



Weekly Safety Meeting

Weekly Safety Meetings



The Weekly Safety Meeting outlines were created so that an employer has an easy to follow outline for safety meeting topics. You will notice that there are 26 weeks made up for you and that is so each topic repeats in a year's time. This promotes repetition and hopefully the topics are engrained in the employee. If a particular topic isn't relevant in your company simply use another topic.

The outlines are designed to reference what OSHA says on a topic and then you are given brief talking points around that guideline. These meetings should be brief 5-10 minutes and you will want all employees to sign that they were there. Once again please keep all these docs. This helps prove that you as an employer are being diligent with regards safety. It helps to establish a documented training program.

This step is important and again they are meant to be brief but consistent each week.



Weekly Safety Meeting



Air Compressors

Instructor: _____ Date/Time: _____

Air Compressors are used to drive Air Diaphragm pumps.

OSHA Regulations

1910.169(b)(3)
Gauges and valves.

1910.169(b)(3)(i)
Every air receiver shall be equipped with an indicating pressure gauge (so located as to be readily visible) and with one or more spring-loaded safety valves. The total relieving capacity of such safety valves shall be such as to prevent pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent.

Talking Points:

All Pressure Gauges should be easily readable in plain sight. If servicing air compressor disconnect all power sources and ensure that air is let out of hoses. Pulleys and belts should have guards in place.

1910.169(b)(3)(ii)
No valve of any type shall be placed between the air receiver and its safety valve or valves.

Talking Points:

Employees are not to manipulate the air compressor in any way from manufacturers intended use.

1910.169(b)(3)(iv)
All safety valves shall be tested frequently and at regular intervals to determine whether they are in good operating condition.

Talking Points:

Perform tests of safety valves to ensure working also test quick connects to ensure they lock and are functioning correctly.

Employee Names or Signatures of personnel who attended the meeting

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1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting



Chemical Safety

Instructor: _____ Date/Time: _____

All chemicals can be dangerous if misused or if accidentally make contact with skin.

OSHA Requirements

1910.1200(b)(1)

This section requires chemical manufacturers or importers to classify the hazards of chemicals which they produce or import, and all employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, safety data sheets, and information and training. In addition, this section requires distributors to transmit the required information to employers. (Employers who do not produce or import chemicals need only focus on those parts of this rule that deal with establishing a workplace program and communicating information to their workers.)

Talking Points:

Remind employees where to find the SDS manual on the service trucks as well as how to locate both First Aid and PPE sections of the SDS. Remind employees that SDS log is in alphabetical order based on chemical name and may be under common name as well. IE Sodium Hypochlorite vs Bleach.

PPE to be worn when using chemicals is to be determined by the SDS sheet and should be followed.

Remind employees where they can find the chemical spill kit located on the service truck.

Remind employees where first aid kit is located and also show eye wash bottles or station.

_____	_____	_____
_____	_____	_____
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_____	_____	_____
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Weekly Safety Meeting

Electrical Hazards



Instructor: _____ Date/Time: _____

Electrical Hazards/Minimum Approach Distances

Electrical Hazards are dangerous to employees whether on a Lift, Ladder or while using a Water Fed Pole.

OSHA Requirements

1910.335(a)(2)(i)

When working near exposed energized conductors or circuit parts, each employee shall use insulated tools or handling equipment if the tools or handling equipment might make contact with such conductors or parts. If the insulating capability of insulated tools or handling equipment is subject to damage, the insulating material shall be protected.

Talking Points:

Remind Employees that when working around electrical lines first minimum approach distances should be established and if employees are going to be inside of those distances insulated tools and PPE should be utilized.

Minimum Approach Distances are determined by voltage coming into building and can be as far as 45'

1910.335(b)(1)

Safety signs and tags. Safety signs, safety symbols, or accident prevention tags shall be used where necessary to warn employees about electrical hazards which may endanger them, as required by 1910.145.

1910.335(b)(2)

Barricades. Barricades shall be used in conjunction with safety signs where it is necessary to prevent or limit employee access to work areas exposing employees to uninsulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause an electrical contact hazard.

Talking Points:

Once minimum approach distances have been established workers should erect a barrier system consisting of cones and/or caution tape to warn employees for danger and keep unauthorized employees out of harms way.

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Weekly Safety Meeting

Extension Ladders



Instructor: _____ Date/Time: _____

Ladders are dangerous and precautions have to be taken as with any tool to avoid accidents

OSHA Requirements

1910.23(b)(9)

Ladders are inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury;

1910.23(b)(10)

Any ladder with structural or other defects is immediately tagged "Dangerous: Do Not Use" or with similar language in accordance with § 1910.145 and removed from service until repaired in accordance with § 1910.22(d), or replaced;

1910.23(b)(7)

Ladder surfaces are free of puncture and laceration hazards;

Talking Points:

Employee responsible to inspect all ladders before using. Make sure ladder is safe, if not, do not use and report to management immediately.

1910.23(c)(4)

Ladders are used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement;

Talking Points:

Things that cause displacement- Unlevel Ground, Improper Angle, Unstable Top. Never place ladder against glass. Use Leg Levelers and Top Stabilizers when needed.

1910.23(b)(8)

Ladders are used only for the purposes for which they were designed;

Talking Points:

Ladders are never to be used as planking

1910.23(b)(11)

Each employee faces the ladder when climbing up or down it;

1910.23(b)(12)

Each employee uses at least one hand to grasp the ladder when climbing up and down it; and

1910.23(b)(13)

No employee carries any object or load that could cause the employee to lose balance and fall while climbing up or down the ladder.

1910.23(c)(6)

No ladder is moved, shifted, or extended while an employee is on it;

Talking Points:

Maintain three points of contact while climbing up and down the ladder. Use tool belts to holster tools while climbing. When working keep belt buckle inside the frames of the ladders.



Weekly Safety Meeting

Extension Ladders



Instructor: _____ Date/Time: _____

1910.23(c)(7)

Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic:

1910.23(c)(7)(i)

Are secured to prevent accidental displacement; or

1910.23(c)(7)(ii)

Are guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder;

Talking Points:

Use leg levelers and top stabilizers where needed. Anytime ladder is placed where things like people or traffic could tip ladder over use appropriate barricades and personnel to ensure person on ladder is safe.

1910.23(c)(9)

Portable ladders used on slippery surfaces are secured and stabilized;

1910.23(c)(10)

The top of a non-self-supporting ladder is placed so that both side rails are supported, unless the ladder is equipped with a single support attachment;

1910.23(c)(11)

Portable ladders used to gain access to an upper landing surface have side rails that extend at least 3 feet (0.9 m) above the upper landing surface (see Figure D-1 of this section);

Talking Points:

When setting up ladder to access another surface such as roof ladder rungs must extend 3' above gutter line and the ladder must be secured at the top with locking device, bungee, or stabilizer on the roof. Also both rails of the ladder should rest on the top surface.

1910.23(c)(12)

Ladders and ladder sections are not tied or fastened together to provide added length unless they are specifically designed for such use;

Talking Points:

Don't separate extension ladder in the field. Ladder should remain as the manufacturer designed.

1910.23(c)(13)

Ladders are not placed on boxes, barrels, or other unstable bases to obtain additional height.

Talking Points:

Ladders should be placed on the ground or other working surface and never on unstable items.

Employee Names or Signatures of personnel who attended the meeting

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Weekly Safety Meeting

Fall Protection Systems



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.28(b)(1)(i)

Except as provided elsewhere in this section, the employer must ensure that each employee on a walking-working surface with an unprotected side or edge that is 4 feet (1.2 m) or more above a lower level is protected from falling by one or more of the following:

1910.28(b)(1)(i)(C)

Personal fall protection systems, such as personal fall arrest, travel restraint, or positioning systems.

Talking Points:

Anytime an employee accesses a roof or another surface that is higher than 4' above another surface they are expected to wear a fall protection system that has been issued.

1910.30(a)(3)(iii)

The correct procedures for installing, inspecting, operating, maintaining, and disassembling the personal fall protection systems that the employee uses; and

Talking Points:

Re-emphasize fitting of the harness and well as general reminders of each of the components of the Fall Arrest System ie harness, rope grab, rope, lanyard etc. Talk about how the system works as well as best practices in the environment your company uses it in.

1910.30(a)(3)(iv)

The correct use of personal fall protection systems and equipment specified in paragraph (a)(1) of this section, including, but not limited to, proper hook-up, anchoring, and tie-off techniques, and methods of equipment inspection and storage, as specified by the manufacturer.

Talking Points:

Remind employees of what constitutes an anchor, also difference between fall restraint and fall arrest. Also remind employees that all fall protection equipment is inspected at the beginning of each shift for any defects that may hinder its proper operation in a fall.

Employee Names or Signatures of personnel who attended the meeting

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Weekly Safety Meeting

Fire Protection Systems



Instructor: _____ Date/Time: _____

Fires can break out on the jobsite and if not handled properly and without training can lead to further injury of employees.

OSHA Requirements

1910.157(d)(1)

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.

Talking Points:

Remind employees where the fire extinguishers are located on the service truck and in buildings and have them relate what kind of fires could be anticipated in the work place. Also remind how an extinguisher is used.

