



Job Name: _____ Job Site Location: _____

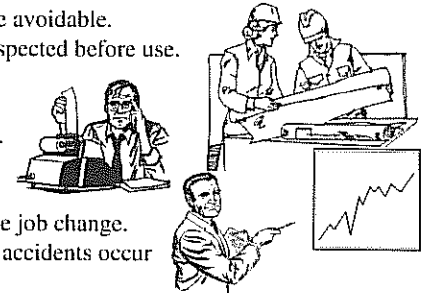
Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 124: Safety is Everybody's Business

Introduction: Every year thousands of workers in factories and on construction sites are hurt or even killed because of accidents. For the most part these accidents were caused by unsafe acts of workers, whether they are intentional or done without thinking (bad or old habits). Each individual worker can provide valuable information on the safety training that is needed. This safety meeting is designed to provide direction for employers and workers to get everyone thinking and acting safely. Remember, *Safety Is Everybody's Business*.

- The U.S. Department of Labor estimates that around 85% of injuries from accidents in the workplace are avoidable.
- Many accidents are caused by equipment that could have or should have been properly maintained or inspected before use.
- Safety and health training should be provided before problems or accidents occur.
- Problems that can be addressed effectively by training include:
 - * Those that arise from lack of knowledge of a work process.
 - * Unfamiliarity with equipment.
- Additional training or re-training should occur when:
 - * Employees are assigned new job responsibilities.
 - * New equipment is introduced to the workplace.
 - * There is are additions of hazardous chemicals.
- Employees having all the proper equipment is half the battle of a safe workplace. Education on how to use the equipment properly and training on performing the job safely is the other half.

- * Incorrect execution of a task.
- * Hazardous conditions on the job change.
- * Any near-miss incidents or accidents occur on the job.



Safety is Attitude: Most accidents happen because of an improper attitude. Our attitudes determine our actions. Each individual must have the proper attitude towards safety. No one wants to get hurt, or see their co-worker injured, so it makes good sense to work with a positive pro-active attitude toward safety. A positive attitude toward safety is contagious; however, equally contagious is a negative attitude. Joking about safety or blatant disrespect for safety rules is not only against company policy, it also shows a lack of regard for you and your fellow co-workers health.

- Remember that an accident may cause pain, significant loss of income, disability, and even death.
- Since manufacturing is normally a team effort, every one of us is responsible for the safety of each team member and making a safer work area.
- Monitoring your surroundings, paying attention to your co-workers, and setting a positive example will promote a safer workplace.

Safe Care and Handling of Equipment and Tools: Any tool or piece of equipment can become defective. A defective tool or piece of equipment will result in unsafe work practices. It is important to note that time and use will eventually render every tool and all equipment defective. Therefore constantly performing maintenance and inspection with every use is essential for the safe keeping and long life of the tool and equipment; a defect free tool or piece of equipment means a safer workplace.

Following are additional tips for safe handling of tools and equipment.

- Not putting tools or equipment away in its proper place can result in slip, trip, and fall hazards.
- Pulling electrical cords unplugged from a distance or carrying tools/equipment by the cord can cause damage to the electrical component.
- Removal or unapproved modification of tools and equipment will make the equipment dangerous and may not meet requirements.
- Not wearing proper personal protective equipment during operation may cause serious injury and does not meet requirements.
- Never operate tools or equipment without proper training.

Safety is Every Trades Business: When working on a job-site, you are not alone. A worksite is a delicate operation with all trades working at a hectic pace and each trade operating on their own agenda. Various trades will be in different phases of construction and each trade brings its own hazards to the job. It is important to educate yourselves as to the hazards that one may encounter on the job that are not necessarily created by your work crew. Be sure to daily evaluate the job site for hazards that may have not been there the day before. Take time to guard the hazards, abate any hazards that are correctable, and inform supervisors or job site superintendents of the hazards that can not be corrected.



Conclusion: Remember to ask if you don't know or are unsure of the correct and safe way to perform your job. If a co-worker is trying to help you, it is because they care about safety and your health. Remember attitudes are very contagious, so if you are consciously thinking about safety, there's a good chance that your co-worker will do the same. Never believe the saying "That it won't happen to me". Time is *not* on your side and if you take enough chances over a long enough period of time you will cause an accident and perhaps injure yourself or others.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

City of San Angelo Foreman/Supervisor's Signature: _____

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