

**SILVERWOOD LANDSCAPE
EMPLOYEE SAFETY TRAINING**

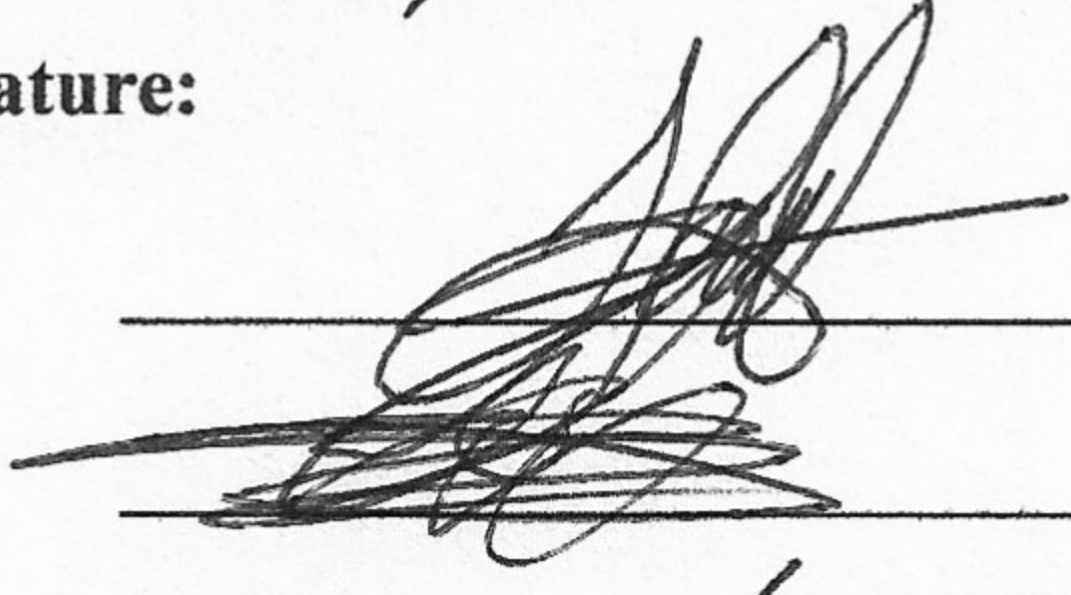
EMPLOYEES IN ATTENDANCE

SAFETY INSTRUCTOR Alex Martinez Date: 10/25/21
TRANSLATOR " Como Extension " Time: 10:30 am
JOB SITE " "
TOPIC PPE, Construction Safety, Housekeeping

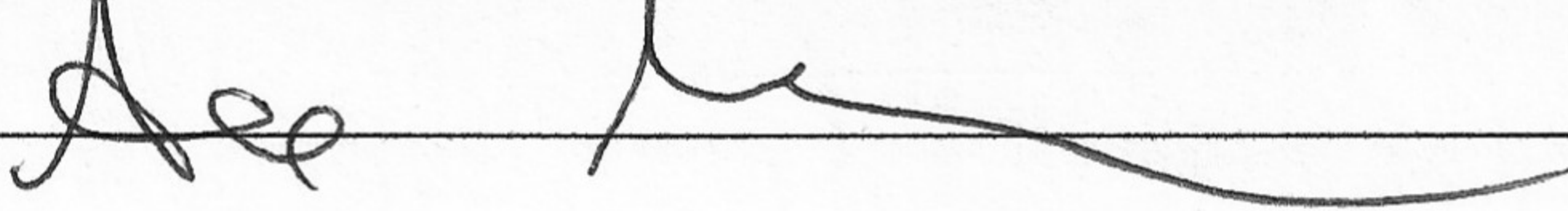
Print Name:

Signature:

Juan Nestor
Francisco Rivera
David Garcia
Moises Hernandez


David Garcia
Moises Hernandez

Instructor Name (Please Print): Alex Martinez

Instructor Signature: 

SAFETY MEETING MINUTES

DATE:

TIME:

CONDUCTED BY:

SAFETY COMPLIANCE COMPANY

CONDUCTED FOR:

SUBJECTS DISCUSSED: HOUSEKEEPING

Importance:

- 1. Safe work environment.**
- 2. Appearance to customers.**
- 3. Efficiency.**

Office:

- 1. Keeping aisles and passageways clear.**
- 2. Keeping cabinets/files/chairs in proper position after use.**
- 3. Keeping items on shelves stacked securely and safely.**
- 4. Proper Postings (emergency numbers, smoking and Cal OSHA).**

The office or warehouse can be equally as hazardous to the employee as many "shop" areas. Many office personnel are caught up often in paperwork and don't take the time to be aware of the hazards in the office such as tripping over debris in passageways or leaving file drawers open causing personnel to fall. Also, stacking items on shelves that protrude in passageways as well as placing heavy items on top shelves. OSHA regulation states that aisles have to be clear access to the water supply.

All of the above situations can be the cause of serious injury and can be avoided with the proper attention. In all emergency situations, it is important to have the proper postings of 911 / Ambulance / Doctors / Clinics.

Shop:

- 1. Keeping passageways and aisles clear.**
- 2. Stacking items on shelves securely and safely.**
- 3. Emergency evacuations postings.**
- 4. Keeping First Aid kits well stocked.**
- 5. Proper Cal OSHA postings.**
- 6. Material Safety Data Sheet updated.**

(continued)

- 7. Labeling of chemicals.**

8. Storage of chemicals.
9. Use of the proper Personnel Protection Equipment.
10. Storage of PPE (respirator, etc.).
11. Keep good workspace use of barriers.
12. Maintenance of machinery.
(a) Lock-out procedures.
13. Extension cords and outlets condition.
14. Cleaning spills immediately.
15. Knowledge of contingency plan.
16. Clean eye wash facility or bottle.
17. Clean restrooms.
18. Vehicles equipped with First Aid kit and fire extinguishers.

Company Trucks /Vehicles:

Secure all boxes, tools, equipment, and ladders, both in and out of the cab. What you don't secure could become a flying object at you.

Truck housekeeping means if your truck has paper, coffee cups, maps or other debris on the dash, it obstructs your vision. It is also not appealing for a customer to see your truck if it is such a mess. He may think to himself "What do you care about the job you will be doing for me?".

Truck Maintenance:

Look at tires, oil, water, coolant, mirrors, brake fluids, etc. It could mean a potential accident.

Job Maintenance:

Keep your equipment locked and out of reach from other people. Never loan equipment! You and your company become liable for any accident.

Puncture wounds come from poor housekeeping. Pick up sharp items. Do what you can to prevent an accident and don't ignore it!

Review of Injuries:

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

(continued)

Review of Employer & Employee Responsibility:

Discussed that it is the 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.

All of these items need attention on a daily basis and is the responsibility of all personnel of the company. Again, these items will help improve the safety of your facility. Remember to report all accidents immediately.

RECOMMENDATIONS:

- 1. Do weekly evaluations of your facility.**
- 2.**
- 3.**

APPROVED BY:

**SAFETY INSTRUCTOR
SAFETY COMPLIANCE COMPANY**

DATE