



COMPANY NAME: \_\_\_\_\_

Volume 46 Issue 40 October 2, 2023

## National Fire Prevention Week

Every October, the National Fire Protection Association observes National Fire Prevention Week. It's an opportunity for all of us to understand fire hazards, learn fire prevention, and practice what to do in case there is a fire. This year's Fire Prevention Week runs from October 8th to the 14th, and the theme is "Cooking safety starts with YOU. Pay attention to fire prevention." The aim is to educate all of us about simple yet important safety practices that can keep us and those around us safe when cooking.

Here are a few important fire facts. The biggest culprit in home fires is the kitchen stove. The leading cause of home fires and home fire injuries is cooking fires. And the leading cause of cooking fires and fire deaths is unattended cooking. Leaving the stove unattended is a choice people make, and it's a choice you and your family can avoid. Stay in the kitchen when you're cooking!

### Whether you're cooking in the kitchen or outside:

- Have a fire extinguisher in the kitchen but away from the stove. Know how to use it.
- Don't wear clothing with loose sleeves that could easily catch on fire while you cook.
- Use the necessary PPE for cooking. Wear an apron for hot liquid splashes and spills, and oven mitts for moving hot plates, pots, and pans. Wear shoes to prevent slips and burns.
- Before you use a stove, oven, toaster oven, air fryer, or grill, think about whether you're sober,

alert, and feeling well. Don't cook if you're under the influence, if you're too tired, or if you won't be able to stay in the kitchen.

- Remove flammable items like paper towels and packaging from the stove and cooking area.
- Don't leave your cooking area unattended, especially when using high heat. Even a brief distraction can let a fire get started.
- If you're baking, roasting, using a slow cooker, or an air fryer, set a timer to check progress and to make sure you don't forget about your food.
- Turn pot and pan handles inward so they can't be accidentally knocked off the stove.
- If you're cooking outside on the grill, set up your grill in an open, well-ventilated area away from flammable objects like trees or your house.
- Inspect your grill and its components for leaks, damage, and other problems before use.
- Never start a fire or use a grill when there's a burn ban or fire restrictions in your area.
- Start campfires only in designated fire rings or established firepits to prevent wildfires. Keep a bucket of water, sand, or a fire extinguisher nearby in case you need to quickly control the fire.

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### SAFETY REMINDER

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**If there's a fire in your microwave, don't open the door. Turn it off, unplug it, get out of the house, and call 911.**

### NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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

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REVIEWED SDS # \_\_\_\_\_ SUBJECT: \_\_\_\_\_

### MEETING DOCUMENTATION:

JOB NAME: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

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



COMPANY NAME: \_\_\_\_\_

Volume 46 Issue 41 October 9, 2023

## Vibrating Tools

Some of the tools and equipment you use on the jobsite create vibrations. You may hold power tools or pneumatic tools that vibrate. You might stand on platforms that vibrate. You could operate vehicles and heavy equipment that vibrate. The effects these vibrations can have on your body might be irritating in the short term, but they can also cause real health problems over the long term. You can reduce your chances of nerve damage and other health problems by managing your exposure to vibration.

**Hand-Arm Vibration Syndrome** can result in damage to your nerves, blood vessels, and joints. Early and painful symptoms include tingling, numbness, and loss of sensation in the fingers, reduced grip strength, and whitening or redness in the hands and fingers.

**Whole-Body Vibration** usually comes from a vehicle or a piece of heavy equipment. How could you be exposed? The vibration can be transmitted through the seat while you're driving or operating the equipment. If you drive mobile machinery over rough and uneven surfaces as a big part of your job, the vibration can come through your feet. Prolonged exposure to whole-body vibration can lead to chronic back pain, spinal injuries, and disability.

**Here are some ways to prevent vibration-related injuries:**

- Wear anti-vibration gloves to help limit your exposure to vibration.
- Keep your hands warm and dry, and avoid direct contact with freezing or very cold handles.

