Location: ____________________________ Supervisor: ____________________________

Date: __________  Time: ______________________  Duration: ___________________

1) **Hand Tools**
   - Never use broken tools
   - Never use a screwdriver as a punch or chisel
   - Keep tools clean for each use
   - Use the proper tool for the job
   - Never cut towards yourself with a knife

2) **Chains and Come-Along**
   - Inspect come-alongs for damage and repair as often as necessary
   - Never use a handle not designed for a come-along
   - Be aware of rated capacities, don’t overload

3) **Teamwork**
   - Your co-worker deserves respect and courtesy
   - When you see someone lifting a heavy object, give them help
   - Think of the other person’s safety

Attendees:
_________________________________________  __________________________________________
_________________________________________  __________________________________________
_________________________________________  __________________________________________
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_________________________________________  __________________________________________
_________________________________________  __________________________________________

Employees Comments: