

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

© Safety Meeting Outlines Box 700, Frankfort, IL 60423 815-464-0200 No. 7 Vol. 19 Week of February 17, 2025

Company Name _____ Job Name _____ Date _____

NEW EMPLOYEES

Whether you are new to the construction industry or a seasoned professional on a new job, it's good to get off on the right foot. New employees must be trained regarding their job responsibilities, and old hands need to review site-specific rules and regulations.

Many employers require new employees to complete a safety orientation. Some orientations have a short quiz at the end to ensure that the material has been fully comprehended. Some of the topics covered might include:

- What to do in case of an accident and where to go for first aid.
- Fire safety, including the location and use of fire extinguishers, job telephones, and emergency numbers.
- A review of fall protection requirements and the use of personal protective equipment on the job.
- The precautions required for using chemicals and the location of Material Safety Data Sheets.
- Electrical safety hazards.
- Ladder and scaffold safety.
- Housekeeping and sanitation regulations.
- The operation and safe use of all motor vehicles.
- The use and care of hand tools.
- Rules regarding working in excavations or confined spaces.
- Observing signs, labels, and "off limits" areas.
- Company safety requirements and incentives.

As a new employee you have many things to learn. Try to absorb as much as you can about the requirements of your job. Practice sound safety and you will develop good safety habits. If you have any questions about your work assignment, ask your supervisor. If you are an old hand, practice what you have learned over the years. Often times a new employee will use a more experienced worker as a role model. Just in case you're the one being looked up to, be sure that you set a good example. Exhibit good judgment, common sense, and most importantly, sound safety practices. On or off the job, the safe way is the best way.

SAFETY REMINDERS

**Every jobsite has different hazards and problems.
When you switch to a new worksite you become a new employee.**

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed M.S.D.S. # _____ Subject: _____

Meeting Attended By _____

Supervisors Signature _____