



# Weekly Safety Meetings

Safety Training for the Construction Industry

© 2019 Safety Meeting Outlines, Inc.

Select  
Edition

Paragon Services Engineering

Week of 7/1/2019

## Think Before You Lift!

Each year, thousands of construction workers hurt themselves when they lift incorrectly. Some of these injuries are minor, but many result in permanent disabilities. These injuries can be avoided if workers avoid improper lifting.

Today's Weekly Safety Meeting will discuss how to lift properly:

- ❏ First, look at what you're lifting. If the load has sharp edges, slivers, protruding nails, or is slippery, you should be aware of this hazard before you try to lift it.
- ❏ Next, you need to determine how heavy the object is. If it is too heavy for you to lift, you are going to need some help—like a coworker, a hand truck, or a forklift.
- ❏ Before you move any object, check your route and make sure it's free of obstructions and tripping hazards.
- ❏ If you decide you are going to lift the load manually, bend your knees, keep your feet apart, and get a good grip. Lift by straightening your legs, with your back upright, so that you let your leg muscles do all the work.
- ❏ When you carry any object, watch where you're going. Be cautious in narrow walkways and tight doorways where you might smash your hands or knuckles.
- ❏ As you walk, keep the load close to your body.
- ❏ When you get to your final destination, reverse the steps. Bend those knees, lower your body by squatting down, and release the object.
- ❏ Remember that objects come in lots of different shapes and sizes; some drums and barrels can be rolled instead of carried, sacked materials should be grasped at the corners, and long objects should be carried by two people.
- ❏ Never try to carry a load that is too heavy for your physical ability. Get some help—whether it's human or mechanical!

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

**Proper lifting doesn't always come naturally. You have to concentrate and think about it until it becomes a habit.**

**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 **Select Edition**

Safety Training for the Construction Industry

© 2019 Safety Meeting Outlines, Inc.

Paragon Services Engineering

Week of 7/8/2019

## Dollies Can Lighten the Load

It's really easy to injure your back. And back injuries hurt! Even lifting a small object incorrectly can strain your back and cause you pain. You can avoid many back injuries by using a dolly, hand truck, or other mechanical device; by following safe work practices; by using proper lifting techniques; and by asking for help when a load is too heavy for you to lift alone. The best way to protect your back is to know your limits.

Construction work requires a lot of material handling. You probably spend lots of time lifting, carrying, pulling, and pushing materials to wherever you'll be using them. You probably also deal with objects of awkward shapes and sizes. And too often you're alone and don't have someone around to help you out. One easy solution to reduce stress on your body is to use a dolly or hand truck.

Have you ever watched a soda delivery person or professional movers work? They can move multiple cases of drinks or a heavy piece of furniture with the greatest ease and efficiency using a hand truck or dolly. It's kind of amazing how many heavy boxes they can carry on a hand truck. They load it up, balance the load, and off they go rolling away.

The key to this material handling success is the same as with any other task—using the right tool for the job. A hand truck is a simple tool made of two wheels and some welded aluminum side rails with a handle, but it can be a big help when moving almost any material. Four-wheeled dollies and carts also help eliminate strain on the back. They allow you to

roll boxes, objects, and other materials across the jobsite with relative ease. Since the weight of the load is carried by the cart's wheels, it's much easier and safer for one person to move a heavy load.

Using a dolly, hand truck, or other device doesn't eliminate all hazards. You must still be cautious. Make sure the load is securely placed on the dolly or truck so that it will not shift or fall over as you travel. Be careful not to place your hands or fingers where they could be pinched or crushed as you move the load. Keep your eyes on the path of travel. A misplaced piece of pipe or block of wood could cause a wheel to stop suddenly or you could stumble or trip. Move slowly and carefully, and watch for obstacles in your path.

When lifting materials on and off the dolly, be sure to use proper lifting techniques. Keep your back straight, bend your knees, lift with your legs, and keep the object close to your body. It's true that material handling devices do the work of two or three people. But just because you're using a dolly doesn't mean you won't have to ask a co-worker for help. Get help if you need it. A little help from a friend will make the work a little easier and a lot less painful.

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

**You might consider renting a dolly or hand truck when moving or for home renovation projects. The cost of the rental is far less expensive than the time off and medical bills caused by a back injury.**

**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:

---

---

---

---

---

---

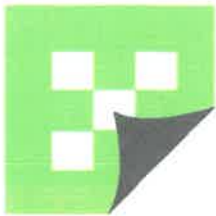
---

---

---

---

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



# Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

© 2019 Safety Meeting Outlines, Inc.

Paragon Services Engineering

Week of 7/15/2019

## Slips and Trips

Falls remain the leading cause of death in the construction industry. Workers continue to die as a result of slips, trips, and falls, and too many others suffer disabling injuries. It's important to be aware of the factors that contribute to these slips, trips, and falls, so we can all work to prevent these accidents and injuries on the jobsite.

There are two general types of falls: *same-level falls* and *elevated falls*. Same-level falls include slips and trips; while elevated falls involve falls from ladders, an upper level, scaffolds, falls on stairs, etc. Same-level falls are more frequent on a construction site, though elevated falls are potentially more severe. Today, our safety meeting will focus on samelevel falls and how to prevent them. So let's look at slips and trips.

**Slips** are caused by slippery surfaces and/or wearing the wrong footwear. They occur when there is not enough traction between a person's foot and a walking surface. Slips usually result in a backward fall. Clean, dry walking surfaces provide the best traction. Wet, icy, muddy, or oily surfaces have low traction and can cause slips. Small items that can roll under your foot, like screws, nails, and short pieces of conduit also cause slips. To prevent slips, avoid walking on slippery surfaces and promptly clean up all spills. Make sure your work boots have slip-resistant soles.

