



# Weekly Safety Meetings Select Edition

Safety Training for the Construction Industry

© 2009 Safety Meeting Outlines, Inc.

AUGUST 2015

## Ladders

Many types of ladders are available. There is no excuse for using the wrong one, a broken one, or even worse, a makeshift one. Whether you are using a stepladder, extension ladder, an a-frame ladder, or a job-built ladder you need to inspect the ladder carefully before use. Take the time to check the rungs and side rails to make sure they are not damaged. Look at the parts of extension ladders such as ropes, pulleys, guides, and locking dogs to ensure they are working properly. Non-slip safety feet should be in place. Check the surfaces of the ladder to make certain they are free of oil, grease, and other lubricants, especially ladder rungs.

Be sure to set up the ladder properly. Make sure your ladder is set up on firm, level ground. **Never** place the ladder on boxes, barrels, pallets, etc. Try not to place it in front of doors. When using an extension ladder be sure that at least three rungs of each section overlap. Always secure straight or extension ladders at the top and use the four-to-one rule to position the base. If you are using it to access a roof or other elevated area make sure the ladder extends thirty-six inches above the landing. Once you have the ladder in place, take time to tie it off to prevent it from falling over.

There are certain precautions to take with specific types of ladders. Before using a metal ladder look for overhead power-lines or other potential electrocution hazards. As a

matter of fact, many employers prohibit the use of metal ladders. Stepladders must be opened completely to allow the spreader brackets to lock, and never climb on the cross-bracing. Extension ladders should not be adjusted from above or while standing on the ladder.

When climbing up or down a ladder always face the ladder. Facing away doesn't allow you to maintain three points of contact. Do not climb ladders with your hands full of tools or material. Use a tag line or put them in a bucket and pull them up after you have reached your work area.

When working from a ladder don't reach too far to one side or the other. Keep your body centered between the side rails to help maintain your balance. Keep one hand securely on the ladder. If the ladder that you are using is too short for the job, stop what you are doing and get a longer one. **Never** stand on the top two steps.

If you use ladders safely, you'll always be a step above the rest. See OSHA standard 29 CFR 1926.1050-1060 for more information on ladders.

.....  
**SAFETY REMINDER**  
.....

**Never allow more than one person on a ladder at a time unless the ladder is specifically designed for it.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

---

---

---

---

---

---

---

---

---

---

S.A.F.E. CARDS\* PLANNED FOR THIS WEEK:

---

---

REVIEWED MSDS #

SUBJECT:

---

---

**MEETING DOCUMENTATION:**

JOB NAME:

---

MEETING DATE:

---

SUPERVISOR:

---

ATTENDEES:

---

---

---

---

---

---

---

---

---

---

---

*These instructions do not supersede local, state, or federal regulations.*



AUGUST 2015

# Ladder Safety

Ladders allow us access to high or out-of-reach places. Whether you are trying to get up on a roof or climb down into a trench, you usually use a ladder. Many different types of ladders can be found on a construction site: straight ladders, extension ladders, fixed ladders, frame ladders, stepladders, and job-built ladders. Every trade uses ladders to extend the limits of its work area.

No matter what type of ladder you use, remember the following guidelines:

- ✓ Inspect ladders before use—check for broken rungs, sharp edges, and splinters.
- ✓ Remove any oil, grease, or slippery material from the ladder and from your boots.
- ✓ Immediately mark defective or broken ladders with “Do Not Use” so they can be easily identified.
- ✓ Set ladders on a firm, level surface and avoid placing them in doorways and high-traffic areas.
- ✓ When raising a ladder, always check for overhead electrical lines.
- ✓ Secure ladders to prevent them from falling.
- ✓ Only one person should be on a ladder at a time.
- ✓ Use both hands and face the ladder as you climb up or down.

- ✓ Do not exceed the load limit of the ladder.
- ✓ Do not overreach.
- ✓ Do not use a ladder in place of scaffolding or to support scaffold boards.

Remember these guidelines when using specific types of ladders:

- ✓ Never weld from a metal ladder.
- ✓ Open stepladders completely to allow the spreader to lock in place.
- ✓ Always secure straight ladders at the top.
- ✓ Maintain at least three rungs of overlap on extension ladders.
- ✓ Make sure straight and extension ladders are equipped with safety feet.
- ✓ Do not stand on the top two steps of a stepladder.

.....  
**SAFETY REMINDER**  
.....

**Ladders have their ups and downs—ladder safety doesn't! Always use the right ladder and use it safely.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

---



---



---



---



---



---



---



---

S.A.F.E. CARDS\* PLANNED FOR THIS WEEK:

---



---

REVIEWED MSDS #

SUBJECT:

---



---

**MEETING DOCUMENTATION:**

JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

---



---



---



---



---



---



---



---

*These instructions do not supersede local, state, or federal regulations.*



# Weekly Safety Meetings **Select Edition**

Safety Training for the Construction Industry

© 2005 Safety Meeting Outlines, Inc.

AUGUST 2015

## Safe Storage: Sort It, Stack It, and Secure It!

Material handling and storage are routine tasks on every construction site; but that doesn't mean that they can be disregarded or treated lightly. Your safety, our effectiveness, the appearance of the site, and our profitability are all affected by how we handle materials. When it comes to storing materials on a construction site, you need to think of four words—Sort, Stack, Secure, and Safety.

