



<b>Date: June 16, 2014</b>		<b>FAX THIS SHEET IN TO THE OFFICE AFTER YOUR MEETING!!!</b>	
<b>Project Number#</b>	<b>Job Name:</b>	<b>Person Conducting Meeting</b>	

**Best Practices**

Best Practices, are practical solutions to situations we have in the work place. Best practices are not only to make our work place safer, but to also make us more efficient. Best practices are not meant to be kept as a secret, but to share these ideas, and to make us a better drywall/plastering company than our competition. I have included a few "best practice" photos on the backside of this sheet that I have seen on our jobsites recently. If you have any ideas that you think can make us better, make sure you submit your them. We do appreciate your input.

***"Building a Safer Place to Work"***

**Foreman:** When we have a sub-contractor on our jobsites that needs to use our scissor lifts and or scaffold. Please make contact with your Project Manager instead of forwarding them to Mary or Alison. This will keep all parties aware of all activities on your project.

**Any questions &/or concerns regarding how to submit "Best Practices Ideas", please call, e-mail or TEXT Sturg @ 612.221.8603 or Christine @ 612.232.5461.**

Last week's Bonus Question: **Where is the place we gather on the jobsite in case of severe weather?**

Answer: **Vikki Mackins says "they are to take the stairway to the bottom floor of their building". They are not to leave the project until they check in with the foreman so that we know everyone is out of the work space".**

Inspect your equipment (**scaffold, aerial lifts, ladders, fall protection, electrical cords, etc., etc.**) prior to the start of each work shift.  
For **inspection packets or repair tags** call Kevin Lake @ (952) 513-9775 to have some delivered to your jobsite.

**Any questions give Sturg a call (612) 221-8603**

**PLEASE PRINT YOUR NAME**

**(Foreman review sheet, verify crew members names are legible)**

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_____	_____	_____
_____	_____	_____

**Visit our website: [www.olympiccompanies.com](http://www.olympiccompanies.com)**

Comments: **Record to beat 376 days!!!**  
**As of June 12, 2014 we have worked 24 days without a Lost Time Injury.**

**Toolbox Talks winner for last week: Vikki Mackins @ UMMCF 4 ICU**

This week's Bonus Question: **If I need to see a doctor on the weekend for a work related injury, who do I call?**

Hint: **See Foreman**

***"Building a Safer Place to Work"* one week at a time.**