



# Weekly Safety Meetings

Safety Training for the Construction Industry

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## Select Edition

Paragon Services Engineering

Week of 11/5/2018

## Holiday Safety I

The holiday season is important to all of us. We work hard throughout the year and take some time off to spend with our family, friends and loved ones during the holidays. It should be a time of joy; although holiday fires result in 2,000 injuries and over \$500 million in damage every year. Think about your safety and the safety of those around you during the holidays. Following is a list of safety tips that should help you prevent fires and injuries:

- Make fire safety a routine part of your holiday preparations.
- Don't use combustible decorations.
- Never put lighted candles in decorations, displays, or trees.
- Use only "UL" approved lights and electrical decorations.
- Don't place your Christmas tree near a radiator, fireplace or other source of heat.
- Turn off the tree lights when you leave home or go to bed.
- Check your smoke detectors and fire extinguishers.
- Never burn gift-wrappings in a fireplace; they can produce toxic fumes.
- Check your Christmas tree for freshness by looking at the needles and the trunk.
- Check the tree's container every day and add water if necessary.
- Don't connect more than three sets of lights to an extension cord.
- Make sure the tree is fastened securely in its holder or stand so it will not tip over easily.
- Have fun at holiday gatherings but don't drink and drive—ride with a designated driver.
- Remember to buckle your seat belt and use all child-safety restraints.
- Be aware while you are shopping, stay in well-lit areas, and keep an eye on your children.
- Keep holiday plants away from pets and children; they can be harmful.
- Never allow children to play with plastic bags or bubble wrap.

Safety Meeting Outlines wishes you a happy and **safe** holiday season.

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**SAFETY REMINDER**  
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**Make your baby-sitter part of your safety team.**  
**Explain your safety rules and what to do in case of an emergency.**

**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: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
ATTENDEES: \_\_\_\_\_  
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*These instructions do not supersede local, state, or federal regulations.*



# Weekly Safety Meetings

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## Select Edition

Paragon Services Engineering

Week of 11/12/2018

## Skin Cancer

Many construction tasks involve spending a lot of time out in the sun. Often, you may be exposed to sunlight for 10 to 12 hours a day. Exposure to ultraviolet (UV) light from the sun is the most common cause of skin cancer. The good news is that sun exposure is also easily preventable. In previous Safety Meetings, we have addressed other health problems associated with working in the sun. Today we'll address skin cancer and what you can do to reduce your risk of developing it.

Skin cancer is the most common type of cancer in the United States. It's defined as an uncontrolled growth of abnormal cells in the skin. Melanoma is cancer that forms in cells that make pigment. It is the least common but also the most dangerous type of skin cancer. Melanomas appear most often on the upper back, head, and neck. Skin cancer can also develop on the surface of the skin (squamous cells) or on the layers just beneath the outer layer (basal cells).

Basal cell skin cancer grows slowly and usually occurs on areas of the skin that have been exposed to the sun. It is most common on the face. This type of cancer rarely spreads to other parts of the body. Squamous cell skin cancer also occurs on parts of the body that have been in the sun, but it can also occur in areas that are not exposed to the sun. It sometimes spreads to lymph nodes and organs inside the body.

Skin cancer can almost always be cured if it's detected and treated early. Check your skin regularly for any unusual

changes. Pay attention to any spot on your skin that changes size, shape, or color. Danger signs of skin cancer include any sore or skin patch that doesn't heal properly or that looks crater-like with crusty or pearly skin. If anything seems unusual, visit your doctor as soon as possible.

Learn to protect yourself from skin-damaging exposure to the sun. Wear clothes that cover as much of your skin as possible to provide a physical barrier from UV rays. Wear a full-brim hard hat to protect your face and neck from the sun. Wear sunscreen daily. Be sure to use sunscreen with a Sun Protection Factor (SPF) of 30 or higher and a lip balm with an SPF of 15 or higher. Don't forget to put sunscreen on your ears, neck, forearms, and both hands. Ideally, you should reapply sunscreen every two hours. Try to take your breaks and eat lunch in a shaded area.

For more skin cancer information, visit the American Cancer Society at [www.cancer.org](http://www.cancer.org).

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**SAFETY REMINDER**  
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**During weekends, holidays, and vacations, protect yourself and your family from the damaging effects of the sun.**

**It's never too soon to teach young children about sun protection.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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# Weekly Safety Meetings **Select Edition**

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Paragon Services Engineering

Week of 11/19/2018

## Sanitation I

Proper sanitation is one way to keep the jobsite free from conditions that can endanger your health. To minimize health risks, everyone must practice good sanitation habits. Drinking water, toilet facilities, food handling, vermin control, and trash collection are some of the issues that are of particular importance.

The drinking water must be clean and safe. Portable containers used to dispense drinking water should be tightly closed and equipped with a tap. Don't lift the lid and dip your mug in for a quick refill. The containers should be clearly marked and **not used for any other purpose**. Have disposable drinking cups available and receptacles for disposing of the used cups. Clean the containers and change the water on a regular basis. Never put your hand in the container and don't handle the ice with your bare hands. A contaminated water supply can quickly lead to illness.

Every jobsite must have adequate toilet facilities. Wash your hands after visiting them. Keep them clean and let your supervisor know if they need servicing. If your site has temporary sleeping quarters or changing rooms, be sure they are inspected and cleaned frequently.

If there are food handlers on the site, they should wash their hands regularly and wear disposable gloves

designed especially for working with food. It is imperative that the work surfaces are kept clean. Protect the food from contamination while it is in storage and when it is being processed and prepared. These precautions apply to individuals too. Always wash your hands before eating and don't put your food on dirty surfaces. If you bring your lunch, take precautions like using a cooler during warm weather to ensure that your food doesn't spoil. Food poisoning is a very unpleasant and potentially dangerous experience.

Rats and other vermin love to feed on food wrappers and scraps. Use trashcans and replace the lids securely. Garbage must be removed from the site promptly and regularly. Enclosed work spaces should be checked daily for rodents and insects. A continuing and effective extermination program should be instituted where rodents and insects present a problem.

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**SAFETY REMINDER**  
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**Keeping the jobsite clean will decrease the risk of slips, trips, and falls.**

**NOTES:**

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# 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.**

**NOTES:**

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