

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 _____ SAFE PRACTICES ON THE JOB

You may think that the following safe practices are repetitious, but, in fact, simple as they are, they are not emphasized enough.

Be sure of footing before stepping. Avoid slippery spots, spills, loose objects.

Hard hats must be worn in all areas. This includes all visitors.

Make sure that there is ample illumination in all areas.

Use barricades or fencing at excavations, floor openings, etc.

Report any injuries immediately. Even small cuts and abrasions can become infected.

"Horseplay" and roughhousing have no place on a construction job.

Wear your hardhat and other personal protective equipment (PPE) such as eye protection, gloves, respirators, etc., as conditions require.

Keep materials orderly. Keep piles and stacks from shifting or falling.

Keep the proper fire extinguishers available at the place of work activities.

Do not allow shavings, lagging, empty cartons, oil or grease to accumulate.

Refuse piles should be removed as soon as possible.

Keep stairways and all routes of access and egress open and free of all obstructions.

Be familiar with all exits in whatever area you are working.

Report unsafe conditions to your Supervisor immediately regardless of who is responsible for the condition.