

SAFETY MEETING

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

2/29/17

8

'SOME THINGS YOU DIDN'T KNOW ABOUT SAFETY'

Accidents and injuries on the job don't just happen – they are the results of unsafe acts or conditions (such as inattention). A safety program will contain information about hazardous conditions and safe work practices for the entire job. It can tell you what to watch out for and how to get your job done safely – **of course you have to read and understand it first.**

A good safety program will address everything from soup to nuts: hazard recognition, accident prevention, pre-task plans, personal protective equipment, what you should do in case of an accident, hazard communication, electrical inspections, WEEKLY SAFETY MEETINGS, drug testing, fall protection requirements, new hire orientation, etc.

Now that you know what the program requires, make use of the information. Take the time to read and understand the safety program. A good place to start is by reading the section in the manual that applies to what you're working on this week, then move to other sections in the future. If the program says to do something differently than you normally would, **find out why**; don't just ignore the program or your experience. You may learn a better, safer way to do your job, or you may find that the safety program needs to be updated or revised.

WEEKLY TOOL TALKS; are required by OSHA as ongoing training and serve as a reminder for you to keep 'Safety 1st' on a weekly basis. They also contain useful information on a variety of topics. Every tool talk is important!

Your signature; on a weekly tool talk says that you read and understand the information contained within. Be sure you do before you sign. You have 10 days to read, answer the questions, legibly sign (or print name next to sig.) & return the talk to the office. ****3 MISSED TALKS IN 1 MONTH OR 12 MISSED TALKS IN 1 YEAR AND YOU WILL BE LAID OFF UNTIL THE TALKS ARE TURNED IN AND THE ENTIRE YEAR COUNTS JANUARY THROUGH DECEMBER**.**

FOREMEN: You still have the "preferred" option of reviewing the talk on site as a group and having everyone sign & return one form.

Starting Today; be part of the safety program. Follow the rules, ask questions, look out for your buddies and co-workers. Look for ways to improve our program and your work practices so we can be the best in our trade.

The bottom line of a 'Safety Professionals' goals is to keep everyone and everything safe!

QUESTIONS? I understand the new rule about missing tool talks and that it is effective 1/1/17.

(Initials) _____

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

What Corrective action was taken? _____

Meeting Attended By _____

Supervisor's Signature _____