

SAFETY MEETING

Company Name: Superior Waterproofing Job Name or #: _____ Date: _____

6/30/17

WORKING WITH A NEOPHYTE

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To the Neophyte (new employee), you the veteran, will seem to have amazing knowledge. You know where all the equipment is, what forms must be filled out, how long a break should last, and where the bathrooms are. Most astonishing of all is the fact that you know what work needs to be done and how to do it.

Slang common to your profession slips easily out of your mouth. Acronyms (which mean nothing to the new employee) are as familiar to you as the stained coffee cup in your locker. Whether you say the bottom belongs on the top, or that the tool you're using is a special European adjustable metric hammer, the greenhorn at your side will merely nod in agreement.

Because the Neophyte often considers the veteran to have such impressive knowledge, it's important that when you (the veteran) are working with a greenhorn, you always keep these four points in mind:

1. The Neophyte will act as if he understands your directions even if he hasn't a clue to what they mean. This means you should ask questions which require more than a yes or no answer whenever you are giving important directions (such as warnings about hazards associated with a task).
2. The Neophyte will imitate your actions. If you take dangerous shortcuts, expect the apprentice who is working with you to do the same thing. Though it's always a poor practice to take dangerous shortcuts such as removing a guard covering a pinch point) it's especially dangerous when a new employee is working with you. If you don't wear personal protective equipment (Hard hat, glasses, gloves, etc) or read and sign tool talks, neither will they. Your actions are saying it's not important.
3. The Neophyte is more likely to become flustered. When a person is flustered, it means he is confused, nervous, or upset. A person who is flustered is more likely to make a mistake. This is why you should try hard not to lose your temper when working with a tenderfoot. Screaming at a person who has made a mistake or who can't easily understand your directions will not help him to do better.
4. It's probably been a long time since you were a Neophyte. Possibly so long ago, that you can't remember what it was like. Let the beginner know that you understand that he or she is nervous. Don't encourage mistakes, but do expect them.

Questions:

1. If I don't care about the safety drawing do I still have to read, sign and turn in a "Tool Talk"? YES NO
2. When can I take off my Hard Hat & Safety Glasses? (Circle all the correct answers)
 - a. When I leave the construction site?
 - b. When I am not working, just standing around on the jobsite?
 - c. When I don't think I need them?
 - d. When it's too hot outside?

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

Supervisor's Signature _____