

SAFETY MEETING OUTLINES, INC.

PO Box 700 • Frankfort, IL 60423 • 815-464-0200 • Fax 815-464-0015 • safetymeetingoutlines.com

March 11, 2024

X1279 E-2 S-0
All Sealants, Inc.
Tanya Giordano
9445 Corsair Road
Frankfort, IL 60423

A solar eclipse occurs when the Moon passes between the Sun and the Earth. A total solar eclipse occurs when the Moon completely obscures the Sun. On April 8, 2024, between 12:30 p.m. CDT (in Texas) and 4:40 p.m. EDT (in Maine), a total solar eclipse will cross over North America. Some people are already preparing for the celestial event by purchasing solar eclipse glasses and special filters for their cameras. Others will simply experience another Monday at work.

If any of your employees or their families want to watch the eclipse, the information below can help them experience the eclipse safely and get back to work or school without eye damage.

Looking directly at the Sun can damage your eyes. Your sunglasses, no matter how dark they are, won't protect your eyes during the eclipse. Don't ever use binoculars, a telescope, or a camera to look at the Sun directly, even during the eclipse when it's partially blocked by the Moon.

You can safely watch the eclipse directly with special eye protection. You can use special eclipse glasses or a piece of #14 welding glass. You can also view the eclipse directly through a solar viewer. Here is some information on eye protection from NASA <https://eclipse.gsfc.nasa.gov/SEhelp/safety.html>.

If you're in the path of the total eclipse, you can look at the Sun directly, without eclipse eye protection only during totality, when the Moon completely obscures the Sun. Totality only lasts a few minutes. You'll know it's safe because you won't be able to see any part of the Sun through your eclipse glasses or welding glass. Remember that before and after totality, you can only look at the Sun through your eclipse glasses or welding glass. If you're not in the path of totality, you must use your eclipse glasses or welding glass all the time.

You can also safely watch the eclipse indirectly. In this case, you'll watch the shadow of the Moon crossing the Sun. You'll be looking away from the Sun, like you are when you look at your own shadow on the ground. All you need is a slotted spoon, a colander, a pinhole in a piece of paper, or even your hands. There is a good explanation from the American Astronomical Society here: <https://eclipse.aas.org/eye-safety/projection>.

Remember to protect your skin. Wear sunscreen and a hat. Even the eclipsed Sun can cause sunburn.

If you're unphased by the eclipse and want to keep working, be ready to turn on a light. When the sunlight is blocked, it'll be pretty dark and feel like dawn or dusk. But think about taking a break and going outside. The next total eclipse in North America isn't till 2044.

Safety Meeting Outlines, Inc.

This Month's Meetings

044 - Chisels, Screwdrivers and Sharp Points
046 - Adjusting and Changing Tool Accessories
559 - Sharps
552 - Hand Tools
493 - How to Avoid Electrocution

Next Month's Meetings

030 - Compressed Gas Cylinders
033 - Power Tools
036 - Powder-Actuated Tools
446 - Pneumatic Tools





Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

© 2024 Safety Meeting Outlines, Inc.

All Sealants, Inc.

Week of 4/1/2024

Chisels, Screwdrivers, and Sharp Points

Every day you use tools that have sharp points and edges. It's a fair bet that most of us have been stabbed, nicked, or cut more than once. You can avoid most or all of these injuries by thinking before you use the tools.

Let's start with chisels. Before doing any kind of chiseling, put on safety glasses or goggles and make sure that the workpiece is securely braced or clamped. Check the condition of the chisel. It should have a sharp, properly-ground cutting edge; sharp tools make cutting safer, faster, and easier. Check the head of the striking surface. If the head is mushroomed, chipped, or badly battered, the chisel should not be used until it is dressed.

Make sure you are using the proper chisel for the job. Cold chisels are used for cutting and chipping metal, and they should never be used on stone or concrete. Brick chisels are designed for scoring and cutting brick; they should never be used on metal. Wood chisels and gouges are for wood. Don't use a hammer or mallet on a push gouge; the impact will damage the handle. Never use a common nail hammer to strike a cold chisel—the hammer or chisel could chip, causing eye, hand, or face injuries. Instead, use a ball-peen hammer of the proper size or a hand sledge. The face of the hammer should be larger than the head of the chisel.

How about screwdrivers? A screwdriver is just that: a screwdriver. It is not a "screw-chisel" or a "pry-driver." Screwdrivers are designed to drive and extract screws, so use them for those jobs and those jobs only! Use the right size and type of screwdriver. Do not hold the workpiece in the palm of your hand—the screwdriver may slip and injure you. For many of us, this would not be the first time! Do not use excessive force or pressure on any hand tool. Before you use a screwdriver, check it out. Inspect the blade and shaft for chips, cracks, or bends. Check the handle for cracks, missing chunks, splinters, and looseness. If the screwdriver is damaged or defective, fix it **before** you use it, or get a new one.