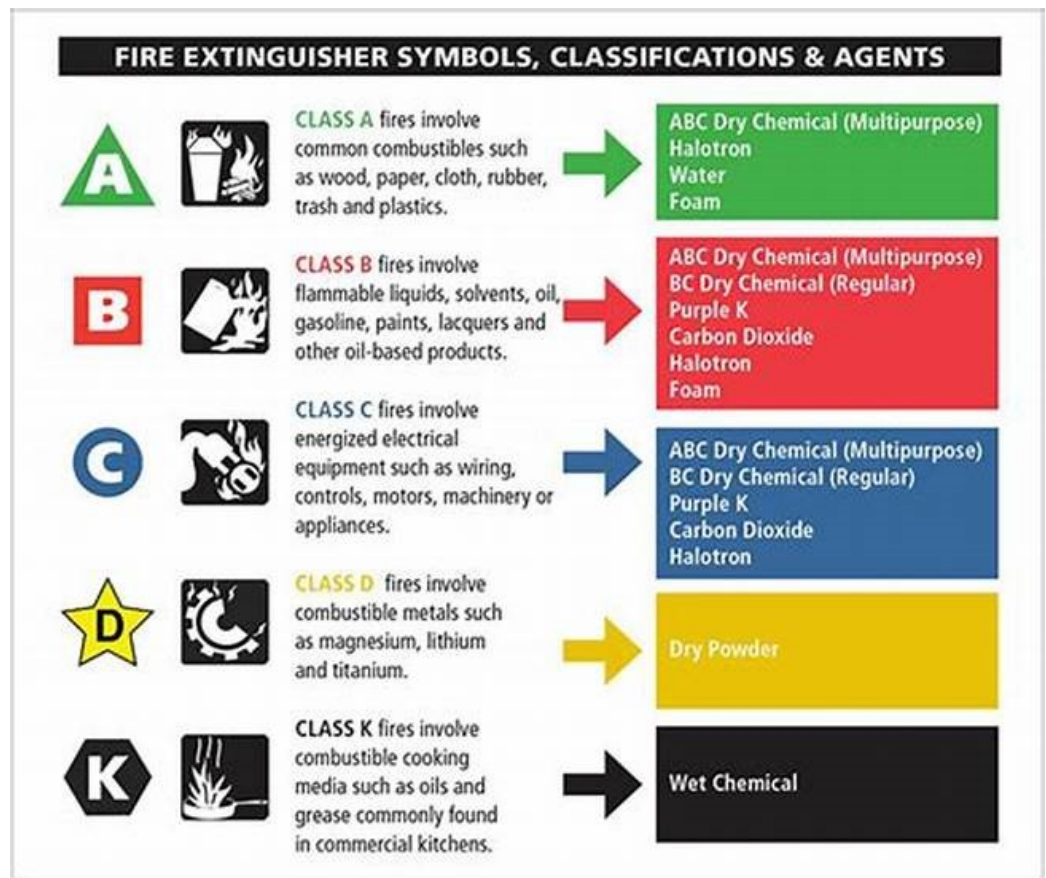
Also Re-explain the PASS technique

Pull Pin

Aim Nozzle

Squeeze the Handle

Sweep the nozzle from side to side



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Weekly Safety Meeting

Job Hazard Analysis



Instructor: _____ Date/Time: _____

A Job Hazard Analysis (JHA) can prevent accidents by identifying potential hazards on the jobsite before work commences and therefore allowing us to plan, provide and train to either eliminate or mitigate that hazard.

Identifying Hazards-

Look at all the tasks that will be performed

What Dangers present themselves?

Is there a way to eliminate the hazard?

If not, what can we do to keep the employee as safe as possible?

Everyone's responsibility to be safe

Issue Equipment-

The JHA will dictate what equipment will be utilized to best navigate the hazards associated with the job.

Talking Points:

Stress to employees that if a piece of equipment or a method of being safe isn't familiar to the employee they should seek to be trained or retrained to ensure no accidents.

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Weekly Safety Meeting

Ladder Set Up



Instructor: _____ Date/Time: _____

Improper angle of ladders can lead to dangerous conditions that lead to serious injury including death.

OSHA Regulations

OSHA and Manufacturers of ladders use what is called a 4-1 rule. Which means for every 4ft of height you climb, you would move the base of the ladder one ft away from the wall.

Talking Points:

Show employee how to properly set up an extension ladder or stack ladder. Have employee set both feet at the base (feet) of the ladder. Then have them extend arms straight ahead of them if they can place their hands on the rail they have correct 4-1 setting. Arms shouldn't be neither bent or overreaching



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Weekly Safety Meeting



Ladder Transfer

Instructor: _____ Date/Time: _____

When transferring off of a ladder to another surface fall risks increase.

1910.23(c)(4)

Ladders are used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement;

Talking Points:

Things that cause displacement- Unlevel Ground, Improper Angle, Unstable Top. Never place ladder against glass. Use Leg Levelers and Top Stabilizers when needed.

1910.23(b)(11)

Each employee faces the ladder when climbing up or down it;

1910.23(b)(12)

Each employee uses at least one hand to grasp the ladder when climbing up and down it; and

1910.23(b)(13)

No employee carries any object or load that could cause the employee to lose balance and fall while climbing up or down the ladder.

1910.23(c)(6)

No ladder is moved, shifted, or extended while an employee is on it;

Talking Points:

Maintain three points of contact while climbing up and down the ladder. Use tool belts to holster tools while climbing. When working keep belt buckle inside the frames of the ladders. When transferring have both hands free and use a bucket to pull tools to roof after safely on other surface.

1910.23(c)(7)

Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic:

1910.23(c)(7)(i)

Are secured to prevent accidental displacement; or

1910.23(c)(7)(ii)

Are guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder;

Talking Points:

Use leg levelers and top stabilizers where needed. Anytime ladder is placed where things like people or traffic could tip ladder over use appropriate barricades and personnel to ensure person on ladder is safe.

1910.23(c)(9)

Portable ladders used on slippery surfaces are secured and stabilized;



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Ladder Transfer



Instructor: _____ Date/Time: _____

1910.23(c)(10)

The top of a non-self-supporting ladder is placed so that both side rails are supported, unless the ladder is equipped with a single support attachment;

1910.23(c)(11)

Portable ladders used to gain access to an upper landing surface have side rails that extend at least 3 feet (0.9 m) above the upper landing surface (see Figure D-1 of this section);

Talking Points:

When setting up ladder to access another surface such as roof, ladder rungs must extend 3' above gutter line and the ladder must be secured at the top with locking device, bungee, or stabilizer on the roof. Both rails of the ladder should rest on the top surface. This ensures ladder can't fall and strike a person on ground. In addition, a fall doesn't leave a worker stranded on the roof.

1910.23(c)(13)

Ladders are not placed on boxes, barrels, or other unstable bases to obtain additional height.

Talking Points:

Ladders should be placed on the ground or other working surface and never on unstable items.

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Weekly Safety Meeting

Medical Services - Cold Weather



Instructor: _____ Date/Time: _____

OSHA Regulations

There are currently no specific OSHA standards for occupational cold weather exposure. However, Under the **General Duty Clause**, Section 5(a)(1) of the Occupational Safety and Health Act (OSHA) of 1970, employers are required to provide their employees with a place of employment that "is free from recognizable hazards that are causing or likely to cause death or serious harm to employees."

Talking Points:

Dressing Properly for the Cold

Dressing properly is extremely important to preventing cold stress. When cold environments or temperatures cannot be avoided, the following would help protect workers from cold stress:

Wear at least three layers of loose fitting clothing. Layering provides better insulation.

An inner layer of wool, silk or synthetic (polypropylene) to keep moisture away from the body. Thermal wear, wool, silk or polypropylene, inner layers of clothing that will hold more body heat than cotton.

A middle layer of wool or synthetic to provide insulation even when wet.

An outer wind and rain protection layer that allows some ventilation to prevent overheating.

Tight clothing reduces blood circulation. Warm blood needs to be circulated to the extremities. Insulated coat/jacket (water resistant if necessary)

Knit mask to cover face and mouth (if needed)

Hat that will cover your ears as well. A hat will help keep your whole body warmer. Hats reduce the amount of body heat that escapes from your head.

Insulated gloves (water resistant if necessary), to protect the hands

Insulated and waterproof boots to protect the feet

Safety Tips for Workers

Your employer should ensure that you know the symptoms of cold stress

Monitor your physical condition and that of your coworkers

Dress appropriately for the cold

Stay dry in the cold because moisture or dampness, e.g. from sweating, can increase the rate of heat loss from the body

Keep extra clothing (including underwear) handy in case you get wet and need to change

Drink warm sweetened fluids (no alcohol)

Use proper engineering controls, safe work practices, and personal protective equipment (PPE) provided by your employer

Employee Names or Signatures of personnel who attended the meeting

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Weekly Safety Meeting

Medical Services - First Aid



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.151(b)

In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.

Talking Points:

Point out the First Aid Kit on each truck and familiarize each employee with its contents. Inform employees that if first aid can't be rendered on jobsite to call 911 immediately.

1910.151(c)

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

Talking Points:

SDS Sheet dictates the need for eye wash stations. Chemicals such as bleach and acids will require eye wash bottles at a minimum. Show employees where these are located in the first aid kit and demonstrate how they are used.

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1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Medical Services - Heat Exposure



Instructor: _____ Date/Time: _____

OSHA Regulations

There are currently no specific OSHA standards for occupational heat exposure. However, Under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act (OSHA) of 1970, employers are required to provide their employees with a place of employment that "is free from recognizable hazards that are causing or likely to cause death or serious harm to employees."

Talking Points:

Heat stroke, the most serious form of heat-related illness, happens when the body becomes unable to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. Signs include confusion, loss of consciousness, and seizures. Heat stroke is a medical emergency that may result in death! Call 911 immediately!

Heat exhaustion, is the body's response to loss of water and salt from heavy sweating. Signs include headache, nausea, dizziness, weakness, irritability, thirst, and heavy sweating.

Heat cramps, are caused by the loss of body salts and fluid during sweating. Low salt levels in muscles cause painful cramps. Tired muscles—those used for performing the work—are usually the ones most affected by cramps. Cramps may occur during or after working hours.

