1) **Help Reduce Injury to Others**
   - Set an example of always working safely
   - Be responsible for your co-workers safety as well as your own
   - Be willing to go above and beyond the call of duty for safety’s sake
   - Safety is everyone’s responsibility
   - Keep machine guards in place
   - Encourage co-workers to follow proper safety guidelines

2) **Portable Electric Tools**
   - Check for defects such as missing ground pins, cracked case or cord, etc.
   - Famous last words – “110 Volts can’t kill you”. Don’t believe it. It can and has.
   - Have an electrician make electrical repairs to powered hand tools

3) **Floor Openings**
   - Cover floor openings with substantial material and secure it in place
   - Use fall protection when working near floor openings
   - Install guardrails or handrails around openings.
   - Keep clearly marked barricades in place, if openings are not covered or protected by railings.

**Attendees:**

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**Employees Comment:**