integrity safety services

Weekly Safety Meeting

Shop Safety

Date: _____ Jobsite: _____

Discussion Leader:

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Attendance Sign- In:

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Summary

Instructor Note: Perform a self-inspection prior to making a shop safety presentation. Look for anything that is out of place. Check against the Guide for Discussion for items to point out.

The safe work practices we do in our shop are often the same practices we take out of our shop and into our homes. What we want to talk about today is what makes shop safety a little different than what we normally do.

Guide for Discussion

Discuss in-shop procedures initiated to ensure that frequent and regular inspections are conducted to identify potential hazards in materials and equipment in the shop by:

- Individuals
- Supervisors
- Safety Committee

Based on self-inspection, identify and point out slip, trip hazards on walking/working surfaces; overhead dangers (like cranes), moving equipment (like forklifts), and general good housekeeping (like slip, trip or fall hazards).

Discuss location of key information including emergency medical plan, hazard communications (MSDS binder), fire extinguishers, fire evacuation signs and routes. Employer posters, Safety Committee meeting minutes posted.

Discuss power operated tools and equipment machine guarding, anti-kickback devices, personal protective equipment that is required to be worn when operating machinery.

Additional Discussion Notes:

Employee qualification program to operate machines requirements (if any):

_____
_____
_____

Self-inspection checklists:

_____
_____
_____
_____

Remember

The safe work practices we bring into the shop are often the same safe work practices we take out of the shop onto the job and then into our homes. For example: Just as you wouldn't want a slipping/tripping hazard on a set of stairs, you don't want the same hazard on our shop floor. Think safety.

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