Heat rash, also known as prickly heat, is skin irritation caused by sweat that does not evaporate from the skin. Heat rash is the most common problem in hot work environments

Block Out UV Rays

Cover up. Wear tightly-woven clothing that blocks out light. Try this test: Place your hand between a single layer of the clothing and a light source. If you can see your hand through the fabric, the garment offers little protection.

Use sunscreen. A sun protection factor (SPF) of at least 15 blocks 93 percent of UV rays. You want to block both UVA and UVB rays to guard against skin cancer. Be sure to follow application directions on the bottle.

Wear a hat. A wide brim hat (not a baseball cap) is ideal because it protects the neck, ears, eyes, forehead, nose, and scalp.

Wear UV-absorbent shades. Sunglasses don't have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation.

Limit exposure. UV rays are most intense between 10 a.m. and 4 p.m. If you're unsure about the sun's intensity, take the shadow test: If your shadow is shorter than you, the sun's rays are the day's strongest.

Stay Hydrated

Employee Names or Signatures of personnel who attended the meeting

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Weekly Safety Meeting

PPE Eye Protection



Instructor: _____ Date/Time: _____

OSHA Regulation

1910.133(a)(1)

The employer shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Talking Points:

Employees should wear eye protection that could include goggles and or face shields when the SDS sheet dictates that eye protection is worn. In addition, when conditions are preset where debris could get into the eye safety glasses should be worn.

1910.133(a)(2)

The employer shall ensure that each affected employee uses eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) meeting the pertinent requirements of this section are acceptable.

Talking Points:

Side Protection should be used when needed. Talk about unique situations this could occur.

1910.133(a)(3)

The employer shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Talking Points:

Those requiring a prescription to see will be required to wear over the top eye wear or demonstrate that the lenses they are wearing are safety rated.

1910.133(a)(4)

Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.

1910.133(b)(2)

Protective eye and face protection devices that the employer demonstrates are at least as effective as protective eye and face protection devices that are constructed in accordance with one of the above consensus standards will be deemed to be in compliance with the requirements of this section.

Talking Points:

All Safety glasses and eye protection wear has to have manufacturer marking clearly visible and the marking ANSI Z87.1. When these markings are no longer legible they need to be replaced.

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Weekly Safety Meeting

PPE Foot Protection



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.136(a)

General requirements. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

Talking Points:

No open toed shoes such as Crocs or flip flops should be worn while working. Talk of the consequences wearing such shoes while working. Pressure washing has danger of injection wounds and stress the dangers associated with these types of wounds.

1910.136(b)

Criteria for protective footwear.

1910.136(b)(1)

Protective footwear must comply with any of the following consensus standards:

1910.136(b)(1)(i)

ASTM F-2412-2005, "Standard Test Methods for Foot Protection," and ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear," which are incorporated by reference in § 1910.6;

1910.136(b)(1)(ii)

ANSI Z41-1999, "American National Standard for Personal Protection -- Protective Footwear," which is incorporated by reference in § 1910.6; or

1910.136(b)(1)(iii)

ANSI Z41-1991, "American National Standard for Personal Protection -- Protective Footwear," which is incorporated by reference in § 1910.6.

1910.136(b)(2)

Protective footwear that the employer demonstrates is at least as effective as protective footwear that is constructed in accordance with one of the above consensus standards will be deemed to be in compliance with the requirements of this section.

Talking Points:

While steel toed shoes may not be necessary for window cleaning or pressure washing we should have appropriate shoes on for the type of work we are doing.

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Weekly Safety Meeting



PPE Hand Protection

Instructor: _____ Date/Time: _____

OSHA Regulations

1910.138(a)

General requirements. Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

Talking Points:

Gloves to be worn when hands could be damaged by environment or tools. SDS sheets should be consulted when using chemicals. SDS will dictate what type of protective gloves are needed.

Stress the need for hand protection with specifics on Acids and Bleach. Have SDS of both and show what gloves are needed.

Teach employee how to identify PPE required from SDS sheet.

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Weekly Safety Meeting

PPE Hard Hats



Instructor: _____ Date/Time: _____

OSHA Requirements

1910.135(a)(1)

The employer shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects.

Talking Points:

Hard Hats will be worn anytime that the head is exposed to potential tool or material drop from a higher level. This could mean working on lifts or while suspended by either rope access or suspended scaffolding systems and certainly anyone below.

1910.135(a)(2)

The employer shall ensure that a protective helmet designed to reduce electrical shock hazard is worn by each such affected employee when near exposed electrical conductors which could contact the head.

Talking Points:

The three classes are based on the level of protection they provide from electrical hazards.

Hard Hat Classes-Class G (General) hard hats are rated for 2,200 volts

Class E (Electrical) hard hats are rated for 20,000 volts

Class C (Conductive) hard hats do not offer electrical protection

Hard Hat Expirations

Talking Points:

While OSHA has no specific provision for an expiration date, manufacturers are allowed to determine if their equipment expires on a specific calendar date. In lieu of an expiration date, a generally accepted rule is to replace the support strap yearly and to replace the hard hat every five years.

Color Coding

Talking Points:

While the window cleaning and pressure washing industries don't usually follow a color code certain sites you visit may, so it is good to know.

Most companies that enforce a color code follow an informal standard for their hard hats.

Yellow- hats are commonly worn by general laborers.

Blue- is common among electrical workers.

Green- is sometimes worn by new or probationary employees

White- is reserved for supervisors and visitors to the work site.

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Weekly Safety Meeting

PPE Hearing Protection



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.95(b)(1)

When employees are subjected to sound exceeding those listed in Table G-16, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of Table G-16, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.

1910.95(b)(2)

If the variations in noise level involve maxima at intervals of 1 second or less, it is to be considered continuous.

TABLE G-16 - PERMISSIBLE NOISE EXPOSURES (1)

Duration per day, hours Sound level dBA slow response	
8.....	90
6.....	92
4.....	95
3.....	97
2.....	100
1 1/2	102
1.....	105
1/2	110
1/4 or less.....	115

Footnote(1) When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. If the sum of the following fractions: $C(1)/T(1) + C(2)/T(2) + \dots + C(n)/T(n)$ exceeds unity, then, the mixed exposure should be considered to exceed the limit value. C_n indicates the total time of exposure at a specified noise level, and T_n indicates the total time of exposure permitted at that level. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.



Weekly Safety Meeting

PPE Hearing Protection



Instructor: _____ Date/Time: _____

Talking Points:

All employees should wear eye foam buds and/or ear muff devices when decibel readings are higher than 85. Sound can be determined in a work environment by downloading the NIOSH SLM APP free of charge.

Demonstrate the proper fit of foam ear buds and also ear muff device. Stress that "airpods" and other devices are not noise cancelling and shouldn't be used for safety unless they carry a rating recognized by OSHA.

Pressure Washing Activities and Gutter Vacuuming are particular areas of concern.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

PPE Respiratory Protection



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.134(a)(2)

A respirator shall be provided to each employee when such equipment is necessary to protect the health of such employee. The employer shall provide the respirators which are applicable and suitable for the purpose intended. The employer shall be responsible for the establishment and maintenance of a respiratory protection program, which shall include the requirements outlined in paragraph (c) of this section. The program shall cover each employee required by this section to use a respirator.

Talking Points:

The SDS Sheet will dictate when a respirator should be worn. Certain chemicals such as bleach and acid may require the use of a respirator.

1910.134(e)(1)

General. The employer shall provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. The employer may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

Talking Points:

Every employee may not be able to wear a respirator without medical problems. Only approved employees should be wearing respirators.

1910.134(f)

Fit testing. This paragraph requires that, before an employee may be required to use any respirator with a negative or positive pressure tight-fitting facepiece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used. This paragraph specifies the kinds of fit tests allowed, the procedures for conducting them, and how the results of the fit tests must be used.

Talking Points:

Demonstrate proper fitting of a respirator that would be issued in the company showing how to properly put on.

1910.134(g)(1)

Facepiece seal protection.

1910.134(g)(1)(i)

The employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have:

1910.134(g)(1)(i)(A)

Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function; or

1910.134(g)(1)(i)(B)

Any condition that interferes with the face-to-facepiece seal or valve function.

1910.134(g)(1)(ii)

If an employee wears corrective glasses or goggles or other personal protective equipment, the employer shall ensure that such equipment is worn in a manner that does not interfere with the seal of the facepiece to the face of the user.

Talking Points:

Show how facial hair and eye glasses could affect the proper fitting of a respirator.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Rope Descent Systems



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.27(b)(2)(ii)

The rope descent system is used in accordance with instructions, warnings, and design limitations set by the manufacturer or under the direction of a qualified person;

Talking Points:

Remind all employees to follow all manufacture guidelines on the equipment they are using.

1910.27(b)(2)(iv)

The rope descent system is inspected at the start of each workshift that it is to be used. The employer must ensure damaged or defective equipment is removed from service immediately and replaced;

Talking Points:

Remind each employee that he should be inspecting his equipment and checking for any defects in the equipment prior to use.

1910.27(b)(2)(v)

The rope descent system has proper rigging, including anchorages and tiebacks, with particular emphasis on providing tiebacks when counterweights, cornice hooks, or similar non-permanent anchorages are used;

Talking Points:

Remind all employees that when using rigs or parapet clamps they need to be tied back to anchorage system.

1910.27(b)(2)(viii)

Prompt rescue of each employee is provided in the event of a fall;

Talking Points:

Remind employees what the emergency plan is for the company if someone is stranded in fall arrest.

1910.27(b)(2)(ix)

The ropes of each rope descent system are effectively padded or otherwise protected, where they can contact edges of the building, anchorage, obstructions, or other surfaces, to prevent them from being cut or weakened;

Talking Points:

Remind all employees that rope protectors are to be utilized at all times when rope comes in contact with building.