**Trips** occur when one foot strikes an object and stops suddenly, causing the upper body to be thrown forward. Two

of the most common contributing factors are poor house-keeping and inadequate lighting. Make sure all passageways and walkways are well lit. Keep all walking and working surfaces clear of obstructions. Put trash in trash bins. Place extension cords, power cables, and air hoses away from walkways and doorways. Pick up unused materials or tools. Dispose of scrap and packing materials, especially banding, strapping, and wrap that can entangle your feet.

Although our goal is to prevent falls, knowing *how to fall* may help reduce injuries: Keep your elbows, knees, and wrists bent. Don't try to break your fall with your hands or elbows. Tuck in your chin and protect your head with your arm. It's better to fall on your arm than on your head. If you can, land on your side instead of on your back.

Preventing slips and trips isn't rocket science; it takes a little attention and a little effort. Stay alert as you walk and work on the jobsite. Practice good housekeeping all the time. Watch where you're going and notice what's around you. Ask a co-worker for help when you carry an oversized object that can obstruct your view.

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

**Report all slips, trips, and falls to your supervisor, even if you don't think you suffered any injuries.**

**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 **Select Edition**

Safety Training for the Construction Industry

© 2019 Safety Meeting Outlines, Inc.

Paragon Services Engineering

Week of 7/22/2019

## Pre-Task Plans & Hazard Evaluations

Weekly Safety Meetings are excellent tools for improving safety on any jobsite. There is an even greater impact if the information presented in those safety meetings is implemented *daily*. To minimize the risk of accidents, planning for any construction project should take place on three levels: a hazard evaluation for the entire project, daily planning to coordinate contractors and equipment, and pre-task planning to reduce the likelihood that you or someone else is injured.

The project hazard evaluation phase occurs before the project begins. The supervisors, project engineers, safety director, and project manager get together to discuss how they are going to complete the work without any incidents. Many contractors find this to be very effective in reducing accidents, minimizing delays, and containing costs.

One good way to address safety issues on a *daily* basis is to hold a meeting at the start of every shift to go over the day's activities. During this meeting the supervisor and crew members review the tasks ahead and address safety concerns. They discuss what special tools, equipment, and personal protective equipment will be needed to accomplish the work. If everyone understands what is going to be done and how some types of work

will affect others in the area, adjustments can be made to allow all the tasks to be completed safely.

The third level of safety planning is the pre-task plan. This is your job. Too often you start something new or just pick up where you left off, without thinking through the task. Think about what you are going to be doing. Here are some sample questions to ask yourself: What are the safety issues that could affect you and those working around you? Are you wearing the right personal protective equipment? Has anyone left materials, tools, or scrap lying around? Do you need to lock out or tag out any equipment? Did you check for hidden hazards like electric and gas lines in walls, floors, or underground? Have you read the SDSs for any chemicals you'll be using? Will you need any entry or hot-work permits; how about a spotter or someone on fire watch?

Planning safety into the project from the start can save lives, time and money. A little time spent anticipating potential dangers at each level—project, day, and task—can prevent most injuries and accidents.

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

**Identify hazards at every stage of the game so the dangers can be controlled.**

**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 **Select Edition**

Safety Training for the Construction Industry

© 2019 Safety Meeting Outlines, Inc.

Paragon Services Engineering

Week of 7/29/2019

## Carbon Monoxide

### What is carbon monoxide?

Carbon monoxide is a colorless, odorless, **deadly** gas. Because you can't see, taste, or smell it, carbon monoxide can kill you before you even know it's there. More than 250 people in the United States alone fall victim to this silent killer each year.

### Where does carbon monoxide come from?

Carbon monoxide is a by-product of combustion, present wherever fossil fuels like gasoline or diesel fuel are burned. Malfunctioning or improperly vented home appliances, such as gas or oil furnaces, fireplaces, space heaters, wood burning stoves, and water heaters, can also produce it. Fumes from cars and trucks contain carbon monoxide; the concentration of carbon monoxide may become quite high if vehicles are left running in enclosed spaces such as shops or garages.

### How does this affect my work?

On a construction site, tools and equipment with internal combustion engines expel large amounts of carbon monoxide. Special attention should be given to where and when gasoline or diesel powered generators and welding machines are used. The same is true for heaters that burn kerosene and propane. Make sure the area is well-ventilated. If you have to work in an enclosed area be sure to direct the exhaust out of the work area. Failing to take these steps can produce a deadly environment.

### What should I do if carbon monoxide accumulates?

Increase ventilation or leave the area! High concentrations of carbon monoxide can kill you in minutes. At lower levels of exposure, carbon monoxide causes health problems. Be suspicious of carbon monoxide poisoning if you develop a headache, flushed face, dizziness, or weakness. Get to fresh air at once. Move anyone overcome by carbon monoxide gas to a ventilated area immediately. Perform artificial respiration if necessary and call for medical assistance by dialing 9-1-1. The fire department can use carbon monoxide detectors to let you know when it is safe to re-enter the area.

### How can I protect myself and my family?

Have your furnace and water heater checked regularly. Never leave a car running in the garage. Just as you would with smoke detectors, you should install carbon monoxide detectors in your home. Be sure to follow the manufacturer's instructions for installation and battery replacement, and remember to test the detector regularly.

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

**Any condition or process that might cause carbon monoxide to accumulate should be reported to your supervisor.**

**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.*