

SAFETY MEETING OUTLINES, INC.

PO Box 700 • Frankfort, IL 60423 • 815-464-0200 • Fax: 815-464-0015

Supervisors:

When it comes to jobsite safety, **you** are the Safety Instructor! Even if your company has a safety officer, on a day-to-day basis on the jobsite, **you** are the Safety Instructor. You are the example, and your interest in, and commitment to safety are of the greatest importance. Every time there is an accident your company loses time and money — and sometimes valuable employees. We can help reduce those accidents and save lives. Our Weekly Safety Meetings will make your job as Safety Instructor easier and more efficient.

The construction industry has lagged behind general industry in reducing accidents. Annually, over 2000 construction workers are killed on the job; another 200,000 suffer disabling injuries. We must improve our safety record!

One of the most effective ways to reduce accidents is through regular safety education. Weekly Safety Meetings not only train your employees to know better, they also help improve safety awareness all week long. Each and every week you remind your crew of an important safety topic and help them understand and avoid hazards.

It is very difficult for supervisors in the field to find the time and information to compose a meaningful safety meeting. We do the research and writing so you don't have to. This is why our Weekly Safety Meetings are so helpful, and it is why our service has found such widespread acceptance. Throughout the year we cover the safety topics that are most important on construction sites. Weekly Safety Meetings are brief, and provide important safety information that's easy to understand.

Safety is important to your organization. Your employer expects you to handle your safety obligations as quickly and efficiently as you carry out your other duties. Our Weekly Safety Meetings will help you. Please take a few moments to read through the "Guidelines for Conducting Fast, Efficient, Meaningful Safety Meetings" on the next page. We believe they will assist you in achieving maximum safety impact while spending a minimum amount of time in the safety meeting.

We are pleased that you have chosen us to be a part of your safety program. We look forward to working with you to make construction a safer and more profitable business.

Thank you,

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Guidelines for Conducting Fast, Efficient, Meaningful Safety Meetings:

1. Pre-Planning

You can do this very easily and quickly. First, read and understand our Weekly Safety Meeting and important safety reminder. Since each job has its own individual safety requirements and problems, take the time to write your comments in the space provided on our safety meeting form and select a Material Safety Data Sheet to review that applies, or soon will apply, to the work you're doing.

It is a good idea to have your meeting at the same time each week. We recommend Monday morning — to start the work week with safety in mind. Be sure that everyone knows about the meeting in advance, and demand punctuality!

2. Delivery

Start the meeting promptly. Remember, you are running the meeting, so get their attention and keep it. Your delivery is the key to our maximum impact, minimum time safety program. Don't allow horse play or interference. Keep in mind that this is costing your employer a lot of time and money. If you are prepared, most of our meetings can be conducted in approximately five minutes. Once you have completed the meeting, ask for questions on the topics discussed and also for safety recommendations. Be careful not to encourage gab sessions on other topics. As soon as you are finished, have the form signed; and then get everyone back to work!

3. Completion

First, record the M.S.D.S. number and subject reviewed and all employee suggestions. Be sure you follow up in correcting any hazards that have been called to your attention. Remember to sign the form. Make sure you file the original in your OSHA safety file — this could prove very valuable when your job is inspected by OSHA — fines are often reduced when a good faith effort can be proven. The extra copy is for your client's file; many clients require this procedure.

Remember, safety education promotes safety awareness, which in turn reduces deaths and accidents, both on and off the job. As a supervisor, you must set a good safety example for your employees. If they see you violating rules, they will too. We hope you will keep these guidelines and refer to them often.

Thank you,

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