People get stabbed, scratched, and cut by objects with sharp edges and points every day. Most of these injuries are minor, but if you fall and land on the business end of a center punch, it won't have any trouble punching a hole in you. Pay attention to how you use, carry, and store tools with sharp points and edges like chisels, screwdrivers, punches, knives, ice picks, tin snips, needle-nose pliers, and even pens and pencils.

.....
SAFETY REMINDER
.....

Safety has no quitting time.

Practice safety on the job, on the road, and at home.

NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

S.A.F.E. CARDS® PLANNED FOR THIS WEEK:

REVIEWED SDS #

SUBJECT:

MEETING DOCUMENTATION:

JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

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



Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

© 2024 Safety Meeting Outlines, Inc.

All Sealants, Inc.

Week of 4/8/2024

Adjusting and Changing Tool Accessories

You use a wide variety of power tools in your work. Whether you're using a hand-held power tool or a large, fixed-position machine, following common sense safety practices will significantly reduce your chances of an injury. Today's Weekly Safety Meeting will remind you of some basic safety principles to follow when adjusting and changing tool accessories such as attachments, blades, bits, cutters, and grinding wheels:

- Follow manufacturers' specifications for mounting, adjusting, or replacing accessories.
- Do not attempt to adjust a tool if you have not been trained to do so.
- Wear the appropriate personal protective equipment for adjusting the tool.
- Wear gloves when handling sharp blades or cutters.
- Disconnect or lock out the tool's power supply.
- Make sure you release all stored energy.
- Test the tool to ensure that there is no power flowing into the tool.
- Remove the necessary safety devices and protective guards to adjust the tool.
- Use the right tool to adjust securing nuts, screws, etc.
- Never use homemade or improvised adjusting tools.
- Keep pointed edges and sharps away from your body.
- Make sure you're installing the right accessory for the tool; the tool and the accessory must be compatible.
- Remove all adjusting tools and keys before testing the tool.
- Replace all guards and safety devices before you remove the locks or reconnect the power supply.
- Ask yourself: "Have I forgotten anything?"

Changing out blades, bits, and cutters is a routine task. However, routine tasks can become dangerous if we become complacent or overconfident as we perform them. Always be aware of the hazards associated with every task you perform and follow the proper safety practices to avoid injuries.

SAFETY REMINDER

Although power tools are essential in construction, the most important tool you use is your mind.

Think before you do, and always work with safety in mind!

NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

S.A.F.E. CARDS* PLANNED FOR THIS WEEK:

REVIEWED SDS # _____ SUBJECT: _____

MEETING DOCUMENTATION:

JOB NAME: _____

MEETING DATE: _____

SUPERVISOR: _____

ATTENDEES: _____

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



Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

© 2024 Safety Meeting Outlines, Inc.

All Sealants, Inc.

Week of 4/15/2024

Sharps

Handling sharp objects, tools, and materials is a common part of our job. Some of the many sharps you might see around the jobsite include: screwdrivers, saws, the spud wrench of an ironworker, the end of a metal stud that was recently cut, a threaded rod hanging down from the ceiling, a piece of tie wire, and the scraps of glass from a broken bathroom mirror that fell during installation. The misuse or mishandling of sharps can cause cuts and puncture wounds that can be serious and even deadly. Here's how you can avoid accidents and injuries.

- Choose the right tool for the job.
- Inspect, sharpen, maintain, and store tools properly.
- Use tools that are sharp and in good working condition. A sharp tool is a safe tool.
- If you drop a tool, never attempt to catch it. Instead, try to move your feet and legs out of the way, let the tool fall, and then pick it up.
- Never carry sharp tools in your pockets. Use a tool belt, apron, holster, or sheath.
- Wear all the PPE you need for the job, including safety glasses and gloves.
- Speaking of gloves, choose the right type and the correct size so you can do your work safely.
- In places where there are low ceilings or overheads wear your hard hat to protect your scalp from nails, screws, fixtures, and other sharp edges.
- Always cut away from your face and body.
- When cutting with one hand, keep your other hand out of the way of the blade.
- Avoid distractions when using sharp tools. Concentrate on the task in front of you.
- Never carry sharp objects in your hands when you are climbing; hoist them with a rope instead.
- If you walk even a short distance with a sharp object, carry it with the sharp edge down and pointing away from your body.
- When passing a sharp object to a co-worker, give it to him or her with the sharp edge pointing down. Never throw sharps to another person.
- Do not handle sharps or use sharp tools if your hands are wet, oily, or greasy.
- Be on the lookout for sharp objects, edges, or materials located around your work area and along your path as you walk around the jobsite.
- Whenever possible, guard or mark sharp edges so others can avoid getting cut.
- Pick up, clean up, or throw out sharp waste and scraps. Don't put them in a trash container with a plastic bag; that just moves the danger down the road to whomever takes out the garbage.

.....
SAFETY REMINDER
.....

Never engage in horseplay when working around sharp tools. One slip of the hand could cause severe injuries.

NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

S.A.F.E. CARDS® PLANNED FOR THIS WEEK:

REVIEWED SDS #

SUBJECT:

MEETING DOCUMENTATION:

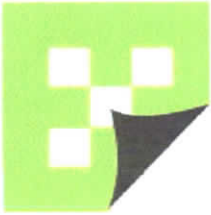
JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

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



Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

© 2024 Safety Meeting Outlines, Inc.

