SAFETY MEETING OUTLINES, INC.

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

July 18, 2023

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

Keep Safety Simple.

As a supervisor, you're compelled to take action if you see a hazard on the jobsite. But your eyes can't be everywhere. You depend on the people you work with to help you identify hazards that need to be controlled.

How can your people report the hazards they find? Does your company have a formal hazard report form that workers can fill out? Does your company have workers who are uncomfortable writing in English or wary of forms in general? Do workers have to notice a hazard, and then take time to walk to the trailer, and then request the form, and then fill out the form, and then hand it in?

A simple hazard report can get pretty complicated. Could you make the process simpler? One possibility is to ask your people to text you a picture when they identify a hazard. But even this apparently simple process has some challenges: Let's say there's an oil spill on a frequently-traveled walkway.

- Some workers may not have smartphones they use can photograph the spill.
- Others may not want to pay for the data necessary to send the photo to you.
- Some workers may simply send you a photo of the spill, instead of cleaning it up themselves.
- Some workers may be reluctant to send the photo for fear that you'll send a text back saying, "Thanks for noticing, please clean that up."
- Some workers may be reluctant to send the photo because they don't want their co-workers to think they're trying to get them in trouble.
- Supervisors have to figure out how to document that the hazard existed and what they did to remove or control it.

Your people need to trust that you'll stand by them and that you'll take care of problems they report. That trust is important, so be sure to follow up by correcting the problem and then explaining the solution to your people, and especially to the person who reported it. And remember to say, "thank you." It might be a good idea to review hazard reports at the morning huddle or at your next Weekly Safety Meeting. Be cautious about naming the people who report hazards unless everyone knows that's the plan. Some people may want to remain anonymous because they don't want others to think they're snitching.

The easier you make it to report problems, the more likely that your people will report them. Whatever system you use, it won't work unless your people participate. Take the time you need to explain your system carefully and then review it often.

Safety Meeting Outlines, Inc.

This Month's Meetings

324 - Stay Cool When It's Hot
187 - Pre-Task Plans
189 - Job Safety Analysis
197 - Job Safety Analysis II

Next Month's Meetings

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

Weekly Safety Meetings Select Edition
Safety Training for the Construction Industry
© 2023 Safety Meeting Outlines, Inc.

All Sealants, Inc.

Week of 8/7/2023

Stay Cool When It's Hot

It sure has gotten hot out here! With the onset of hot weather, we must make sure that exposure to heat doesn't compromise our health and safety. Anyone can become vulnerable to the stresses of severe summer heat, but because so much construction work takes place outside, we're more vulnerable than most. We need to keep a cool head about hot weather safety.

The Centers for Disease Control and Prevention report that from 1979 to 1999, excessive heat exposure caused 8,015 deaths in the United States. That means that during this 20-year period, more people died from extreme heat than from hurricanes, lightning, tornadoes, floods, and earthquakes combined. Weather conditions are out of our control, but we can take precautions to prevent heat-related illnesses and deaths during these hot summer months. All we need to do is learn to protect ourselves and learn to recognize the signs of heat illness.

Reduce your risk of suffering heat-related illnesses by protecting your body on the inside and the outside:

- **Wear** lightweight, light-colored, loose-fitting clothing.
- **Prevent** sunburn by applying sunscreen with a high sun protection factor (SPF).
- **Eat** regular, well-balanced meals and avoid heavy foods in the heat of the day.
- **Drink** plenty of fluids to keep your body hydrated; water and electrolyte replacement drinks are best.
- **Avoid** caffeinated drinks and alcohol.

The most severe heat-induced illnesses are heat exhaustion and heat stroke. If you or your co-workers don't take action to treat heat exhaustion, the illness could progress to heat stroke and possibly death. Symptoms of heat exhaustion include headaches, dizziness, weakness, nausea, vomiting, and pale, clammy skin. If your co-worker shows these symptoms, move the victim to a cool, shaded area. Loosen and remove clothing. Try to cool the person by fanning, spraying the skin with a mist of water, or wiping the skin with a wet cloth. If the person doesn't feel better, call 9-1-1. Symptoms of heat stroke include hot, dry skin, changes in skin color, strange behavior, seizures or fits, and loss of consciousness. Call 9-1-1 immediately if a co-worker has any of these symptoms. While help is on the way, move the person to a cool, shaded area, then cool the victim's body by placing ice packs under the armpits and in the groin.

SAFETY REMINDER

Try to do the heaviest work during the coolest part of the day, and remember to take frequent breaks.

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
© 2023 Safety Meeting Outlines, Inc.

All Sealants, Inc.

Week of 8/14/2023

Pre-Task Plans

Construction projects go smoother when everyone is working together. Knowledge is a powerful tool and must be utilized to its fullest potential. Therefore it is recommended that all work activities or tasks be planned. Today's safety meeting addresses the use of pre-task plans.

"Plan the work and work the plan" is an old saying in the construction world. You would think that planning would be common sense, but there are many jobs where this critical step gets skipped. The benefits of using a pre-task plan are enormous. First it gives you an opportunity to plan the work activity. Next, you are able to identify any safety hazards and discuss appropriate corrective measures. You can focus on personal protective equipment and make sure that you have the right safety gear available.

