

SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____
Meeting Leader _____ Title _____
Date Held _____ Place _____ Time _____
Subject of Meeting _____ **FLOOR AND WALL OPENINGS** _____

All floor openings should be covered with a suitable covering capable of supporting heavy loads. The covering should be firmly anchored in place and should be immediately replaced after the opening is used.

Stairways and floor to ceiling openings should have protective handrails and toe boards adequately supported and held in place.

Always avoid stepping on loose plank or a piece of paper or cardboard lying on the floor. There may be an unprotected opening under it.

When it is not possible to properly cover an opening in the floor it should be barricaded on all sides.

Always watch where you are going so that you don't walk into something or trip over something.

Don't throw anything out of open windows; off the roof; down floor or stairway openings.

WEAR YOUR HARDHAT AND OTHER NECESSARY PROTECTIVE CLOTHING and/or EQUIPMENT AT ALL TIMES WHEN ON THE JOB.

If you see a hazardous condition or an activity being conducted in what you consider a dangerous fashion, protect the hazardous area and get notification to your Foreman immediately, regardless of who or which employer you may think is responsible for the questionable circumstances.