

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

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Job Name _____

Date _____

HAND SIGNALS

Hand signals are used in the construction industry whenever voice communication is not possible, or when verbal commands may be misunderstood. Communication between workers is essential in order to get the job done and avoid accidents when working around noisy machines and heavy equipment.

Various construction situations call for the use of hand signals. When pouring concrete from a cement truck, a worker at the end of the chute can signal the driver to move forward or backward, or stop the rotation of the drum. Hand signals also provide a means of communication between a welder up in a pipe rack and a helper at the welding machine below. In work zones, hand signals are needed to communicate with those operating equipment. It's important to be familiar with standard hand signals even if you're used to having voice communication equipment such as a radio. You never know when the equipment might fail and you'll need to communicate clearly and effectively without it.

Following are a few basic hand signals you should know before working around cranes (you can download images of these hand signals from our website at www.safetymeetingoutlines.com/TipsInfo/pdf/crane_signals.pdf):

- **Raise/Lower Boom:** Arm extended, fingers closed, thumb pointing upward or downward.
- **Hoist:** With forearm vertical, forefinger pointing up, move hand in a small horizontal circle.
- **Lower:** With arm extended downward, forefinger pointing down, move hand in a small horizontal circle.
- **Extend Boom** (for telescoping booms): Both fists in front of body with thumbs pointing outward.
- **Retract Boom** (for telescoping booms): Both fists in front of body with thumbs pointing toward each other.
- **Dog Everything:** Clasp hands in front of body.
- **Stop:** Arm extended, palm down, move arm back and forth horizontally.
- **Emergency Stop:** Both arms extended, palms down, move arms back and forth horizontally.

Remember that for hand signals to be effective, signals must be understood by the person giving the signals and the operator. Everyone should learn and practice the necessary hand signals before using them under actual work conditions. Illustrations of hand signals should also be posted on the job site. Signals and safety go hand in hand.

SAFETY REMINDER

When hand signals don't work because the spotter cannot see the load and the operator at the same time, radios can be used instead.

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.