An effective pre-task plan will address the task, tools, equipment, weather, PPE, safety requirements, special conditions, and emergency requirements. All of these items will be addressed with the crewmembers prior to starting. Everyone will be given an opportunity to make suggestions and ask questions. Do you have these questions answered in your pre-task plan?

- □ What will you do differently if it is raining, snowing, or there is ice on the ground?
- □ Do you have the right tools for the job?
- □ Have they been inspected and are they in good condition?
- □ Are there sufficient quantities of tools, PPE, and first aid supplies?
- □ Do you have fuel and is it stored properly?
- □ What are the evacuation routes?
- □ Are two-way radios, call boxes, or cell phones available?

You should ask and answer those same questions when you start a new task or start working in a new area. When the conditions or tasks change, the plan may need to change. Take time to discuss the changes and then implement them. Plan the work and work the plan.

SAFETY REMINDER

A good plan worked by good tradesmen will produce good results.

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
© 2023 Safety Meeting Outlines, Inc.

All Sealants, Inc.

Week of 8/21/2023

Job Safety Analysis

A job safety analysis (JSA) is just that—an analysis of a specific task that an individual or a group is about to begin. The idea behind the JSA is to give you the opportunity to think about each of the steps involved in completing a task before you begin the work. You look at each step individually, identify the potential hazards, and then recommend actions or procedures to eliminate or reduce those hazards. By taking time to think about each of the steps, everyone involved will know what it takes to complete the job safely.

If your employer doesn't have software to help you create a JSA, or doesn't already have blank JSA worksheets for you to fill out, all you really need is a piece of paper. Your JSA should include:

- The steps required to complete the task and the hazards associated with each step.
- The tools needed to get the task done and the hazards each tool presents.
- The individuals involved in each step.
- The materials needed to complete the task and any hazards they pose.
- The safety equipment needed to get the task done safely.
- The strategies you will use to minimize or reduce the risk of accidents and injuries.
- The steps each individual will take to complete the task safely.

Essentially, for each JSA, you'll think of every step, as well as the people, hazards, environment, tools, equipment, and materials involved. You should visualize everything that could go wrong, and list what can be done to make the job safer. The goal is to identify potential problems and know the solutions before the task begins. Completing a JSA doesn't have to be a difficult process. For some tasks, it may take just a few minutes. For others, it may take longer because the job is more complex and requires a greater level of detail.

Remember that a JSA must be updated when any of the elements change—such as new equipment, new tools, or new employees. It's a good idea to involve new employees in creating a JSA. This will help new employees learn about hazards and will show them that safety is a priority. As a construction worker, you have a responsibility to follow the steps in the job safety analysis. If you deviate from them, or if you see that any part needs to be updated, tell your supervisor so the JSA can be adjusted.

SAFETY REMINDER

JSAs are like PPE, they only help you if you understand them and use them.

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
© 2023 Safety Meeting Outlines, Inc.

All Sealants, Inc.

Week of 8/28/2023

Job Safety Analysis II

A Job Safety Analysis (JSA) is a tool used to identify and control the hazards associated with a particular task. It involves making a detailed examination of each step of a task and putting control measures into place to reduce the risks to you, your co-workers, equipment, and property. The purpose of a JSA is to promote safety and eliminate the hazards of the job.

It's important that you become involved in the safety analysis process. One of the ways in which you may be invited to participate is by performing a task while your supervisor or co-workers observe. They'll take note of what steps are necessary to complete the job and try to recognize potential hazards. Experienced workers can also participate by explaining less obvious hazards and potential problems.

Once a list is created outlining the steps required to complete the task, you can help identify any potential hazards within each step. Next, you and your co-workers need to figure out what actions can be taken to reduce or eliminate the risks. Your supervisor will help determine the resources needed to implement any engineering or administrative controls.

When all of this is done, a JSA form is created. It usually consists of two parts. The first section lists the hazards of the task, and the second section outlines the controls.

When developing a JSA, you should try to think of as many potential hazards as possible, such as: lack of familiarity with the work, exposure to falls, underground or overhead utilities, repetitive motion, heat stress, sunburn, frostbite, soil collapse, hazardous materials or chemicals, working over or around water, pinch points, poor housekeeping, access and egress, traffic, uneven surfaces, and personal protective equipment. The list of possibilities could go on and on; you need to identify the relevant ones.

There are other things to think about when completing a JSA. For instance, does the job require any special skills, unique training, permits, licenses, inspections, or unusual tools or equipment to get the job done safely? Remember that hazards are identified so they can be controlled.

Make sure you participate in the JSA process. Your input is valuable since you are the person that performs the job and you are the person the JSA is intended to protect. You may be asked to sign off on a JSA for your job. Be sure that you understand how to use the safety controls listed in the JSA before you sign on the dotted line. Talk with your supervisor and get explanations for anything that's unclear.

If the job you're performing changes during the workday, it's best to take the time needed to fill out a new JSA. This gives you another chance to identify hazards and implement strategies that will keep you and your co-workers safe, so you can go home in one piece.

SAFETY REMINDER

Like any other good tool, a Job Safety Analysis helps you do your job efficiently and safely.

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.