- If you have options, choose equipment and tools that have vibration isolators to limit your exposure.
- Inspect tools before use. If a power tool or piece of equipment vibrates excessively, it may need to be serviced or replaced.
- Use tools and equipment correctly. Keep tools properly lubricated and in good condition. Follow maintenance schedules.
- Be aware of your body position as you operate tools. Awkward postures can increase the force needed to operate and control tools. Higher force means holding on tighter, and that means more vibration is transmitted to your body.
- Hold tools comfortably. Don't hold them loosely or squeeze the handle too hard. Vary your grip and your hand position to distribute the impact and vibration.
- When possible, limit the amount of time you use vibrating tools and equipment.
- Take frequent breaks and alternate work tasks to reduce your exposure to vibration and let your body recover.

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**SAFETY REMINDER**  
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**Vibrating and impact tools are loud, and they create dust and debris. Wear PPE that protects your hearing, vision, and respiratory system when you use them.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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COMPANY NAME: \_\_\_\_\_

Volume 46 Issue 42 October 16, 2023

## Near-Miss Incidents

A near miss is an accident that nearly happened but didn't. Nobody got hurt and nothing was damaged, but it was a very close call. Just a slight change in time or position could have easily resulted in an accident that caused property damage or an injury. Some people call near misses near accidents, close calls, or injury-free events. Near misses provide useful information and important warnings. Identify and report near misses so everyone can learn from them and avoid real accidents on the job.

A quiet near miss should sound a loud alarm in your head.

**Here are some common examples of near misses:**

- **Falling objects:** You knock a piece of lumber off a scaffold, it comes crashing down next to someone, and just misses them.
- **Electrical hazards:** The crew locks out electrical panels and misses one circuit, but workers don't come into contact with live wires and escape without getting shocked or injured.
- **Slips, trips, and falls:** You almost fall off a ladder but grab the rung in time to avoid a painful fall.
- **Equipment struck-bys:** You jump out of the way of an oncoming dump truck without a moment to spare.
- **Unsafe work practices:** Someone didn't secure a hole cover and it slid when you stepped on it, but you didn't fall into the hole. Or, maybe you didn't wear gloves, but washed the wet cement off your hands before it caused a chemical burn.

Near misses might not seem like a big deal, but it's essential that you report them immediately so they can be investigated. The investigation isn't about blame. It's an opportunity to identify and address potential hazards so we can prevent future accidents. Understanding near misses can make the jobsite safer for all of us.

After a near miss, take a moment to get over the shock of the close call, and collect your thoughts. Then, talk with your supervisor. Give them all the details you can remember. Mention any contributing factors and hazards you noticed. You can also suggest measures that can be taken to avoid similar incidents in the future. Your input is critical.

**You should try to avoid near misses:**

- Follow safe work practices.
- Stay alert and attentive while you work.
- Don't let your phone be a distraction. Wait until you're on your break to check your phone.
- Stay aware of your surroundings at all times.
- Pay attention during training.
- Wear all the necessary PPE.
- Communicate with your co-workers about hazards.
- Clean up your area as you work.

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**SAFETY REMINDER**  
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**Don't leave your safety to chance. Prevention is always better than a near miss.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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COMPANY NAME: \_\_\_\_\_

Volume 46 Issue 43 October 23, 2023

## Forklift Inspections and Safe Use

Forklifts help you work more efficiently, but they're also powerful machines that can be dangerous to work around and to operate. You should only operate a forklift if: **1)** you're over 18, **2)** trained on how to operate that specific type of forklift, **3)** certified, and **4)** authorized.

Before operating any forklift, you'll need to conduct a pre-shift inspection to make sure it's in good working order. Complete the inspection checklist for your forklift.

**Take a walk around the forklift.** Make sure everything looks normal. Look for leaks of oil, fuel, or hydraulic fluid. If you find a leak, report it and get it fixed. Check for damage to the forks, boom, wheels, tires, axles, undercarriage, and roll cage. Look at the belts and hoses, and check fluid levels.