1910.27(b)(2)(x)

Stabilization is provided at the specific work location when descents are greater than 130 feet (39.6 m);



Weekly Safety Meeting

Rope Descent Systems



Instructor: _____ Date/Time: _____

1910.27(b)(2)(xi)

No employee uses a rope descent system when hazardous weather conditions, such as storms or gusty or excessive wind, are present;

Talking Points:

Remind employees of wind conditions and the dangers that both wind and lightning can present while on a building.

1910.27(b)(2)(xii)

Equipment, such as tools, squeegees, or buckets, is secured by a tool lanyard or similar method to prevent it from falling; and

Talking Points:

Remind employees that all tools and buckets are to be secured by tethers or lanyards and should be so that they would not fall to the ground or hit another employee making a drop beside them.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting



Skylights

Instructor: _____ Date/Time: _____

OSHA Requirements

1910.28(b)(3)(i)

Each employee is protected from falling through any hole (including skylights) that is 4 feet (1.2 m) or more above a lower level by one or more of the following:

1910.28(b)(3)(i)(A)

Covers;

1910.28(b)(3)(i)(B)

Guardrail systems;

1910.28(b)(3)(i)(C)

Travel restraint systems; or

1910.28(b)(3)(i)(D)

Personal fall arrest systems.

Talking Points:

Any skylight opening on a roof becomes the edge of the fall hazard.

Wear fall protection when around a skylight that is not covered

Never Walk on skylights

When not working at the skylight barricade them to remind workers they are there.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Stack Ladders



Instructor: _____ Date/Time: _____

Stack Ladders are a specific tool used by Window Cleaners and Pressure Washers and have specific instructions when it comes to safety.

OSHA Requirements

1910.23(b)(9)

Ladders are inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury;

1910.23(b)(10)

Any ladder with structural or other defects is immediately tagged "Dangerous: Do Not Use" or with similar language in accordance with § 1910.145 and removed from service until repaired in accordance with § 1910.22(d), or replaced;

1910.23(b)(7)

Ladder surfaces are free of puncture and laceration hazards;

Talking Points:

Employee responsible to inspect all ladders before using. Make sure ladder is safe, if not, do not use and report to management immediately.

1910.23(c)(4)

Ladders are used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement;

Talking Points:

Things that cause displacement- Unlevel Ground, Improper Angle, Unstable Top. Never place ladder against glass. Use Leg Levelers and Top Stabilizers when needed.

1910.23(b)(8)

Ladders are used only for the purposes for which they were designed;

Talking Points:

Ladders are never to be used as planking. Manufacturer has set a height restriction on stack ladders follow sticker on side of rungs most are 21' which means you can stack no more than 4 six ft sections. The ladders are equipped with locking pins and they should always be utilized.

1910.23(b)(11)

Each employee faces the ladder when climbing up or down it;

1910.23(b)(12)

Each employee uses at least one hand to grasp the ladder when climbing up and down it; and

1910.23(b)(13)

No employee carries any object or load that could cause the employee to lose balance and fall while climbing up or down the ladder.

1910.23(c)(6)

No ladder is moved, shifted, or extended while an employee is on it;

Talking Points:

Maintain three points of contact while climbing up and down the ladder. Use tool belts to holster tools while climbing. When working keep belt buckle inside the frames of the ladders



Weekly Safety Meeting



Stack Ladders

Instructor: _____ Date/Time: _____

1910.23(c)(7)

Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic:

1910.23(c)(7)(i)

Are secured to prevent accidental displacement; or

1910.23(c)(7)(ii)

Are guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder;

Talking Points:

Use leg levelers and top stabilizers where needed. Anytime ladder is placed where things like people or traffic could tip ladder over use appropriate barricades and personnel to ensure person on ladder is safe.

1910.23(c)(9)

Portable ladders used on slippery surfaces are secured and stabilized;

1910.23(c)(10)

The top of a non-self-supporting ladder is placed so that both side rails are supported, unless the ladder is equipped with a single support attachment;

1910.23(c)(11)

Portable ladders used to gain access to an upper landing surface have side rails that extend at least 3 feet (0.9 m) above the upper landing surface (see Figure D-1 of this section);

Talking Points:

When setting up ladder to access another surface such as roof ladder rungs must extend 3' above gutter line and the ladder must be secured at the top with locking device, bungee, or stabilizer on the roof. Also both rails of the ladder should rest on the top surface.

1910.23(c)(12)

Ladders and ladder sections are not tied or fastened together to provide added length unless they are specifically designed for such use;

Talking Points:

Stack ladders are designed to be stacked together but do have a height restriction. 4 six ft sections or no more than 21'. Follow sticker on the side of rung. Always use locking pins.

1910.23(c)(13)

Ladders are not placed on boxes, barrels, or other unstable bases to obtain additional height.

Talking Points:

Ladders should be placed on the ground or other working surface and never on unstable items.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Step Ladders



Instructor: _____ Date/Time: _____

Ladders are a dangerous tool used by service companies. Injuries from ladders can be life threatening.

OSHA Requirements

1910.23(c)(2)

Each stepladder or combination ladder used in a stepladder mode is equipped with a metal spreader or locking device that securely holds the front and back sections in an open position while the ladder is in use;

Talking Points:

Any stepladder should be used in the open position only. Never lay step ladder against an object and climb. Demonstrate.

1910.23(c)(3)

Ladders are not loaded beyond the maximum intended load;

Note to paragraph (c)(3): The maximum intended load, as defined in § 1910.21(b), includes the total load (weight and force) of the employee and all tools, equipment, and materials being carried.

Talking Points:

Follow all guidelines of the manufacturer including the weight limit stickers on the side of all ladders. This should include person weight including anything they may be carrying such as tools.

1910.23(c)(4)

Ladders are used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement;

Talking Points:

Make sure that all surfaces the ladder will contact are dry. Never use Step Ladder on uneven surfaces unless ladder is designed to perform in those environments. (Little Giant)

1910.23(c)(7)

Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic:

1910.23(c)(7)(ii)

Are guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder;

Talking Points:

Survey the area where a ladder is placed always look for unseen hazards-doorways or traffic. If ladder is set up where hazards exist be sure to barricade area to ensure that ladder can not be tipped over.

1910.23(c)(8)

The cap (if equipped) and top step of a stepladder are not used as steps;

Talking Points:

Top step on most ladders is considered cap not a step. The first actual step before the cap can't be utilized either. Show employee where the sticker is indicating this on a step ladder



Weekly Safety Meeting



Step Ladders

Instructor: _____ Date/Time: _____

1910.23(b)(7)

Ladder surfaces are free of puncture and laceration hazards;

1910.23(b)(8)

Ladders are used only for the purposes for which they were designed;

1910.23(b)(9)

Ladders are inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury;

1910.23(b)(10)

Any ladder with structural or other defects is immediately tagged "Dangerous: Do Not Use" or with similar language in accordance with § 1910.145 and removed from service until repaired in accordance with § 1910.22(d), or replaced;

1910.23(b)(11)

Each employee faces the ladder when climbing up or down it;

1910.23(b)(12)

Each employee uses at least one hand to grasp the ladder when climbing up and down it; and

1910.23(b)(13)

No employee carries any object or load that could cause the employee to lose balance and fall while climbing up or down the ladder.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Traffic Cones and Barricades



Instructor: _____ Date/Time: _____

Traffic Cones are designed to keep traffic away from restricted areas however barricades should be used to keep people out of work area.

Traffic Hazards

Talking Points:

- Set Traffic Cones close enough that traffic wouldn't mistakenly enter work area
- Set the cones far enough back from the work area it gives traffic time to adjust
- All parking spots where workers are working should be coned off
- Traffic cones should be used to warn traffic of people at the back of a work truck.

People Traffic

Talking Points:

- Use Barricade chain or caution tape to keep people from work area
- Don't rely on traffic cones alone to keep people out
- Protect ladders with barriers to prevent people interfering
- If doing rope descent work barricade drop zone

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting



Vehicle Safety

Instructor: _____ Date/Time: _____

Remind Employees that vehicles and the driving of vehicles can have dangers.

Vehicle-

Remind all to check safety features of the vehicle prior to operation

Windshield- No cracks

Turn Signals-Working

Brakes-Working

Seat Belts -Working

Tires- In Good Condition

Road Conditions-

Snow/Wet

Slow Down

Brake Slowly

Don't Rush

Defensive Driving-

Always watch for the other driver

Don't assume they will stop or see you

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Water Fed Pole Safety



Instructor: _____ Date/Time: _____

Water Fed Poles are a recognized method of cleaning glass and while they do eliminate fall hazards by keeping people off ladders however, they present a separate set of safety risks.

Electrical Hazards-

Remind employees that the material many WFP's are constructed of conduct electricity and have killed people.

Remind of Minimum Approach Distances and that they are established based on Voltage coming into building.

Use Insulated WFP's if available

Always utilize a GFI inline between pump and house-don't rely on homeowner GFI

Slips and Falls-

Remind employees that Water Fed System hoses can create fall hazards and that safety cones and barricades should be used

Fall Hazards-

Remind employees that the pole can fall in any direction and possibly strike people and or property. Set perimeter for protection.

Repetitive Motion-

Employees can strain backs and necks with repetitive motion while using water fed poles especially high in the air. Take frequent breaks and utilize all safety gear such as belay glasses and handles that allow for less stressing of the joints.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Aerial Lift Safety



Instructor: _____ Date/Time: _____

OSHA Requirements

1926.453(b)(2)

Extensible and articulating boom platforms.

1926.453(b)(2)(i)

Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.

Talking Points:

Each employee that will be operating a lift should perform a ground and basket control test to ensure all are working properly.

