

GJ Gentry
SAFETY MEETING MINUTES

CONDUCTED BY:

DATE:

TIME:

LOCATION:

TRAINING TOPIC(S): Safety Orientation/IIPP Training

Importance of establishing and following safety standards starting with the first day on the job.

Discussed that while OSHA standards are consistent from job to job your employer, or the contractor responsible for overseeing the job, may have additional requirements. It is your responsibility to be aware of these requirements and to follow them.

Reviewed Eight Elements of IIPP and Entire Safety Program

Personal Protective Equipment Requirements

- PPE must be worn per OSHA standards and the rules of the job site you are working on.
- Discussion held on PPE that is always required on the job and PPE that must worn depending on the task being performed

Injury and Incident Reporting Requirements

- In the event there is a serious injury that requires medical treatment, immediately call 911. In addition, immediately report all work-related injuries and other incidents to your supervisor.
- Note to supervisors: Depending on the seriousness of an injury, the local OSHA office may need to be notified immediately.

Paperwork and Posting Requirements

- Job site required postings were discussed, including where OSHA and labor law postings can be located, location of emergency map, and nearby medical clinic and hospital.
- Cal/OSHA required permits were discussed

Training and Certification Requirements

Injuries occur when workers are not trained. Therefore, do not perform a task, use a tool, or operate a piece of equipment unless you have been trained and authorized by your employer to do so. Common work performed on a job site that requires training includes:

- Working at heights above 6'
- Erecting, dismantling, or working on scaffolding
- Confined Space related work
- Trench related work
- Hot work operations
- Work that creates silica dust
- Performing rigging and flagging duties

Equipment Operation:

Before you operate a piece of equipment you must be trained. This includes elevated platforms such as scissor lifts, aerial devices, and all types of heavy equipment.

If you operate a crane, or a powered industrial truck, such as forklifts and reach lifts, you must be TRAINED and CERTIFIED. Proof of training should be with you during operation.

Inspection Requirements

- All job sites and work areas are to be inspected daily for unsafe conditions and worker safety.
- Tools and equipment must be inspected prior to use. This includes everything from hand and power tools to moving equipment such as forklifts and scissor lifts.
- Some things require a competent person to perform an inspection. This includes inspection of scaffolding and trenches. All Inspections must be documented. If anything is found defective, clearly tag the item as defective and remove it from service.

Additional Job Site Requirements

- First Aid Kits and fire extinguishers must be on site. While a General Contractor will usually keep these in the job trailer, every contractor should have their own. Ensure first aid kits are stocked per OSHA requirements and fire extinguishers are inspected at least monthly and serviced annually. They must be fully charged and the inspection tag is signed off.
- All Superintendents and Foreman should be First Aid certified and possess cards that are current. CPR Certification is also required if tasks such as Confined Space work will be done on site.
- Keep restrooms and washing facilities clean and use them.
- Good housekeeping must be maintained on site at all times. Do not wait until the end of the day to clean up.
- Keep yourself and any equipment you use at least 10 feet away from overhead power lines up to 50,000 volts. If over 50,000 volts, consult the OSHA standard for the distance required.
- Discussed fall protection requirements
- Discussed hot work requirements

- If you will perform any electrical task, you must be trained and authorized to do so by your employer. Lockout / tag out procedures must be followed per OSHA and other governing agency standards. All forms of energy must be de-energized.
- Horseplay and practical jokes frequently cause a serious injury and are not permitted while at work.
- Do not distract or startle fellow workers while they are working.
- Unnecessary noises, music, talking, and shouting, which may take the attention of other employees away from their work, are safety hazards to you and others.
- Cell phone use is prohibited while operating company vehicles or machinery.
- Do not enter restricted areas without permission. If you obtain permission, ensure work has stopped before entering the area.
- And never work under suspended loads.
- Smoking is prohibited in all but the designated smoking zones on site. These are designated by the General Contractor.
- There is zero tolerance when it comes to being under in the influence of drugs and or alcohol while working on any construction project. This also means that no such form of paraphernalia is allowed to be on site at any time.
- If you are taking any prescribed medication that could affect the safety of yourself or others, including the safe operation of equipment, inform your supervisor of your limitations.
- There is also zero tolerance when it comes to any form of harassment, bullying, or violence in the workplace.
- If you “see something, say something.” This means If you observe or are aware of any violation to these policies, please report it right away to your supervisor, or other designated person within your company.

We have NOT covered all OSHA regulations or safety scenarios you may encounter on the job site. However, if you take responsibility for your own safety and look out for the safety of others, the job site can be a safe one.