**Sort It:** Building materials are always arriving on a jobsite. Construction materials include lumber, pipes, bags, bundles, boxed materials, drums, barrels, planks, sheets, and bricks. The first thing you'll need to do is be prepared to place compatible materials together. You must sort the materials into categories: flats, rounds, drums, fabrics, blocks, bags, and loose materials. The shape, size, and type of material will determine how you should store it. Some items will require a shelter or cover to protect them from the elements, while other items might require special handling.

**Stack It:** Depending on the type of material, you'll need to know how to safely stack it. For instance, boards should be stacked straight and flat; bags of cement and mortar must be protected from water and moisture; drums, buckets, and barrels must be stacked symmetrically. In general, make sure you place heavier items on the bottom, and lighter ones on top. Never stack glass containers or hazardous chemicals up high where they could fall on someone trying to reach them. Whenever possible, keep materials stacked on wooden pallets to keep them up and out of any water.

**Secure It:** Stacked materials can create hazards if you don't secure them. Collapsing loads and falling materials can crush or pin workers, causing injuries and deaths. To prevent such accidents, remember to take the necessary steps to secure materials. Block pipes to prevent stacks from rolling or shifting. Stack loose bricks, bags, and bundles in interlocking rows to prevent them from collapsing. Ensure that all materials are stacked on level ground. All stacks should be stable and self-supporting. Valuable materials should also be secured under lock and key. In high crime areas, fencing and outside lighting will help deter theft.

When storing materials, consider how often the material must be accessible to workers. Frequently-used materials should be stacked where they can be retrieved easily, on a regular basis. Items to be used later in the schedule or at the end of the job should be kept out of the way. Be sure stored materials do not create tripping, fire, or evacuation hazards for co-workers.

When storing materials, remember the four S's: Sort, Stack, and Secure; and the fourth "S"—the one you can't do without—Safety! When you Sort, Stack, and Secure, always have Safety in mind.

### SAFETY REMINDER

**Use proper lifting techniques to prevent back injuries when moving and handling construction materials.**

**Don't be a hero—ask for help.**

### NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

---

---

---

---

---

---

---

---

---

---

S.A.F.E. CARDS\* PLANNED FOR THIS WEEK:

---

REVIEWED MSDS #

SUBJECT:

---

### MEETING DOCUMENTATION:

JOB NAME:

---

MEETING DATE:

---

SUPERVISOR:

---

ATTENDEES:

---

---

---

---

---

---

---

---

---

---

---

---

---

*These instructions do not supersede local, state, or federal regulations.*



AUGUST 2015

## Housekeeping & Cleanliness

Most construction workers have heard the well-known saying, "A clean site is a safe site." It's true! If you keep your jobsite free of clutter, trash, and debris, you're reducing the hazards that could lead to accidents and injuries. A clean and organized work area also lets you work more efficiently and effectively. Maintaining a clean jobsite shows that you take pride in your work and makes for a more pleasant work environment.

Housekeeping is the act of keeping an area clean and orderly—whether at home or at work. It can be difficult to keep a jobsite clean because construction work generates a lot of scrap and debris. We each need to do our part to keep the jobsite clean. Housekeeping is affected by three factors: our actions, our workspace, and the weather.

The one factor that we can control is our actions. Housekeeping is the responsibility of every individual on a jobsite. Take the initiative; don't wait for someone else to do it. No matter who left it there, pick it up and put it in a safe place or an appropriate trash container. We all need to pitch in to remove scrap, packaging, pallets, and construction debris and get that waste to trash containers and dumpsters located around the site.

One factor that's beyond our control is the size of our workspace. Often, there are more tools, equipment, and materials than there is space. These conditions make good

housekeeping even more important. Don't block aisles or passageways with building materials. Accumulation of waste or improperly stored materials can increase the likelihood of accidents and fires. Place tools and materials where they will not create hazards for others.

We can't control the weather, but we do have some control over its effects on housekeeping. Be on the lookout for tripping hazards created by wet weather. Winter weather makes housekeeping difficult because workers track mud, snow, and dirt into work areas. Wipe up or mop up puddles and mud promptly to prevent slips and falls. Keep snow and ice off sidewalks and walkways.

Housekeeping is a job that can't be put off; it's an ongoing effort. We have to pick up and put things in place as we go. A general clean-up once a week won't ensure safety on a construction site. You are less likely to be injured yourself, and you are certainly less likely to cause injury to one of your co-workers if the area is clean and orderly.

.....  
**SAFETY REMINDER**  
.....

**Trash and litter including lunch bags, wrappers, soda cans, and other food scraps can become a health hazard! Dispose of garbage in trash cans or recycle bins.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

---

---

---

---

---

---

---

---

---

---

S.A.F.E. CARDS\* PLANNED FOR THIS WEEK:

---

---

REVIEWED MSDS #

SUBJECT:

---

---

**MEETING DOCUMENTATION:**

JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

---

---

---

---

---

---

---

---

---

---

*These instructions do not supersede local, state, or federal regulations.*