Levers should return to zero position when let go by operator

Horn and back up indicator should function

Emergency Shut Off Switches are working

Ground conditions are safe for lift use

Only authorized personnel are operating lifts

1926.453(b)(2)(iv)

Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

Talking Points:

Feet need to be on the floor of the basket, never anywhere else.

1926.453(b)(2)(v)

A body belt shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.

Note to paragraph (b)(2)(v): As of January 1, 1998, subpart M of this part (1926.502(d)) provides that body belts are not acceptable as part of a personal fall arrest system. The use of a body belt in a tethering system or in a restraint system is acceptable and is regulated under 1926.502(e).

Talking Points:

Harness is to be worn at all times while operating a boom lift (Scissor Optional) to prevent catapulting operator out of basket. 3-4' lanyard should be worn to ensure that employee would remain in the protection of the basket if an emergency situation occurred.

1926.453(b)(2)(vi)

Boom and basket load limits specified by the manufacturer shall not be exceeded.

Talking Points:

Boom Lift is to be used as a personnel carrier only and anything placed in the basket should be within the working load limits of the basket. Boom should never be used as a crane.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting



Air Compressors

Instructor: _____ Date/Time: _____

Air Compressors are used to drive Air Diaphragm pumps.

OSHA Regulations

1910.169(b)(3)
Gauges and valves.

1910.169(b)(3)(i)
Every air receiver shall be equipped with an indicating pressure gauge (so located as to be readily visible) and with one or more spring-loaded safety valves. The total relieving capacity of such safety valves shall be such as to prevent pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent.

Talking Points:

All Pressure Gauges should be easily readable in plain sight. If servicing air compressor disconnect all power sources and ensure that air is let out of hoses. Pulleys and belts should have guards in place.

1910.169(b)(3)(ii)
No valve of any type shall be placed between the air receiver and its safety valve or valves.

Talking Points:

Employees are not to manipulate the air compressor in any way from manufacturers intended use.

1910.169(b)(3)(iv)
All safety valves shall be tested frequently and at regular intervals to determine whether they are in good operating condition.

Talking Points:

Perform tests of safety valves to ensure working also test quick connects to ensure they lock and are functioning correctly.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Chemical Safety



Instructor: _____ Date/Time: _____

All chemicals can be dangerous if misused or if accidentally make contact with skin.

OSHA Requirements

1910.1200(b)(1)

This section requires chemical manufacturers or importers to classify the hazards of chemicals which they produce or import, and all employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels and other forms of warning, safety data sheets, and information and training. In addition, this section requires distributors to transmit the required information to employers. (Employers who do not produce or import chemicals need only focus on those parts of this rule that deal with establishing a workplace program and communicating information to their workers.)

Talking Points:

Remind employees where to find the SDS manual on the service trucks as well as how to locate both First Aid and PPE sections of the SDS. Remind employees that SDS log is in alphabetical order based on chemical name and may be under common name as well. IE Sodium Hypochlorite vs Bleach.

PPE to be worn when using chemicals is to be determined by the SDS sheet and should be followed.

Remind employees where they can find the chemical spill kit located on the service truck.

Remind employees where first aid kit is located and also show eye wash bottles or station.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Electrical Hazards



Instructor: _____ Date/Time: _____

Electrical Hazards/Minimum Approach Distances

Electrical Hazards are dangerous to employees whether on a Lift, Ladder or while using a Water Fed Pole.

OSHA Requirements

1910.335(a)(2)(i)

When working near exposed energized conductors or circuit parts, each employee shall use insulated tools or handling equipment if the tools or handling equipment might make contact with such conductors or parts. If the insulating capability of insulated tools or handling equipment is subject to damage, the insulating material shall be protected.

Talking Points:

Remind Employees that when working around electrical lines first minimum approach distances should be established and if employees are going to be inside of those distances insulated tools and PPE should be utilized.

Minimum Approach Distances are determined by voltage coming into building and can be as far as 45'

1910.335(b)(1)

Safety signs and tags. Safety signs, safety symbols, or accident prevention tags shall be used where necessary to warn employees about electrical hazards which may endanger them, as required by 1910.145.

1910.335(b)(2)

Barricades. Barricades shall be used in conjunction with safety signs where it is necessary to prevent or limit employee access to work areas exposing employees to uninsulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause an electrical contact hazard.

Talking Points:

Once minimum approach distances have been established workers should erect a barrier system consisting of cones and/or caution tape to warn employees for danger and keep unauthorized employees out of harm's way.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Extension Ladders



Instructor: _____ Date/Time: _____

Ladders are dangerous and precautions have to be taken as with any tool to avoid accidents

OSHA Requirements

1910.23(b)(9)

Ladders are inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury;

1910.23(b)(10)

Any ladder with structural or other defects is immediately tagged "Dangerous: Do Not Use" or with similar language in accordance with § 1910.145 and removed from service until repaired in accordance with § 1910.22(d), or replaced;

1910.23(b)(7)

Ladder surfaces are free of puncture and laceration hazards;

Talking Points:

Employee responsible to inspect all ladders before using. Make sure ladder is safe, if not, do not use and report to management immediately.

1910.23(c)(4)

Ladders are used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement;

Talking Points:

Things that cause displacement- Unlevel Ground, Improper Angle, Unstable Top. Never place ladder against glass. Use Leg Levelers and Top Stabilizers when needed.

1910.23(b)(8)

Ladders are used only for the purposes for which they were designed;

Talking Points:

Ladders are never to be used as planking

1910.23(b)(11)

Each employee faces the ladder when climbing up or down it;

1910.23(b)(12)

Each employee uses at least one hand to grasp the ladder when climbing up and down it; and

1910.23(b)(13)

No employee carries any object or load that could cause the employee to lose balance and fall while climbing up or down the ladder.

1910.23(c)(6)

No ladder is moved, shifted, or extended while an employee is on it;

Talking Points:

Maintain three points of contact while climbing up and down the ladder. Use tool belts to holster tools while climbing. When working keep belt buckle inside the frames of the ladders.



Weekly Safety Meeting

Extension Ladders



Instructor: _____ Date/Time: _____

1910.23(c)(7)

Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic:

1910.23(c)(7)(i)

Are secured to prevent accidental displacement; or

1910.23(c)(7)(ii)

Are guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder;

Talking Points:

Use leg levelers and top stabilizers where needed. Anytime ladder is placed where things like people or traffic could tip ladder over use appropriate barricades and personnel to ensure person on ladder is safe.

1910.23(c)(9)

Portable ladders used on slippery surfaces are secured and stabilized;

1910.23(c)(10)

The top of a non-self-supporting ladder is placed so that both side rails are supported, unless the ladder is equipped with a single support attachment;

1910.23(c)(11)

Portable ladders used to gain access to an upper landing surface have side rails that extend at least 3 feet (0.9 m) above the upper landing surface (see Figure D-1 of this section);

Talking Points:

When setting up ladder to access another surface such as roof ladder rungs must extend 3' above gutter line and the ladder must be secured at the top with locking device, bungee, or stabilizer on the roof. Also both rails of the ladder should rest on the top surface.

1910.23(c)(12)

Ladders and ladder sections are not tied or fastened together to provide added length unless they are specifically designed for such use;

Talking Points:

Don't separate extension ladder in the field. Ladder should remain as the manufacturer designed.

1910.23(c)(13)

Ladders are not placed on boxes, barrels, or other unstable bases to obtain additional height.

Talking Points:

Ladders should be placed on the ground or other working surface and never on unstable items.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Fall Protection Systems



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.28(b)(1)(i)

Except as provided elsewhere in this section, the employer must ensure that each employee on a walking-working surface with an unprotected side or edge that is 4 feet (1.2 m) or more above a lower level is protected from falling by one or more of the following:

1910.28(b)(1)(i)(C)

Personal fall protection systems, such as personal fall arrest, travel restraint, or positioning systems.

Talking Points:

Anytime an employee accesses a roof or another surface that is higher than 4' above another surface they are expected to wear a fall protection system that has been issued.

1910.30(a)(3)(iii)

The correct procedures for installing, inspecting, operating, maintaining, and disassembling the personal fall protection systems that the employee uses; and

Talking Points:

Re-emphasize fitting of the harness and well as general reminders of each of the components of the Fall Arrest System ie harness, rope grab, rope, lanyard etc. Talk about how the system works as well as best practices in the environment your company uses it in.

1910.30(a)(3)(iv)

The correct use of personal fall protection systems and equipment specified in paragraph (a)(1) of this section, including, but not limited to, proper hook-up, anchoring, and tie-off techniques, and methods of equipment inspection and storage, as specified by the manufacturer.

Talking Points:

Remind employees of what constitutes an anchor, also difference between fall restraint and fall arrest. Also remind employees that all fall protection equipment is inspected at the beginning of each shift for any defects that may hinder its proper operation in a fall.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Fire Protection Systems



Instructor: _____ Date/Time: _____

Fires can break out on the jobsite and if not handled properly and without training can lead to further injury of employees.

OSHA Requirements

1910.157(d)(1)

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.

Talking Points:

Remind employees where the fire extinguishers are located on the service truck and in buildings and have them relate what kind of fires could be anticipated in the work place. Also remind how an extinguisher is used.

