must take the necessary steps to plan safety into your day. At the start of each day, plan your activities with safety in mind. As you leave home for your commute to work, take safety with you. Are you fit to drive? Are you in a frame of mind to be patient and courteous to other drivers and pedestrians? Did you remember to put on your seat belt? What kind of weather conditions will you encounter? Can you wait to make that phone call until you're off the road? Safety must never be compromised for the sake of speed or convenience.

Every day you make choices that involve safety at work. Did you inspect your personal protective equipment? Are you wearing it properly? PPE is one of the most essential safety elements in construction. Before you begin any task, be sure you are using the proper PPE for the hazards involved. This requires planning and forethought. There are other choices you make throughout the day. Will you make do with the wrong tool? Are you using the right ladder for the job? Do you know where fire extinguishers are located? Should you report the minor injury to your supervisor?

A safe attitude is contagious. If your children and your family see that you take safety seriously, they will adopt your good habits and make their lives safer too. Help your family to be prepared for emergencies at home. Teach your children about fire hazards and develop a fire evacuation plan. Have a fully stocked first aid kit in your home and emergency numbers posted. Training makes you better able to plan safety into your day and to deal with emergencies when they arise. Take CPR, first aid, and hazardous materials training whenever they are available.

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**SAFETY REMINDER**  
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**Safety is a state of mind.**

**Make conscious choices to promote safety.**

**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 1/21/2019

## Fall Protection Systems

If you've ever considered not using a fall protection system when you work at heights, consider this—it takes half a second for your body to fall 8 feet, and only 2 seconds to fall 128 feet. So if you think you're going to be fast enough to grab onto something before you fall too far, think again! Fatal falls in the construction industry most often occur from buildings, structures, scaffolds, and ladders. You should always be aware of the potential fall hazards in your work environment. When you can't avoid being exposed to fall hazards, you can prevent injuries and death by using one of the fall protection systems available for your safety.

Anytime you are exposed to a fall of 6 feet or more, you must be protected by at least one of these fall protection systems:

**Guardrail Systems:** Guardrails protect you by keeping you away from edges where you could fall to a lower level. According to OSHA regulations, a guardrail must be capable of withstanding at least 200 pounds of force applied within 2 inches of the top edge. Make sure guardrails are properly constructed and placed where they're needed.

**Safety Net Systems:** Safety nets protect you after you fall. They are designed to stop the fall before you hit the surface below. OSHA requires that safety nets be installed as close

as is practical under the surface on which you are working, but no more than 30 feet below. Safety nets should be inspected once a week for damage, wear, and deterioration.

**Personal Fall-Arrest Systems:** A personal fall-arrest system also stops you during a fall. It consists of an anchorage, connectors, and a body harness, and may also include a lanyard, a deceleration device, lifeline, or a combination of these. Personal fall-arrest systems only work if they're worn and used properly. Don't take any chances.

It's important that you follow your employer's and the manufacturer's instructions and recommendations for using all fall protection systems. Fall protection equipment must be inspected before each use. System components should be compatible with each other to be effective. Make sure you are fully trained to use all the equipment and that you know the intended use of each part of the fall protection system. Always follow safe work practices. If you have any questions about fall protection, ask your supervisor. Don't let lack of knowledge be your downfall.

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**SAFETY REMINDER**  
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**Become familiar with the fall protection plan at your jobsite. You'll need to know the rescue plan in case a co-worker falls and is hanging suspended in a harness.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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# Weekly Safety Meetings

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Week of 1/28/2019

## Ladder Safety

Ladders allow us access to high or out-of-reach places. Whether you are trying to get up on a roof or climb down into a trench, you usually use a ladder. Many different types of ladders can be found on a construction site: straight ladders, extension ladders, fixed ladders, frame ladders, stepladders, and job-built ladders. Every trade uses ladders to extend the limits of its work area.

No matter what type of ladder you use, remember the following guidelines:

- ✓ Inspect ladders before use—check for broken rungs, sharp edges, and splinters.
- ✓ Remove any oil, grease, or slippery material from the ladder and from your boots.
- ✓ Immediately mark defective or broken ladders with “Do Not Use” so they can be easily identified.
- ✓ Set ladders on a firm, level surface and avoid placing them in doorways and high-traffic areas.
- ✓ When raising a ladder, always check for overhead electrical lines.
- ✓ Secure ladders to prevent them from falling.
- ✓ Only one person should be on a ladder at a time.
- ✓ Use both hands and face the ladder as you climb up or down.

- ✓ Do not exceed the load limit of the ladder.
- ✓ Do not overreach.
- ✓ Do not use a ladder in place of scaffolding or to support scaffold boards.

Remember these guidelines when using specific types of ladders:

- ✓ Never weld from a metal ladder.
- ✓ Open stepladders completely to allow the spreader to lock in place.
- ✓ Always secure straight ladders at the top.
- ✓ Maintain at least three rungs of overlap on extension ladders.
- ✓ Make sure straight and extension ladders are equipped with safety feet.
- ✓ Do not stand on the top two steps of a stepladder.

### SAFETY REMINDER

**Ladders have their ups and downs—ladder safety doesn't! Always use the right ladder and use it safely.**

#### NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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**SAFETY MEETING OUTLINES, INC.**

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