

SAFETY MEETING

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

11/9/18

WHY USE A CHECKLIST?

45

A checklist is a type of job aid used to **reduce failure by compensating** for potential **limits of human memory and attention**. It helps to ensure consistency and completeness in carrying out a task.

We all know how to do our job, we do it everyday for 20 to 40 years. It's like riding a bike!

BUT SHIT HAPPENS!

1. I knew I needed more weights or I meant to tie them on, but Homer had a problem and I forgot to go back and take care of it. (Kiener)
2. I knew my ladder was too short but we were finishing up the punch list and it takes too long to go back to the shop and get a longer ladder or move the scaffold. (Too many times to count)
3. My leg was hurting so I took it out of my harness. I took my hardhat or glasses off at break and forgot to put them back on. Forgot to put my work boots back on after lunch. (Daily)
4. We always clean things up and put them away at the end of the day. (Worker got feet tangled in tarp pushed out the way). If you're not using it – put it away.
5. I can't believe someone messed with our rigging during lunch or overnight or over the weekend. (It happens – use checklist before use)
6. WORDS TO DIE BY: This will only take a minute. I've always done it this way. It will be okay this one time.

We have checklist available in the office for:

1. Job Safety Analysis – Walk job beginning of each shift and ID hazards. Communicate
2. Scaffolds – Suspended (swing stage), Stationary, & Rolling (Bakers)
3. Aerial Lifts
4. Ladders
5. Trenching & Shoring

due by 11/14/18 for jacob

It is always a very good idea to grab a checklist and double check that you didn't miss a step!

AND IT COULD EVEN SAVE YOUR LIFE!!!!

WHAT UNSAFE OPERATIONS DID YOU FIND ON YOUR JOBSITE THIS WEEK? _____

What Corrective action was taken? _____

Meeting Attended By _____

Supervisor's Signature _____