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Date: <b>February 22, 2021</b>		<b>SUBMIT THIS SHEET IN TO THE OFFICE AFTER YOUR MEETING!!!</b>	
Project Number#	Job Name:	Person Conducting Meeting:	

## Reminder: OSHA/COVID-19

We are very familiar with OSHA Consultation, this side of OSHA was put into place to walk our projects and point out safety issues to contractors that they may have overlooked. OSHA Compliance is the side of OSHA that inspects projects, finds that contractors are not following the rules and ultimately issues citations and fines. Olympic doesn't want to be one of those contractors. We've been doing a great job with the following: checking our crew members in the mornings to verify they're symptom free & ready for work, stocking masks and cleaning supplies for our crews, keeping 6' away from each other in the lunchroom, and if we see someone that looks like they do not feel well, go to their Foreman and instruct them to **GO HOME and call Sturg if they are not feeling well.**

**Last week's Bonus Question:** What is the required PPE on all Olympic Companies projects?

**Answer:** Hard hats, safety glasses and Hi-V vest. Since we are in a pandemic, "masks" are required in our efforts to contain the spread of any illnesses.

Inspect your equipment (*scaffold, aerial lifts, ladders, fall protection, electrical cords, etc., etc.*) prior to the start of each work shift.

For inspection packets, repair tags or **SAND** call Dave Sangren @ (612) 644-3136 to have some delivered to your jobsite.  
**Please call Dave if your jobsite is in need of COVID supplies: hand sanitizer, bleach cleaner, masks, etc.**

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

**PLEASE PRINT YOUR NAME**

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


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

Comments:

**As of February 25, 2021 we have worked 14 days without a Lost Time Injury.  
 We have safely worked 18,482 hours towards our new ATV goal of 150,000 hours!**

Toolbox Talks winner for last week: **Ariel Baez & Friendship Village, Rick Skuza @ 270 Henn & Leigh Reed @ Mpls Bus Garage**

This week's Bonus Question: **Are all employees informed of our COVID-19 Preparedness Plan?**

Hint: **See Annual Safety Training Packet**

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

## Coronavirus Disease (COVID-19) Breaktime / Lunchroom Guidelines

As our wide-open projects gets more & more enclosed with exterior walls, bagging in scaffolds, erection of interior walls. Masks will now be required 100% of the day. To keep all workers safe on or project we have created this handout for us to reference.

**Lunchroom furniture** will be located so that employees can practice 6' of separation and that not more than 10 employees will be staged in one break area.

**Enter and Exit** the lunchroom area with your mask on. Once you are seated you can remove you mask. (Just like the rules at restaurants)

Wash your hands **before and after** break.

Maintain a **6' distance** from others.

**NO sharing** any food or drinks brought from home. If food is brought in from an outside vendor. Food will be individually wrapped (sandwiches) no self-serve food will be allowed (pizza/doughnuts)

Microwave, trash can covers and lunchroom furniture will be wiped down with disinfectant at the end of each break.

This virus is new to all of us and we may need to be reminded of these rules and other site rules. Be courteous when making someone aware of these rules and or if you are the one getting reminded of the information.

Thank you,

Safety Department