

SAFETY MEETING OUTLINES, INC.

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All Sealants, Inc.
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What to do when your car breaks down on the highway.

Have you ever been driving and heard a terrible new sound coming from the engine of your vehicle? Worse yet, have you ever been in a situation where your car breaks down and just stops?

Here are some tips that'll help you manage a highway breakdown.

- Put on your hazard lights. They'll alert the drivers around you that you're in trouble. When you're stopped, pop your hood to further help other drivers see you and know you're in trouble.
- Pull onto the shoulder as soon as you can safely do so. If you drive into the ditch, it'll be difficult for the tow truck to get to the vehicle, so try to stay on level ground. Put as much distance as you can between your vehicle and moving traffic.
- Put on the parking brake and turn your wheels away from the road.
- Generally, it's better to stay in the vehicle and stay buckled up while you wait for help. But if your vehicle is in danger of being hit from behind—say you've broken down on a curved stretch of highway, or rain is making visibility poor—exiting the vehicle and waiting for help away from the road may be the safer option. If you have to exit the vehicle, do so on the passenger side. Also, when you exit the vehicle, make sure to take your keys or key fob. The last thing you need is to lock yourself out of your broken-down car!
- Call roadside assistance and get a tow truck on the way. They'll want to know your location, so you should be able to tell them which exit you're closest to and which direction you're heading. They'll ask if you can see a mile marker.
- Call 911 if your breakdown creates a highway hazard, or if someone has been injured.

Here are some common reasons that vehicles break down and some warning signs:

- Flat tire. Keep a spare tire in the car. Only change a tire if it's safe to do so. If you've never changed a tire, here are some tips from AAA: <https://mwg.aaa.com/via/car/how-to-change-a-tire>.
- Dead battery. Your battery might be dying if it's more than three years old, the horn sounds funny, the lights are dim, or the battery-warning light is illuminated.
- Fuel problems. Sometimes fuel pumps fail, other times drivers fail to notice that the fuel is low.
- Alternator or starter problems. If your battery light goes on, if you stall out frequently, or if you can't start the vehicle at all, you may be having problems with the alternator or starter.
- Engine oil problems. If your vehicle runs out of engine oil, the engine can stop working altogether.

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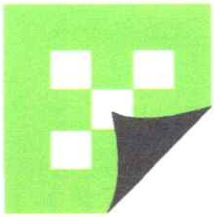
This Month's Meetings

339 - Material Handling I
340 - Material Handling II
238 - The Dangers of Silica Dust
241 - Hazardous Materials

Next Month's Meetings

256 - Ground-Fault Circuit Interrupters
257 - Grounding Portable Electric Tools
262 - AEGCP
063 - Fire Extinguishers & Fire Prevention
065 - Flammables





Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

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Week of 9/4/2023

Material Handling I

Let's talk about keeping our fingers, toes, hands, and feet safe when we handle materials. There are a great number of hazards on the job because materials come in various sizes, weights, and shapes. Since they do, we have to find the best way to handle them with maximum safety, maximum effectiveness, and minimum risk. You're probably familiar with the hazards, but it's always a good idea to refresh our memories.

We won't spend time talking about materials that are handled by hoists and cranes. Instead, let's talk about handling materials by hand. The fact is, more hands, fingers, toes, and backs are injured in construction than in any other type of material-handling operation. Many of us have had a soft-tissue injury sometime during the course of our construction employment.

Keep proper material handling methods in mind:

- When lifting an object, bend at the knees, keep your back straight, and lift with your leg muscles.
- Never try to move a load that is too heavy or too bulky to be handled by one person. Ask a co-worker for help.
- Watch for sharp or jagged edges; wear gloves to protect your hands.
- Remember that gloves might not grip as well as your skin, so the load may slide out of your hands more easily.

- Wear safety footwear to protect your toes and feet from severe injury.
- Be sure you can see where you are going and that your path is free of tripping hazards or obstructions.
- Before you set materials down, be sure your fingers and toes are clear of pinch points.
- Make sure that the floor of the storage area is capable of supporting the load safely.
- Anytime you move or handle a hazardous chemical, be sure you understand the SDS and that you wear the proper personal protective equipment.
- Stack materials safely, neatly, and securely in piles or stacks.
- When you remove or return items, make sure stacks and piles remain neat so that they don't topple.

Don't wait to learn from a mistake. Use common sense, forethought, and know-how to prevent pain.

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SAFETY REMINDER
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At the end of the day, secure and store materials to prevent theft and injury.

NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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

REVIEWED SDS #

SUBJECT:

MEETING DOCUMENTATION:

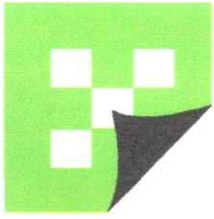
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ATTENDEES:

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Week of 9/11/2023

Material Handling II

Goods, equipment, tools, and construction materials are regularly moved around during all phases of a building project. Deliveries start early in the morning and continue throughout the day. Material handling is a big part of construction work. Consider the materials that you handle, like lumber, rebar, steel, conduit, pipe, cable, sheetrock, gravel, glass, and so on. You have many opportunities each day to make the safe choice and avoid an injury; whether it's a sliver in your thumb or getting your foot crushed under a pallet. If you only think about material handling when the item is very expensive or extremely hazardous, you need to think again.