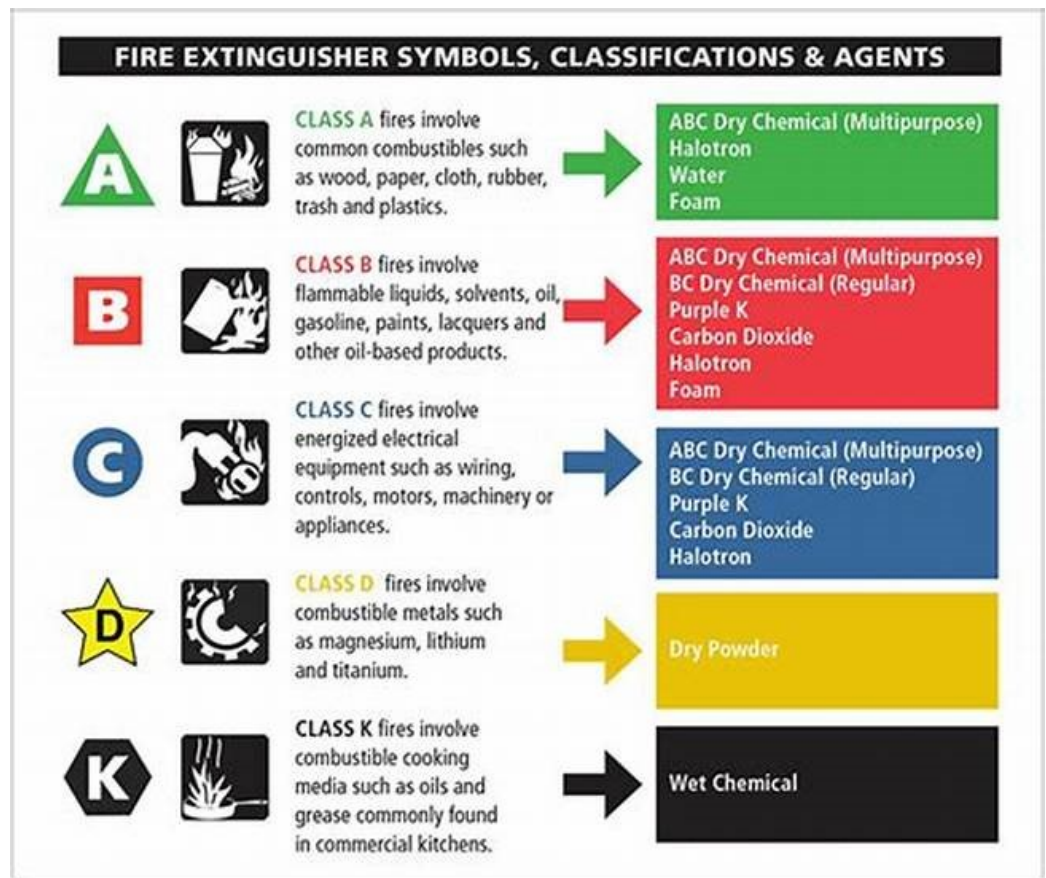
Also Re-explain the PASS technique

Pull Pin

Aim Nozzle

Squeeze the Handle

Sweep the nozzle from side to side



Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Job Hazard Analysis



Instructor: _____ Date/Time: _____

A Job Hazard Analysis (JHA) can prevent accidents by identifying potential hazards on the jobsite before work commences and therefore allowing us to plan, provide and train to either eliminate or mitigate that hazard.

Identifying Hazards-

Look at all the tasks that will be performed

What Dangers present themselves?

Is there a way to eliminate the hazard?

If not, what can we do to keep the employee as safe as possible?

Everyone's responsibility to be safe

Issue Equipment-

The JHA will dictate what equipment will be utilized to best navigate the hazards associated with the job.

Talking Points:

Stress to employees that if a piece of equipment or a method of being safe isn't familiar to the employee they should seek to be trained or retrained to ensure no accidents.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Ladder Set Up



Instructor: _____ Date/Time: _____

Improper angle of ladders can lead to dangerous conditions that lead to serious injury including death.

OSHA Regulations

OSHA and Manufacturers of ladders use what is called a 4-1 rule. Which means for every 4ft of height you climb, you would move the base of the ladder one ft away from the wall.

Talking Points:

Show employee how to properly set up an extension ladder or stack ladder. Have employee set both feet at the base (feet) of the ladder. Then have them extend arms straight ahead of them if they can place their hands on the rail they have correct 4-1 setting. Arms shouldn't be neither bent or overreaching



_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

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Weekly Safety Meeting



Ladder Transfer

Instructor: _____ Date/Time: _____

When transferring off of a ladder to another surface fall risks increase.

1910.23(c)(4)

Ladders are used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement;

Talking Points:

Things that cause displacement- Unlevel Ground, Improper Angle, Unstable Top. Never place ladder against glass. Use Leg Levelers and Top Stabilizers when needed.

1910.23(b)(11)

Each employee faces the ladder when climbing up or down it;

1910.23(b)(12)

Each employee uses at least one hand to grasp the ladder when climbing up and down it; and

1910.23(b)(13)

No employee carries any object or load that could cause the employee to lose balance and fall while climbing up or down the ladder.

1910.23(c)(6)

No ladder is moved, shifted, or extended while an employee is on it;

Talking Points:

Maintain three points of contact while climbing up and down the ladder. Use tool belts to holster tools while climbing. When working keep belt buckle inside the frames of the ladders. When transferring have both hands free and use a bucket to pull tools to roof after safely on other surface.

1910.23(c)(7)

Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic:

1910.23(c)(7)(i)

Are secured to prevent accidental displacement; or

1910.23(c)(7)(ii)

Are guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder;

Talking Points:

Use leg levelers and top stabilizers where needed. Anytime ladder is placed where things like people or traffic could tip ladder over use appropriate barricades and personnel to ensure person on ladder is safe.

1910.23(c)(9)

Portable ladders used on slippery surfaces are secured and stabilized;



Weekly Safety Meeting



Ladder Transfer

Instructor: _____ Date/Time: _____

1910.23(c)(10)

The top of a non-self-supporting ladder is placed so that both side rails are supported, unless the ladder is equipped with a single support attachment;

1910.23(c)(11)

Portable ladders used to gain access to an upper landing surface have side rails that extend at least 3 feet (0.9 m) above the upper landing surface (see Figure D-1 of this section);

Talking Points:

When setting up ladder to access another surface such as roof, ladder rungs must extend 3' above gutter line and the ladder must be secured at the top with locking device, bungee, or stabilizer on the roof. Both rails of the ladder should rest on the top surface. This ensures ladder can't fall and strike a person on ground. In addition, a fall doesn't leave a worker stranded on the roof.

1910.23(c)(13)

Ladders are not placed on boxes, barrels, or other unstable bases to obtain additional height.

Talking Points:

Ladders should be placed on the ground or other working surface and never on unstable items.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Medical Services - Cold Weather



Instructor: _____ Date/Time: _____

OSHA Regulations

There are currently no specific OSHA standards for occupational cold weather exposure. However, Under the **General Duty Clause**, Section 5(a)(1) of the Occupational Safety and Health Act (OSHA) of 1970, employers are required to provide their employees with a place of employment that "is free from recognizable hazards that are causing or likely to cause death or serious harm to employees."

Talking Points:

Dressing Properly for the Cold

Dressing properly is extremely important to preventing cold stress. When cold environments or temperatures cannot be avoided, the following would help protect workers from cold stress:

Wear at least three layers of loose fitting clothing. Layering provides better insulation.

An inner layer of wool, silk or synthetic (polypropylene) to keep moisture away from the body. Thermal wear, wool, silk or polypropylene, inner layers of clothing that will hold more body heat than cotton.

A middle layer of wool or synthetic to provide insulation even when wet.

An outer wind and rain protection layer that allows some ventilation to prevent overheating.

Tight clothing reduces blood circulation. Warm blood needs to be circulated to the extremities. Insulated coat/jacket (water resistant if necessary)

Knit mask to cover face and mouth (if needed)

Hat that will cover your ears as well. A hat will help keep your whole body warmer. Hats reduce the amount of body heat that escapes from your head.

Insulated gloves (water resistant if necessary), to protect the hands

Insulated and waterproof boots to protect the feet

Safety Tips for Workers

Your employer should ensure that you know the symptoms of cold stress

Monitor your physical condition and that of your coworkers

Dress appropriately for the cold

Stay dry in the cold because moisture or dampness, e.g. from sweating, can increase the rate of heat loss from the body

Keep extra clothing (including underwear) handy in case you get wet and need to change

Drink warm sweetened fluids (no alcohol)

Use proper engineering controls, safe work practices, and personal protective equipment (PPE) provided by your employer

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Medical Services - First Aid



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.151(b)

In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.

Talking Points:

Point out the First Aid Kit on each truck and familiarize each employee with its contents. Inform employees that if first aid can't be rendered on jobsite to call 911 immediately.

1910.151(c)

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

Talking Points:

SDS Sheet dictates the need for eye wash stations. Chemicals such as bleach and acids will require eye wash bottles at a minimum. Show employees where these are located in the first aid kit and demonstrate how they are used.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Medical Services - Heat Exposure



Instructor: _____ Date/Time: _____

OSHA Regulations

There are currently no specific OSHA standards for occupational heat exposure. However, Under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act (OSHA) of 1970, employers are required to provide their employees with a place of employment that "is free from recognizable hazards that are causing or likely to cause death or serious harm to employees."

Talking Points:

Heat stroke, the most serious form of heat-related illness, happens when the body becomes unable to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. Signs include confusion, loss of consciousness, and seizures. Heat stroke is a medical emergency that may result in death! Call 911 immediately!

Heat exhaustion, is the body's response to loss of water and salt from heavy sweating. Signs include headache, nausea, dizziness, weakness, irritability, thirst, and heavy sweating.

Heat cramps, are caused by the loss of body salts and fluid during sweating. Low salt levels in muscles cause painful cramps. Tired muscles—those used for performing the work—are usually the ones most affected by cramps. Cramps may occur during or after working hours.

