



# CREW LEADER SAFETY MEETING

Firm Name		Address	
Date	Time	# of employees	
Subject discussed			

Minutes:

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Crew Leader Comments:

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Have Employees Sign Here:

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Crew Leader Comments:

## Fall protection/fall prevention

- ✓ Required over 10' or 6' to next roof.
- ✓ Use full body harness. Inspect before each use.
- ✓ Use scaffolding while rolling first few trusses.
- ✓ Sheet at least 6 trusses before using as tie off point.
- ✓ Keep lanyard to stop freefall at less than 6'.
- ✓ Use 6' safety zone around edge of flat roof. Mark with tape and have monitored by safety person.

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Crew Leader Comments:

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## Housekeeping

- ✓ Always store materials in a safe manner. Tie down or support piles if necessary to prevent falling, rolling, or shifting.
- ✓ Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
- ✓ Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- ✓ Remove or bend over the nails in lumber that has been used or removed from a structure.
- ✓ Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
- ✓ Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
- ✓ Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- ✓ Standard guardrails must be erected around all floor openings and excavations must be barricaded. Contact your supervisor for the correct specifications.
- ✓ Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of protective device or practice provided for your use or that is being used by other workers.

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## Tool inspection

- ✓ Keep all tools away from the edges of scaffolding, platforms, shaft openings, etc.
- ✓ Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- ✓ Know the correct use of hand and power tools. Use the right tool for the job.
- ✓ Never pin back guards on saws.
- ✓ Make sure all cords for tools are grounded properly.
- ✓ Proper guards or shields must be installed on all power tools before use. Do not use any tools without the guards in their proper working condition. No "homemade" handles or extensions (cheaters) will be used!

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## Emergency procedures/ First Aid Review

We have first aid qualified workers here but we do not have "designated" first aiders. First aid at the job site is done on a Good Samaritan basis.

If first aid trained personnel are involved in a situation involving blood, they should:

1. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
2. Remove clothing, etc. with blood on it after rendering help.
3. Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
4. Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).

Hepatitis B vaccinations will be provided as soon as possible but not later than 24 hours after the first aid incident.

If an exposure incident occurs, we will immediately make available appropriate:

1. Post exposure evaluation
2. Follow-up treatment
3. Follow-up as listed in WAC 296-62, Part J, Biological Agents.

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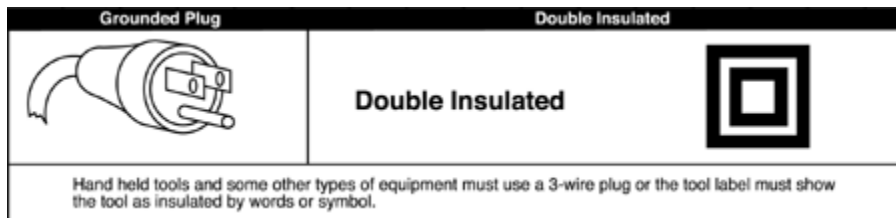
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Crew Leader Comments:

## Electrical safety

- ✓ All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
- ✓ All electrical power tools and extension cords must be properly insulated. Damaged cords must be replaced.
- ✓ Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so.
- ✓ All electrical power equipment and tools must be grounded or double insulated.



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Crew Leader Comments:

## 1. Ladder safety

- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

### Stepladders

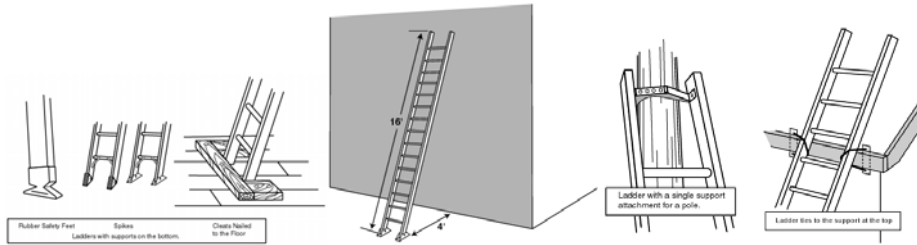
- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

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**Straight type or extension ladders**

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.
- All ladders must be equipped with safety (non-skid) feet.



- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

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## Scaffold safety

- ✓ Before starting work on a scaffold, inspect it for the following:
  - ✓ Are guardrails, toeboards, and planking in place and secure?
  - ✓ Are locking pins at each joint in place?
  - ✓ Are all wheels on moveable scaffolds locked?
- ✓ Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing – always use a ladder).
- ✓ Scaffolds and their components must be capable of supporting four times the maximum intended load.
- ✓ Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
- ✓ Scaffold planks must extend over their end supports not less than 6 inches nor more than 12 inches, unless otherwise specifically required.
- ✓ Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
- ✓ Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toeboard and guardrail, extending along the entire opening. The screen must be made of No. 18 gauge U.S. Standard wire, ½ inch mesh or equivalent protection.
- ✓ All scaffolds must be erected level and plumb, and on a solid footing.
- ✓ Do not change or remove scaffold members unless authorized.
- ✓ Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
- ✓ Do not alter any scaffold member by welding, burning, cutting, drilling, or bending

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Crew Leader Comments:

## Employee/Safety Information Board

- ✓ Location of Board
- ✓ Items on Board
- ✓ First Aid Kit
- ✓ Location of Fire Extinguishers
- ✓ Safety Meeting Information

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Crew Leader Comments:

Reporting injuries and unsafe conditions

✓ Show form for reporting injuries in Safety Program

✓ Show employees where to review safety program for questions.

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## ***General Materials Handling Safety***

General material storage safety:

- Make sure that all materials stored in tiers are stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
- Post conspicuously the maximum safe load limits of floors within buildings and structures, in pounds per square foot, in all storage areas, except for floor or slab on grade. Do not exceed the maximum safe loads.
- Keep aisles and passageways clear to provide for the free and safe movement of material handling equipment or employees. Keep these areas in good repair.
- Do not store materials on scaffolds or runways in excess of supplies needed for immediate operations.

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Crew Leader Comments:

***Motorized vehicles and equipment***

- ✓ Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
- ✓ Always be seated when riding authorized vehicles (unless they are designed for standing).
- ✓ Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
- ✓ Always use your seat belts in the correct manner.
- ✓ Obey all speed limits and other traffic regulations.
- ✓ Always be aware of pedestrians and give them the right-of-way.
- ✓ Always inspect your vehicle or equipment before and after daily use.
- ✓ Never mount or dismount any vehicles or equipment while they are still in motion.
- ✓ Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
- ✓ Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
- ✓ Each operator must be knowledgeable of all hand signals and obey them.
- ✓ Each operator is responsible for the stability and security of his/her load.

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