

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

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Job Name _____

Date _____

PRE-TASK SAFETY CHECK

The purpose of a pre-task safety check is to: 1) consider the task you are about to begin, 2) identify and evaluate specific hazards and risks associated with the work that you will be doing, 3) determine the control measures to put in place in order to remove or reduce the hazards present, and 4) implement and act on the control measures.

Even when the task you will be completing is one that you are familiar with, you must take the time to perform a pre-task safety check. Frequently, the tasks that everyone is "used to" or "doesn't have to think about" are the ones with the most commonly overlooked hazards. You don't want to wait until after an injury occurs to consider how to control the hazard. Get in the habit of conducting a pre-task safety check before every task.

There are several options to consider when determining what method or methods should be used to control hazards. You can eliminate the hazard; reduce the hazard by replacing the tool, material, or process with a less hazardous one; separate the hazard from those in the work area; and/or use personal protective equipment.

Following are some questions to consider when conducting your pre-task safety check:

- ✓ Have you considered everything that can hurt you or your co-workers?
- ✓ Do you have the right tools for the job?
- ✓ Have you inspected them for damage or wear?
- ✓ Is there adequate lighting to complete the job safely?
- ✓ Do you know what to do in case of an emergency?
- ✓ Are emergency phone numbers posted nearby?
- ✓ Can you complete the task in the allotted time?
- ✓ Are all walking surfaces free from tripping hazards?
- ✓ Are holes and excavations guarded?
- ✓ Are excavations properly sloped or shored?
- ✓ Are ladders positioned so users don't have to overstretch or climb over obstacles?
- ✓ Are fall protection systems (guardrails, personal fall arrest systems, etc.) in place and being used?
- ✓ Are hazardous materials stored properly?
- ✓ Is the public protected from construction activities?

If you answered "yes" to all of these questions, then you're on your way to working safely. If you answered "no" to any of them, you need to think about changing the way you approach your work.

[Note: you can find a pre-task plan checklist on the web at www.safetymeetingoutlines.com/checklists]

SAFETY REMINDER

Kids are back in school! Watch for them crossing streets and waiting near bus stops. Plan ahead in case you get stuck behind a school bus on your way to work.

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____

Subject _____

Meeting Attended By _____

Supervisor's Signature _____

These instructions do not supersede local, state, or federal regulations.