Heat rash, also known as prickly heat, is skin irritation caused by sweat that does not evaporate from the skin. Heat rash is the most common problem in hot work environments

Block Out UV Rays

Cover up. Wear tightly-woven clothing that blocks out light. Try this test: Place your hand between a single layer of the clothing and a light source. If you can see your hand through the fabric, the garment offers little protection.

Use sunscreen. A sun protection factor (SPF) of at least 15 blocks 93 percent of UV rays. You want to block both UVA and UVB rays to guard against skin cancer. Be sure to follow application directions on the bottle.

Wear a hat. A wide brim hat (not a baseball cap) is ideal because it protects the neck, ears, eyes, forehead, nose, and scalp.

Wear UV-absorbent shades. Sunglasses don't have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation.

Limit exposure. UV rays are most intense between 10 a.m. and 4 p.m. If you're unsure about the sun's intensity, take the shadow test: If your shadow is shorter than you, the sun's rays are the day's strongest.

Stay Hydrated

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

PPE Eye Protection



Instructor: _____ Date/Time: _____

OSHA Regulation

1910.133(a)(1)

The employer shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Talking Points:

Employees should wear eye protection that could include goggles and or face shields when the SDS sheet dictates that eye protection is worn. In addition, when conditions are preset where debris could get into the eye safety glasses should be worn.

1910.133(a)(2)

The employer shall ensure that each affected employee uses eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) meeting the pertinent requirements of this section are acceptable.

Talking Points:

Side Protection should be used when needed. Talk about unique situations this could occur.

1910.133(a)(3)

The employer shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Talking Points:

Those requiring a prescription to see will be required to wear over the top eye wear or demonstrate that the lenses they are wearing are safety rated.

1910.133(a)(4)

Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.

1910.133(b)(2)

Protective eye and face protection devices that the employer demonstrates are at least as effective as protective eye and face protection devices that are constructed in accordance with one of the above consensus standards will be deemed to be in compliance with the requirements of this section.

Talking Points:

All Safety glasses and eye protection wear has to have manufacturer marking clearly visible and the marking ANSI Z87.1. When these markings are no longer legible they need to be replaced.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

PPE Foot Protection



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.136(a)

General requirements. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

Talking Points:

No open toed shoes such as Crocs or flip flops should be worn while working. Talk of the consequences wearing such shoes while working. Pressure washing has danger of injection wounds and stress the dangers associated with these types of wounds.

1910.136(b)

Criteria for protective footwear.

1910.136(b)(1)

Protective footwear must comply with any of the following consensus standards:

1910.136(b)(1)(i)

ASTM F-2412-2005, "Standard Test Methods for Foot Protection," and ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear," which are incorporated by reference in § 1910.6;

1910.136(b)(1)(ii)

ANSI Z41-1999, "American National Standard for Personal Protection -- Protective Footwear," which is incorporated by reference in § 1910.6; or

1910.136(b)(1)(iii)

ANSI Z41-1991, "American National Standard for Personal Protection -- Protective Footwear," which is incorporated by reference in § 1910.6.

1910.136(b)(2)

Protective footwear that the employer demonstrates is at least as effective as protective footwear that is constructed in accordance with one of the above consensus standards will be deemed to be in compliance with the requirements of this section.

Talking Points:

While steel toed shoes may not be necessary for window cleaning or pressure washing we should have appropriate shoes on for the type of work we are doing.

Employee Names or Signatures of personnel who attended the meeting

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1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting



PPE Hand Protection

Instructor: _____ Date/Time: _____

OSHA Regulations

1910.138(a)

General requirements. Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

Talking Points:

Gloves to be worn when hands could be damaged by environment or tools. SDS sheets should be consulted when using chemicals. SDS will dictate what type of protective gloves are needed.

Stress the need for hand protection with specifics on Acids and Bleach. Have SDS of both and show what gloves are needed.

Teach employee how to identify PPE required from SDS sheet.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting



PPE Hard Hats

Instructor: _____ Date/Time: _____

OSHA Requirements

1910.135(a)(1)

The employer shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects.

Talking Points:

Hard Hats will be worn anytime that the head is exposed to potential tool or material drop from a higher level. This could mean working on lifts or while suspended by either rope access or suspended scaffolding systems and certainly anyone below.

1910.135(a)(2)

The employer shall ensure that a protective helmet designed to reduce electrical shock hazard is worn by each such affected employee when near exposed electrical conductors which could contact the head.

Talking Points:

The three classes are based on the level of protection they provide from electrical hazards.

Hard Hat Classes-Class G (General) hard hats are rated for 2,200 volts

Class E (Electrical) hard hats are rated for 20,000 volts

Class C (Conductive) hard hats do not offer electrical protection

Hard Hat Expirations

Talking Points:

While OSHA has no specific provision for an expiration date, manufacturers are allowed to determine if their equipment expires on a specific calendar date. In lieu of an expiration date, a generally accepted rule is to replace the support strap yearly and to replace the hard hat every five years.

Color Coding

Talking Points:

While the window cleaning and pressure washing industries don't usually follow a color code certain sites you visit may, so it is good to know.

Most companies that enforce a color code follow an informal standard for their hard hats.

Yellow- hats are commonly worn by general laborers.

Blue- is common among electrical workers.

Green- is sometimes worn by new or probationary employees

White- is reserved for supervisors and visitors to the work site.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

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Weekly Safety Meeting

PPE Hearing Protection



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.95(b)(1)

When employees are subjected to sound exceeding those listed in Table G-16, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of Table G-16, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.

1910.95(b)(2)

If the variations in noise level involve maxima at intervals of 1 second or less, it is to be considered continuous.

TABLE G-16 - PERMISSIBLE NOISE EXPOSURES (1)

Duration per day, hours Sound level dBA slow response	
8.....	90
6.....	92
4.....	95
3.....	97
2.....	100
1 1/2	102
1.....	105
1/2	110
1/4 or less.....	115

Footnote(1) When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. If the sum of the following fractions: $C(1)/T(1) + C(2)/T(2) + \dots + C(n)/T(n)$ exceeds unity, then, the mixed exposure should be considered to exceed the limit value. C_n indicates the total time of exposure at a specified noise level, and T_n indicates the total time of exposure permitted at that level. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.



Weekly Safety Meeting

PPE Hearing Protection



Instructor: _____ Date/Time: _____

Talking Points:

All employees should wear eye foam buds and/or ear muff devices when decibel readings are higher than 85. Sound can be determined in a work environment by downloading the NIOSH SLM APP free of charge.

Demonstrate the proper fit of foam ear buds and also ear muff device. Stress that "airpods" and other devices are not noise cancelling and shouldn't be used for safety unless they carry a rating recognized by OSHA.

Pressure Washing Activities and Gutter Vacuuming are particular areas of concern.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

PPE Respiratory Protection



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.134(a)(2)

A respirator shall be provided to each employee when such equipment is necessary to protect the health of such employee. The employer shall provide the respirators which are applicable and suitable for the purpose intended. The employer shall be responsible for the establishment and maintenance of a respiratory protection program, which shall include the requirements outlined in paragraph (c) of this section. The program shall cover each employee required by this section to use a respirator.

Talking Points:

The SDS Sheet will dictate when a respirator should be worn. Certain chemicals such as bleach and acid may require the use of a respirator.

1910.134(e)(1)

General. The employer shall provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. The employer may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

Talking Points:

Every employee may not be able to wear a respirator without medical problems. Only approved employees should be wearing respirators.

1910.134(f)

Fit testing. This paragraph requires that, before an employee may be required to use any respirator with a negative or positive pressure tight-fitting facepiece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used. This paragraph specifies the kinds of fit tests allowed, the procedures for conducting them, and how the results of the fit tests must be used.

Talking Points:

Demonstrate proper fitting of a respirator that would be issued in the company showing how to properly put on.

1910.134(g)(1)

Facepiece seal protection.

1910.134(g)(1)(i)

The employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have:

1910.134(g)(1)(i)(A)

Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function; or

1910.134(g)(1)(i)(B)

Any condition that interferes with the face-to-facepiece seal or valve function.

1910.134(g)(1)(ii)

If an employee wears corrective glasses or goggles or other personal protective equipment, the employer shall ensure that such equipment is worn in a manner that does not interfere with the seal of the facepiece to the face of the user.

Talking Points:

Show how facial hair and eye glasses could affect the proper fitting of a respirator.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Rope Descent Systems



Instructor: _____ Date/Time: _____

OSHA Regulations

1910.27(b)(2)(ii)

The rope descent system is used in accordance with instructions, warnings, and design limitations set by the manufacturer or under the direction of a qualified person;

Talking Points:

Remind all employees to follow all manufacture guidelines on the equipment they are using.

1910.27(b)(2)(iv)

The rope descent system is inspected at the start of each workshift that it is to be used. The employer must ensure damaged or defective equipment is removed from service immediately and replaced;

Talking Points:

Remind each employee that he should be inspecting his equipment and checking for any defects in the equipment prior to use.

1910.27(b)(2)(v)

The rope descent system has proper rigging, including anchorages and tiebacks, with particular emphasis on providing tiebacks when counterweights, cornice hooks, or similar non-permanent anchorages are used;

Talking Points:

Remind all employees that when using rigs or parapet clamps they need to be tied back to anchorage system.

1910.27(b)(2)(viii)

Prompt rescue of each employee is provided in the event of a fall;

Talking Points:

Remind employees what the emergency plan is for the company if someone is stranded in fall arrest.

1910.27(b)(2)(ix)

The ropes of each rope descent system are effectively padded or otherwise protected, where they can contact edges of the building, anchorage, obstructions, or other surfaces, to prevent them from being cut or weakened;

Talking Points:

Remind all employees that rope protectors are to be utilized at all times when rope comes in contact with building.

