

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C113: Beginning & Ending with Safety

Introduction: The goal of safety is to begin the day and end the day safely, so our consideration of safety must transition from the beginning to the end of a job. Our ideas of safety on the job must encompass every aspect of preparation for the day's work, through and extending beyond completion of the job. Safety must be your first thought as you drive to work to begin the day's work, and it needs to be on your mind as you leave and drive home at the end of the day.

To think safety first, last, and in between, ask yourself:

- What is my best, safest route to work or the job-site? Is my vehicle properly maintained and safe to drive?
- Do I have all the equipment I will need to do the job safely?
- What methods will be used at the job-site today to complete the work? What will be required to do the job safely?
- What personal protective equipment or clothing will be necessary to accomplish the work safely? Be sure to inspect all personal protective equipment and clothing for defects prior to use.
- What tools are necessary to complete the day's task? Are the personnel who will be using the tools or equipment properly trained to do the work safely?
- Do these tools or equipment require special training or certification? Who has received that special training or certification?

Upon completion of the day's work, be sure to properly clean and store all equipment in a dry, secure place for future use.

Other Considerations:

- Be sure to inspect all tools and equipment prior to use. If defects are found have them repaired or replaced prior to use.
- Inspect the job-site or work area prior to beginning work. Look for any changes or hazards which you may be unaware of.
- Make sure all personnel understand what the day's work will encompass. If there are any hazards related to the job to be done; what needs to be done to minimize or eliminate those hazards?
- Practice good housekeeping throughout the day. Eliminate any possible hazards as they arise.
- Stay alert throughout the day. Be aware at all times of what is happening around you, and around your co-workers.
- Upon completion of the day's work, be sure to properly clean and store all tools and equipment in a dry, secure place for future use.
- Make sure all barricades or guards required are in place before leaving the job-site.
- Ensure that all equipment is properly parked and secured for the night.
- Anticipate whether you will need any special tools or equipment to accomplish the work safely tomorrow.
- Plan the safest route home and consider variables to the drive. For example, timing your departure around traffic or taking another route with fewer traffic hazards.

Conclusion: Think safety first, last, and every moment in between. Planning and attention to details pay off in a safer, more efficient job. Accidents are usually a result of lack of attention or lack of planning, and are preventable almost 90% of the time.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.