

**GJ GENTRY**  
**EMPLOYEE SAFETY TRAINING**

**EMPLOYEES IN ATTENDANCE**

**SAFETY INSTRUCTOR** J Chavez **Date:** 5/24/21

**TRANSLATOR** \_\_\_\_\_ **Time:** 11:00

**JOB SITE** Burbank Avion

**TOPIC** Safety Orientation/IIPP, Trenching & Excavation, Ladder Safety, Housekeeping, Silica Awareness

**Print Name:**

**Signature:**

Alejandro Menera

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Patricio Torres

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Armando Del Hoyo

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Mario Gallardo

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**Instructor Name (Please Print):** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_

# **SAFETY MEETING MINUTES**

**DATE:**

**TIME:**

**CONDUCTED BY:**

**SAFETY COMPLIANCE COMPANY**

**CONDUCTED FOR:**

**SUBJECTS DISCUSSED: SILICA TRAINING**

**1. *Company Policy on Safety***

Reviewed that the company objective is to have employees think safety in all aspects of employment.

**2. *Employee Training***

An employer whose operations include using powered tools or equipment to cut, grind, core, or drill concrete or masonry materials shall provide training on the following topics to all employees prior to their assignment to jobs or work areas where the employer will be conducting these operations:

- A) **The potential health hazards of overexposure to airborne dust generated from concrete and masonry materials, including silicosis, lung cancer, chronic obstructive lung disease (COPD) and decreased lung function.**
- B) **Methods used by the employer to control employee exposures to airborne dust from concrete and masonry materials, including wet cutting, local exhaust ventilation systems, and isolation of the process from the operator or other employees by means of distance, enclosure, or other method, as applicable.**
- C) **Proper use and maintenance of dust reduction systems, including the safe handling and disposal of waste materials collected in connection with their use.**
- D) **The importance of good personal hygiene and housekeeping practices when working in proximity to dust from concrete and masonry materials including:**
  - 1. Not smoking tobacco products; appropriate methods of cleaning up before eating, and appropriate methods of cleaning clothes.**
  - 2. Avoiding, to the extent practical, activities that would contribute significantly to an employee's exposure to airborne dusts.**

3. *Supervisor Training*

Prior to engaging in supervision of employees who will be cutting, grinding, drilling, or coring concrete or masonry materials, supervisory employees shall be trained on the following topics:

- A) The above items A to D.
- B) Identification of tasks the employees will perform, which may result in employee exposure to concrete or masonry dust.
- C) Procedures for implementation of the measures used by the employer to reduce the exposure to concrete or masonry dust.

4. *Periodic Training*

Silica training is required at least annually.

5. *Review of Injuries*

Reviewed prior injuries and close calls for last quarter. Discussed what new procedures and policies can be implemented to prevent recurrence.

6. *Review of Employer & Employee Responsibility*

Discussed that it is responsibility of \*Company Name\* to provide the safest possible environment for its employees, and that it is the responsibility of the employees to be accountable for their own safety by adhering to the Code of Safe Practices for their job and by abiding by the safety rules and regulations of the Company.

**RECOMMENDATIONS:**

- 1.
- 2.
- 3.

**APPROVED BY:**

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**SAFETY INSTRUCTOR**  
**SAFETY COMPLIANCE COMPANY**

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**DATE**