Use your head—not to stop a falling object, but to make sure an object doesn't fall on you or someone else. Don't stand, walk, or work under crane booms, buckets, or suspended loads. When working above ground level, pay attention to where and how you stack material. Don't put piles or stacks too close to the edge of a floor, stairway, or excavation. By the way, while you're using your head, keep it covered and protected with a hard hat.

When moving material with a crane check the rigging and be sure the load is secure. You also need to make sure that all of the parts of the load are secure so they won't shift and fall off during the move. Never permit a load to be lowered,

raised or swung over a worker's head. When it's necessary to guide a load, use a tag line. When the load is being placed, keep your feet and all other parts of your body out from under it. Don't get in the way of the load so you won't be struck and crushed.

Material handling takes place all the time. When material is delivered or you have to move it from one place to another, do so safely. Check for ignition sources before you put down a load of combustible material. Wear work gloves to prevent cuts, slivers and blisters. When cutting banding or strapping, make sure that all of your body parts are out of the way. After that banding is cut, get it picked up and disposed of correctly so it's not a tripping hazard. Verify that the floor, decking, planking, or ground will safely support the load before you put it down.

Too many people take material handling for granted both at home and at work. Use common sense and good judgment. Don't underestimate the importance of material handling safety.

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SAFETY REMINDER
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Forklift operators have to be trained and certified.

It's not just a good idea, it's the law.

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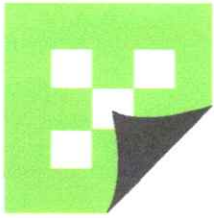
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Week of 9/18/2023

The Dangers of Silica Dust

Silicosis is a disabling, irreversible, and sometimes fatal lung disease caused by overexposure to breathable crystalline silica, also called silica dust. Each year, more than 250 workers in the U.S. die from silicosis. Because of the ambiguity of the symptoms—the most common are coughing and shortness of breath—silicosis is frequently misdiagnosed as bronchitis, emphysema, or tuberculosis. While there is no cure for silicosis, it is completely preventable by reducing your exposure to silica dust.

Construction workers have a higher risk of exposure to silica dust because of the presence of concrete, masonry, and stone at their jobsites. Workers in high-risk jobs include those in abrasive blasting, foundry work, stone cutting, rock drilling, quarry work, and tunneling. Exposure may occur during jack hammering, concrete mixing, brick and concrete block cutting and sawing, and demolition of concrete or masonry structures. Crystalline silica particles are potentially dangerous only when the particles are in the air. If materials on the jobsite contain silica but their use does not generate dust, there is little chance that you will inhale silica dust.

To prevent silicosis, you must take adequate protective measures:

- Know the health hazards and symptoms related to exposure to silica dust.

- Participate in air monitoring and training programs provided by your employer.
- Be aware of the operations and job tasks that create silica dust and know how to control it at the source.
- Use all available work practices, such as water sprays and ventilation, to reduce your exposure to dust.
- When available, replace crystalline silica materials with safer substitutes.
- If possible, wear disposable or washable work clothes at the jobsite.
- Shower before you leave work to prevent contamination of your home or vehicle.
- Don't eat, drink, smoke, or apply cosmetics in areas where silica dust is present.
- If respiratory protection is required, wear only an NIOSH-certified N95 respirator.
- Do not alter the respirator in any way.

Use safety measures and personal protective equipment to prevent silica dust from damaging your lungs and your life.

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SAFETY REMINDER
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Prevention is the only solution.

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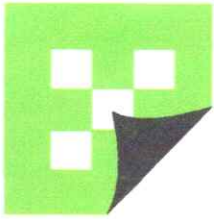
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Week of 9/25/2023

Hazardous Materials

Construction work often involves the use of materials that can be harmful to your health. Although exposure to these chemicals may cause severe illness, injuries, disorders, or death, you can work safely with them and protect yourself from danger by understanding the chemicals you work with and recognizing the hazards involved.

Follow these safety precautions when working with hazardous materials:

- Before you work with any hazardous chemicals, you must be trained.
- Pay attention during your training and then act on the knowledge you gain.
- Be aware of hazardous materials used and stored on the site.
- Know the company's procedures for handling and storing hazardous substances.
- Familiarize yourself with the different types of hazardous materials that you use during daily work activities.
- Review the Safety Data Sheet (SDS) before you work with any new chemical.
- Know what to do in case of a spill.
- Learn how to dispose of the material once you are done using it.

- Wear the necessary personal protective equipment for the hazards when handling any chemical.
- Make sure all containers used to store hazardous chemicals are clearly labeled with proper GHS labels.
- Read labels on containers—look for one of the two signal words: "Warning" and "Danger." Warning is used when the chemical presents less severe hazards; danger is used for more severe hazards.
- Never store flammable or explosive materials near a heat source.
- Inspect containers regularly for leaks.
- Wash your hands and clothes thoroughly after working with chemicals.

Hazardous materials can take the form of liquids, solids, gases, vapors, dusts, fumes, fibers, and mists. Make sure you know what you're dealing with at every job site. Work safely with all chemicals by complying with safety procedures and taking all the necessary steps to protect yourself.

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SAFETY REMINDER
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Many household chemicals are hazardous, too. Read labels carefully before you use any household product and wear the necessary PPE.

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