

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

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Job Name _____

Date _____

PROTECTING YOUR WORK AREA AFTER HOURS

Part of taking pride in your work and your workplace involves making sure that your jobsite is secure after hours. You certainly don't want anyone to steal tools or equipment that you left out overnight. More importantly, you don't want the excavation that you left unprotected to become a hazard for curious children who made their way into the area. You and your employer share the responsibility of securing your jobsite at the end of the day.

The first level of protection involves providing barriers and making it difficult or impossible for vandals, trespassers, or children to enter the site undetected. You can do this by:

- Erecting a fence or gate to close off the area and to control who and what comes onto the site.
- Installing adequate lighting to make all areas of the project visible.
- Using heavy and solid locks on gates, field offices, toolboxes, and material storage trailers.
- Placing bars or metal grates on windows in storage buildings or trailers.
- Posting "No Trespassing" signs and other warnings on the exterior of fences or gates.

Maintenance of these security measures is also important. Check fences and gates for gaps. Report any burned out

security lights, and close and lock the necessary doors. Make sure these barriers don't create fire hazards or escape hazards for those workers who might still be on the job. Don't lock or barricade fire exits or doors.

The second level of protection for your work area involves securing the jobsite in case someone does make it past the barriers. Some of the things you can do include:

- Keeping dangerous chemicals and materials locked up.
- Removing ladders from scaffolding.
- Piling or securing materials so that they won't shift or roll onto someone.
- Placing guardrails or barriers around excavations.
- Leaving trench boxes in place in case someone enters the trench.
- Locking equipment and removing ignition keys.
- Closing and locking oil and fuel tank caps.

Keep a detailed list of your tools and equipment with serial numbers and identifying marks to make them easier to recover in case of theft. Securing your work area is important because construction sites can be dangerous for kids or anyone unaware of the hazards within them.

SAFETY REMINDER

Securing the jobsite is important before severe weather strikes. Strong winds can blow tools and materials around causing damage or severe injuries.

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.