



WEEKLY SAFETY MEETING

Safety Commitment

Safety is Winger Companies primary strategic objective and first consideration in every project that we execute. We share the belief that all incidents are preventable and we are committed to making this belief a reality in our organization. There is no job so important that it cannot be done SAFELY. Our goal is to perform our work safely with ZERO injuries. There is no job so important that it cannot be done SAFELY. Working safely requires management leadership, employee and customer involvement, and a rigorous implementation of our safety program, best WORK practices, and regulatory requirements. It is important to understand that WE EACH have an important role in making our work environment a safe place to work.

Employer Responsibility for Safety

The employer has a primary responsibility for the safety and health of its employees. These responsibilities include, but are not limited to:

- ✚ The establishment of safe work practices and procedures to minimize workplace hazards.
- ✚ Training all employees in good safety and health practices.
- ✚ Provide the necessary personal protective equipment (PPE), tools and equipment and instructions on their use.
- ✚ Conduct pre-project and pre-task safety planning to prevent the occurrence of workplace injuries and illnesses.
- ✚ Conduct frequent safety inspections and audits to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- ✚ Report and investigate, promptly and thoroughly, every accident or injury to find out what caused it to correct the problem so that it will not happen again.
- ✚ Provide for employee recognition for outstanding safety service or performance.
- ✚ Compliance with all company, client and federal, state, and local safety requirements.

Supervisor Responsibility for Safety

The supervisor MUST accept the day-to-day responsibility for assuring the safety and health of those employees working under his or her supervision. These responsibilities include:

- ✚ Plan safety into EACH day's work activities.
- ✚ Instructs all employees on safety procedures and job safety requirements. Follows up and insists on compliance.
- ✚ Explain job scope and re-assess when job scope changes.
- ✚ Provide each employee with the time, material, equipment, and training necessary to implement the work plan safely.
- ✚ Pair new employee with experienced employee on jobs.
- ✚ Be receptive and act on an employee's safety and health concerns.
- ✚ Encourage employee participation in the identification and correction of safety and health issues.
- ✚ Requires that all sub or trade contractors and their prime subcontractors to comply with all safety regulations. Reports any unsafe conditions existing on sub or trade contractor areas of the work to their supervisor and/or safety director.
- ✚ Assure that all employees fully understand what to do in the event of an emergency.
- ✚ Ensures that all injuries are cared for properly and reported promptly.
- ✚ Reviews all accidents with employee and safety director and ensures that corrective action is taken immediately.
- ✚ Administer disciplinary action if necessary, but do so in a manner that exhibits an example of a good leader.
- ✚ If at any time an imminent danger exists, the job must be stopped immediately. All hazards must be reduced or eliminated before proceeding.

Employee Responsibility for Safety

Each employee is expected to cooperate with all aspects of the safety and health program including compliance with all rules and regulations and for continuously practicing safety while performing their duties. Employees are expected to:

- ✚ Accept primary responsibility for his/her personal safety and for the safety of others, and caution fellow employees and other persons in the workplace when they perform unsafe acts.
- ✚ Be familiar with the safety requirements that pertain to their jobs and follow all prescribed safety regulations, rules, practices, instructions and signs.
- ✚ Wear or use all required Personal Protective Equipment (PPE) while working at their job site.
- ✚ Before proceeding with a job, all employees SHALL assure themselves they can perform the work safely without injury. If they are assigned work they are not qualified to perform or are not comfortable performing, they SHALL inform their supervisor immediately.
- ✚ Any Winger employee has the right to STOP any job if they feel it is unsafe.
- ✚ Employees who leave their normal work environment and enter another work environment SHALL know, understand, and follow the safety rules of that work group.
- ✚ Report all near misses, unsafe conditions, accidents, injuries and illnesses immediately no matter how minor, so that appropriate responses may be made.
- ✚ Actively participate in safety training, meetings, and incident investigations, safety inspections, safety audits, industrial hygiene monitoring, medical surveillance, pre-task planning and other safety related matters or programs as requested.
- ✚ Know that disciplinary action may result from violation of the safety rules.
- ✚ Many of our customers locations are tobacco free facilities. That means that NO SMOKING or TOBACCO PRODUCTS are allowed to be used onsite. That means you cannot have these laying around your break area.
- ✚ Violations of any safety rules or policies set forth herein may result in discipline and/or discharge. Discipline may include, but is not limited to, verbal and written notice for a first offense; verbal and written notice and three (3) working days off without pay for a second offense; and discharge for a third offense. A flagrant violation, which puts you or your fellow workers in a dangerous situation, may result in immediate discharge.

IF YOU HAVE ANY QUESTIONS, ASK YOUR FOREMAN or SAFETY TEAM!



Meeting Date: _____

Trainer: _____

Supervisor: _____

Location: _____

Attendees: (Please print clearly)

_____	_____	_____
_____	_____	_____
_____	_____	_____



WEEKLY SAFETY MEETING

SAFETY RESPONSIBILITIES QUIZ

1. SAFETY is Winger’s primary objective on every project. True or False? _____
2. It is Winger’s goal to perform our work safely with ZERO injuries. True or False? _____
3. It doesn’t matter how we do the job done, as long as it gets done. True or False? _____
4. The employer has the responsibility to:
 - A. Establish safe work practices
 - B. Provide appropriate PPE
 - C. Train all employees
 - D. Conduct safety audits
 - E. Investigate any reported accident
 - F. All of the above

5. A supervisor assumes the day-to-day responsibility of his or her crew members. True or False? _____
6. When we have new employees, it is ok to let them run amok without any supervision. True or False? _____
7. It is the supervisor’s duty to make sure their crews understand their job scope and how to perform their job safely. True or False? _____
8. Winger is responsible for any subcontractors on our projects. True or False? _____
9. Safety must be planned in each day’s work tasks. True or False? _____
10. If a Winger employee is assigned work that they are not trained in, for example operating forklifts, they must inform their supervisor immediately. True or False? _____
11. Any Winger employee has the right to STOP any job if they feel it is unsafe. True or False? _____
12. Each employee is responsible for his or her own safety. True or False? _____
13. Winger employees are required to report any near miss, injury or property damage immediately. True or False? _____
14. We do not have to pay any attention to our customer’s No Tobacco Use on site policies. True or False? _____
15. Violations of safety policies could result in disciplinary action. True or False? _____



Printed Name: _____ **Trained by:** _____

Signature: _____ **Trained by Signature:** _____

Date: _____ **Location:** _____