All Sealants, Inc.

Week of 4/22/2024

Hand Tools

Hand tools are non-powered and include hammers, saws, pliers, wrenches, screwdrivers, shovels, and many others. They are so common, that we often fall into the trap of thinking they're harmless. Even though they're not powered, they can still be quite dangerous. Hand tool accidents often result from misuse and improper maintenance. Recognize the hazards associated with the tools you use and take precautions so those hazards don't cause accidents and injuries. Here are eight things you can do to prevent accidents with hand tools. Put them into practice today.

1. Always take time to inspect the tool you are going to use. Look for splits, cracks, splinters, and loose parts. Any one of these faults can cause an injury. Look for loose heads on hammers and hatchets and for chips or cracks in hammer heads. Check chisels for chips and nicks in edges and mushroomed heads. Inspect wrenches and pliers for bent jaws.

2. Always wear personal protective equipment. Eye protection is an absolute must when you use hand tools. Gloves can help prevent blisters, can improve your grip, and some gloves are even cut-resistant. Earplugs should be worn when you use impact tools.

3. Maintain tools before and after use. Dress mushroomed heads. Impact tools like chisels with mushroomed heads are unsafe because those little chips can crack off on impact and fly through the air. Wipe down wet tools with just a little light oil to prevent rust.

4. Keep tools clean. Mud, dirt, and grease can cause you to lose your grip. They can also dull cutting edges and cause premature wear.

5. Practice proper use. Use the tool as it was designed to be used. Never make do with another tool. Don't "cheat" with hand tools: don't use a pipe for extra leverage on a wrench, or strike a hand chisel with a hammer.

6. Keep hand tools sharp. Dull tools can be more hazardous, harder to use, and less productive than sharp ones. Dull cutting edges take more force to cut and generally produce poor results. The additional force will tire you out, slow you down, and increase the likelihood of accidents. Take time to sharpen or replace dull blades.

7. Carry carefully. Carry hand tools with blades, points, and sharp edges pointed towards the ground. This will help prevent an impalement injury if you trip and fall.

8. Wear a tool belt. A tool belt makes it easier to carry small tools and keeps them handy while you're working. It's not a good idea to carry tools in your pockets.

Hand tools help you get your job done, but many of them are inherently dangerous. It is up to you to use them safely.

.....
SAFETY REMINDER
.....
Keep floors clean, dry, and free of obstacles to prevent accidental slips when you're working with or around hand tools.

NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

S.A.F.E. CARDS* PLANNED FOR THIS WEEK:

REVIEWED SDS #

SUBJECT:

MEETING DOCUMENTATION:

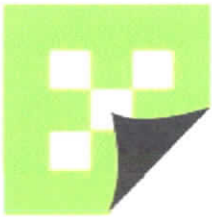
JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

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



Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

© 2024 Safety Meeting Outlines, Inc.

All Sealants, Inc.

Week of 4/29/2024

How to Avoid Electrocutation

Electricity can be a silent and invisible force that can kill without warning. Just as with any tool, electricity should always be used with caution and care. You never want to work with electricity unless it is contained and safe to use. Here is a list of actions you can take to avoid suffering electrocution or electrical shock:

- Don't make electrical repairs unless you are a qualified electrician.
- Use only portable electric tools that are properly grounded or double-insulated.
- Never remove a ground prong from a plug.
- Take defective electrical hand tools out of service immediately.
- Never use makeshift wiring.
- Inspect extension cords for damage.
- Don't attach extension cords to any surface using nails or staples.
- Hang extension cords overhead, allowing plenty of clearance for the work being done underneath.
- Avoid driving over extension cords.
- Use a ground-fault circuit interrupter (GFCI) when you use power tools outside or in wet or damp work areas.
- Avoid touching a damp surface and any electrical equipment at the same time.
- Never bypass electrical safety devices like fuses, breakers, GFCIs, two-hand switches, etc.
- Ensure electrical equipment is installed correctly and according to the manufacturer's instructions.
- Always follow lockout/tagout procedures exactly when working on electrical circuits.
- Look up and think. Don't allow yourself to become careless around power lines.
- Maintain a minimum clearance of 10 feet around power lines; consider all overhead lines to be energized, no matter what they look like.
- Prevent poles, equipment, and ladders from reaching or falling onto power lines.
- Heed all warning signs posted near electrical circuits.
- Remove rings, watches, bracelets, and necklaces anytime you work in electrical panels, distribution yards, or around overhead power lines.
- Keep the area around electrical panels and junction boxes free of all obstructions.
- Check for underground utilities before excavating or drilling (call 811 a few days before you dig).

.....
SAFETY REMINDER
.....

Before you do any work on roofs, always look up to be sure there are no power lines in the area.

NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

S.A.F.E. CARDS* PLANNED FOR THIS WEEK:

REVIEWED SDS #

SUBJECT:

MEETING DOCUMENTATION:

JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

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