**Continue the inspection in the cab.** Ensure there is a seat belt, a fire extinguisher, all placards, and an operator's manual in the cab. Start the forklift and check that brakes, steering, hydraulics, warning devices, back-up alarm, gauges, lights, levers, and switches are functioning correctly. If anything is broken or not working right, take the forklift out of service until you can get it repaired or have routine maintenance conducted.

**If everything checks out, you're ready to operate the forklift safely:**

- Get a good footing and use the hand holds when you climb on and off the forklift.
- Always wear your seat belt.

- Never exceed the forklift's rated load capacity.
- Distribute each load evenly on the forks and secure it so the load is balanced and stable.
- Watch for overhead obstructions and power lines.
- Avoid traveling with elevated loads. Don't raise or lower the forks while the forklift is in motion.
- If your back-up alarm can't be heard over the surrounding noise, get a spotter and follow their signals.
- Operate the forklift on level and stable ground to prevent a tipover. Avoid driving over uneven surfaces, loose materials, holes, and debris.
- Avoid abrupt stops and starts to maintain stability.
- Watch for pedestrians and observe the jobsite speed limit. Use your horn when approaching blind corners and busy areas.
- Keep a safe distance from platforms and ramps.
- If you feel the forklift tipping over, don't jump out. Hold on tight, brace yourself against the seat back, and lean away from the impact.
- If anything malfunctions, stop the forklift, set the parking brake, lower the forks, turn off the engine, and tell your supervisor.

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**SAFETY REMINDER**  
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**Some medications can make you light-headed and unable to operate forklifts safely.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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# Weekly Safety Meetings

Standard  
Subscription

Safety Training for the Construction Industry

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COMPANY NAME: \_\_\_\_\_

Volume 46 Issue 44 October 30, 2023

## Have a SAFE Holiday Season

As the holiday season approaches, remember that safety is a 24/7 mindset, not just some rules you only think about on the jobsite. Your safety choices at work and at home will affect you and your family every day. The safety training you receive doesn't just keep you safe on the jobsite, it's a valuable skill set that extends to your home, family, and community. Let's all watch for hazards, make safe choices, and have a safe holiday season.

### When you leave your house to travel:

- Lock your doors and windows. Don't leave spare keys hidden on your property. Robbers know to look for keys in flowerpots and under rocks. Instead, leave spare keys with a trusted neighbor.
- Don't announce holiday plans on social media.
- Use timers or apps to control lights at your house so it looks like someone's home.

### When you're out shopping:

- Park in a well-lit area. Be watchful when you back out of parking spaces in busy lots.
- Keep valuables out of sight. Put shopping bags in the trunk.

### When you decorate:

- Never leave candles unattended and don't place them near flammable objects.
- Water live Christmas trees daily. Set them up away from fireplaces and heaters.

- Inspect indoor and outdoor holiday lights for broken sockets, frayed wires, and loose connections. Don't overload electrical circuits. Don't run cords under rugs or mats.
- Unplug all lights and decorations when you leave the house and when you go to sleep.
- Never use a chair to reach high cabinets or to hang lights. Use a ladder or step stool. Don't forget to maintain three points of contact when you're on a ladder.

### When you cook:

- Wash your hands thoroughly before and after you handle food.
- Don't leave a hot stove or oven unattended.
- Keep a close eye on kids in the kitchen. Make sure they're safe while they help cook and bake.
- Keep hot foods hot and cold foods cold. Don't leave food at room temperature for too long.
- Keep a fire extinguisher near the stove or grill.

### When you drive:

- Always wear your seat belt.
- Adjust your speed when there's snow or ice.
- Never drink and drive. Have a designated driver.

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**SAFETY REMINDER**  
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**Avoid toy-related accidents. Choose age-appropriate gifts.**

### NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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