1910.27(b)(2)(x)

Stabilization is provided at the specific work location when descents are greater than 130 feet (39.6 m);



Weekly Safety Meeting

Rope Descent Systems



Instructor: _____ Date/Time: _____

1910.27(b)(2)(xi)

No employee uses a rope descent system when hazardous weather conditions, such as storms or gusty or excessive wind, are present;

Talking Points:

Remind employees of wind conditions and the dangers that both wind and lightning can present while on a building.

1910.27(b)(2)(xii)

Equipment, such as tools, squeegees, or buckets, is secured by a tool lanyard or similar method to prevent it from falling; and

Talking Points:

Remind employees that all tools and buckets are to be secured by tethers or lanyards and should be so that they would not fall to the ground or hit another employee making a drop beside them.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting



Skylights

Instructor: _____ Date/Time: _____

OSHA Requirements

1910.28(b)(3)(i)

Each employee is protected from falling through any hole (including skylights) that is 4 feet (1.2 m) or more above a lower level by one or more of the following:

1910.28(b)(3)(i)(A)

Covers;

1910.28(b)(3)(i)(B)

Guardrail systems;

1910.28(b)(3)(i)(C)

Travel restraint systems; or

1910.28(b)(3)(i)(D)

Personal fall arrest systems.

Talking Points:

Any skylight opening on a roof becomes the edge of the fall hazard.

Wear fall protection when around a skylight that is not covered

Never Walk on skylights

When not working at the skylight barricade them to remind workers they are there.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Stack Ladders



Instructor: _____ Date/Time: _____

Stack Ladders are a specific tool used by Window Cleaners and Pressure Washers and have specific instructions when it comes to safety.

OSHA Requirements

1910.23(b)(9)

Ladders are inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury;

1910.23(b)(10)

Any ladder with structural or other defects is immediately tagged "Dangerous: Do Not Use" or with similar language in accordance with § 1910.145 and removed from service until repaired in accordance with § 1910.22(d), or replaced;

1910.23(b)(7)

Ladder surfaces are free of puncture and laceration hazards;

Talking Points:

Employee responsible to inspect all ladders before using. Make sure ladder is safe, if not, do not use and report to management immediately.

1910.23(c)(4)

Ladders are used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement;

Talking Points:

Things that cause displacement- Unlevel Ground, Improper Angle, Unstable Top. Never place ladder against glass. Use Leg Levelers and Top Stabilizers when needed.

1910.23(b)(8)

Ladders are used only for the purposes for which they were designed;

Talking Points:

Ladders are never to be used as planking. Manufacturer has set a height restriction on stack ladders follow sticker on side of rungs most are 21' which means you can stack no more than 4 six ft sections. The ladders are equipped with locking pins and they should always be utilized.

1910.23(b)(11)

Each employee faces the ladder when climbing up or down it;

1910.23(b)(12)

Each employee uses at least one hand to grasp the ladder when climbing up and down it; and

1910.23(b)(13)

No employee carries any object or load that could cause the employee to lose balance and fall while climbing up or down the ladder.

1910.23(c)(6)

No ladder is moved, shifted, or extended while an employee is on it;

Talking Points:

Maintain three points of contact while climbing up and down the ladder. Use tool belts to holster tools while climbing. When working keep belt buckle inside the frames of the ladders



Weekly Safety Meeting



Stack Ladders

Instructor: _____ Date/Time: _____

1910.23(c)(7)

Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic:

1910.23(c)(7)(i)

Are secured to prevent accidental displacement; or

1910.23(c)(7)(ii)

Are guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder;

Talking Points:

Use leg levelers and top stabilizers where needed. Anytime ladder is placed where things like people or traffic could tip ladder over use appropriate barricades and personnel to ensure person on ladder is safe.

1910.23(c)(9)

Portable ladders used on slippery surfaces are secured and stabilized;

1910.23(c)(10)

The top of a non-self-supporting ladder is placed so that both side rails are supported, unless the ladder is equipped with a single support attachment;

1910.23(c)(11)

Portable ladders used to gain access to an upper landing surface have side rails that extend at least 3 feet (0.9 m) above the upper landing surface (see Figure D-1 of this section);

Talking Points:

When setting up ladder to access another surface such as roof ladder rungs must extend 3' above gutter line and the ladder must be secured at the top with locking device, bungee, or stabilizer on the roof. Also both rails of the ladder should rest on the top surface.

1910.23(c)(12)

Ladders and ladder sections are not tied or fastened together to provide added length unless they are specifically designed for such use;

Talking Points:

Stack ladders are designed to be stacked together but do have a height restriction. 4 six ft sections or no more than 21'. Follow sticker on the side of rung. Always use locking pins.

1910.23(c)(13)

Ladders are not placed on boxes, barrels, or other unstable bases to obtain additional height.

Talking Points:

Ladders should be placed on the ground or other working surface and never on unstable items.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

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Weekly Safety Meeting

Step Ladders



Instructor: _____ Date/Time: _____

Ladders are a dangerous tool used by service companies. Injuries from ladders can be life threatening.

OSHA Requirements

1910.23(c)(2)

Each stepladder or combination ladder used in a stepladder mode is equipped with a metal spreader or locking device that securely holds the front and back sections in an open position while the ladder is in use;

Talking Points:

Any stepladder should be used in the open position only. Never lay step ladder against an object and climb. Demonstrate.

1910.23(c)(3)

Ladders are not loaded beyond the maximum intended load;

Note to paragraph (c)(3): The maximum intended load, as defined in § 1910.21(b), includes the total load (weight and force) of the employee and all tools, equipment, and materials being carried.

Talking Points:

Follow all guidelines of the manufacturer including the weight limit stickers on the side of all ladders. This should include person weight including anything they may be carrying such as tools.

1910.23(c)(4)

Ladders are used only on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement;

Talking Points:

Make sure that all surfaces the ladder will contact are dry. Never use Step Ladder on uneven surfaces unless ladder is designed to perform in those environments. (Little Giant)

1910.23(c)(7)

Ladders placed in locations such as passageways, doorways, or driveways where they can be displaced by other activities or traffic:

1910.23(c)(7)(ii)

Are guarded by a temporary barricade, such as a row of traffic cones or caution tape, to keep the activities or traffic away from the ladder;

Talking Points:

Survey the area where a ladder is placed always look for unseen hazards-doorways or traffic. If ladder is set up where hazards exist be sure to barricade area to ensure that ladder can not be tipped over.

1910.23(c)(8)

The cap (if equipped) and top step of a stepladder are not used as steps;

Talking Points:

Top step on most ladders is considered cap not a step. The first actual step before the cap can't be utilized either. Show employee where the sticker is indicating this on a step ladder



Weekly Safety Meeting



Step Ladders

Instructor: _____ Date/Time: _____

1910.23(b)(7)

Ladder surfaces are free of puncture and laceration hazards;

1910.23(b)(8)

Ladders are used only for the purposes for which they were designed;

1910.23(b)(9)

Ladders are inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury;

1910.23(b)(10)

Any ladder with structural or other defects is immediately tagged "Dangerous: Do Not Use" or with similar language in accordance with § 1910.145 and removed from service until repaired in accordance with § 1910.22(d), or replaced;

1910.23(b)(11)

Each employee faces the ladder when climbing up or down it;

1910.23(b)(12)

Each employee uses at least one hand to grasp the ladder when climbing up and down it; and

1910.23(b)(13)

No employee carries any object or load that could cause the employee to lose balance and fall while climbing up or down the ladder.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting

Traffic Cones and Barricades



Instructor: _____ Date/Time: _____

Traffic Cones are designed to keep traffic away from restricted areas however barricades should be used to keep people out of work area.

Traffic Hazards

Talking Points:

- Set Traffic Cones close enough that traffic wouldn't mistakenly enter work area
- Set the cones far enough back from the work area it gives traffic time to adjust
- All parking spots where workers are working should be coned off
- Traffic cones should be used to warn traffic of people at the back of a work truck.

People Traffic

Talking Points:

- Use Barricade chain or caution tape to keep people from work area
- Don't rely on traffic cones alone to keep people out
- Protect ladders with barriers to prevent people interfering
- If doing rope descent work barricade drop zone

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704



Weekly Safety Meeting



Vehicle Safety

Instructor: _____ Date/Time: _____

Remind Employees that vehicles and the driving of vehicles can have dangers.

Vehicle-

Remind all to check safety features of the vehicle prior to operation

Windshield- No cracks

Turn Signals-Working

Brakes-Working

Seat Belts -Working

Tires- In Good Condition

Road Conditions-

Snow/Wet

Slow Down

Brake Slowly

Don't Rush

Defensive Driving-

Always watch for the other driver

Don't assume they will stop or see you

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

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Weekly Safety Meeting

Water Fed Pole Safety



Instructor: _____ Date/Time: _____

Water Fed Poles are a recognized method of cleaning glass and while they do eliminate fall hazards by keeping people off ladders however, they present a separate set of safety risks.

Electrical Hazards-

Remind employees that the material many WFP's are constructed of conduct electricity and have killed people.

Remind of Minimum Approach Distances and that they are established based on Voltage coming into building.

Use Insulated WFP's if available

Always utilize a GFI inline between pump and house-don't rely on homeowner GFI

Slips and Falls-

Remind employees that Water Fed System hoses can create fall hazards and that safety cones and barricades should be used

Fall Hazards-

Remind employees that the pole can fall in any direction and possibly strike people and or property. Set perimeter for protection.

Repetitive Motion-

Employees can strain backs and necks with repetitive motion while using water fed poles especially high in the air. Take frequent breaks and utilize all safety gear such as belay glasses and handles that allow for less stressing of the joints.

Employee Names or Signatures of personnel who attended the meeting

Expert Safety Services

1701 E. Empire St. Ste 360 PMB 260 Bloomington, IL 61704