

# WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

 SAFETY MEETING OUTLINES Box 700, Frankfort, IL 60423 815-464-0200 No. 33 Vol. 21 Week of 8/14/2023

Company Name \_\_\_\_\_ Job Name \_\_\_\_\_ Date \_\_\_\_\_

## FIRST DAY ON THE JOB

The first week on the job is a difficult time for a new employee. It's a period of adjustment and learning. The first and second days are perhaps hardest of all. Every effort should be made by the supervisor and crew to give the new employee a good first impression and to **set the standard for safety**. We want to have a safe job, and the only way for that to happen is for everyone — including new hires — to practice safety all the time.

The new employee is eager to learn and it is up to each of us to make sure we set the **safe** example. The safe way of doing each job and each operation must be shown. Safety should be worked into each step of the operation as an integral part of the work procedure. Good safety know-how comes with experience. Share your experience and knowledge. Help new employees develop an attitude toward safety that will protect them for the rest of their lives. If we do the job safely long enough, the safe way becomes a habit, and we want all new employees to develop those safe habits.

Some of you will be working along side the new employee. Even though it may be very tempting to send an unsuspecting rookie for a left-handed screwdriver, this is not a time for horseplay and practical jokes. Keep an eye on him or her, offer advice to avoid mistakes, lend a helping hand here and there, help him or her recognize hazards and prevent accidents. Keep in mind that you may get hurt if the new person has an accident. Above all, stick to safe and effective work practices.

Remember that "new employee" doesn't just mean a twenty-year-old apprentice. Even a seasoned professional qualifies as a new employee when starting a new job, or working on a jobsite for the first time. Each job has a unique set of hazards, some of which may not be obvious to a newcomer. It's everyone's job to help new employees learn about those hazards and how to work safely. Take the opportunity of having a new employee around to review your own habits and practices.

What you do and how you do it will send silent signals to new employees. Because they will see you working, you will be training them whether you want to or not. Be sure that you make a good impression and **set the standard for safety**.

### SAFETY REMINDER

**Think safety — act safely.  
Share your expertise with new employees.**

Special Topics For Your Project \_\_\_\_\_

Employee Safety Recommendations \_\_\_\_\_

Reviewed MSDS # \_\_\_\_\_ Subject \_\_\_\_\_

Meeting Attended By \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_