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WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

© Safety Meeting Outlines Box 700, Frankfort, IL 60423 815-464-0200 No. 1 Vol. 20 Week of 01/04/2021

Company Name _____ Job Name _____ Date _____

JOBSITE CHECK LISTS

Check lists have been around a lot longer than we have. The first one I remember is my mother's grocery list. Then there was the list the family used before we went on vacation. What does all of this have to do with a construction site? The answer is a lot! Check lists are used to track completion of work. The project engineer continually refers to check lists for timely ordering of materials, delivery dates, coordinating sub-contractors, equipment needed, work in progress, jobs completed, etc. The person responsible for safety on the jobsite also uses a check list to ensure that work proceeds in the safest possible way. The following SAFETY CHECK LIST provides a list of areas and topics that need to be checked on a regular basis (you may want to add items to this list that are particularly important on your jobsite). The corresponding OSHA standards are included for easy reference.

1. Personal Protective Equipment -- Hard Hats 1926.100, Eye Protection 1926.102, Proper Foot Wear 1926.96.
2. Ladders -- Condition, Proper Use 1926.450.
3. Trenching & Excavation -- 1926.650, .651, & .652.
4. Power Tools -- Condition, Guards in place 1926.300, Cords in good shape 1926.416.
5. Extension Cords -- Condition 1926.416, Proper ground, GFCI protected 1926.404.
6. Fall Protection -- Roofs, Open Sided Platforms, Hand Rails, Floor Openings 1926.500 Steps 1926.1051 & .1052.
7. Cranes and Material Hoists -- Proper use 1926.550.
8. Housekeeping -- Scrap lumber with nails, Collection of trash and construction debris 1926.25.
9. Hazard Communication -- MSDS, Training requirements 1926.59.
10. First Aid Kit -- Available and properly stocked 1926.50.
11. Drinking Water -- Availability 1926.51.
12. Fire Protection -- Fire fighting equipment 1926.150.
13. Flammable Liquids -- Approved containers, Storage 1926.152.

It's wise to be familiar with the items on this list even if you are not a safety officer. Recognizing and correcting hazards are the keys to preventing accidents; and preventing accidents will save lives, time, and money.

The 'Assured Equipment Grounding Conductor Program' color code for January, February, and March is White. If you use this program, test and color code all electrical cords and power tools.

SAFETY REMINDERS

Special Topics For Your Project _____

Employee Safety Recommendations _____

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

Meeting Attended By _____

Supervisors Signature _____