

## Standard Subscription

The tried and true safety training solution—quick and simple.

The cost of Standard Subscription is based on the **number of copies you need, generally one per crew**. The base subscription is \$82 for the year, and materials for additional crews are \$20/crew for the year. For example, a company with 3 English-speaking crews and 1 Spanish speaking crew spends just \$142 per year on quality toolbox talks! (\$82 + \$40 + \$20).

We have \_\_\_ supervisors total. Please send copies in English for \_\_\_ crews and copies in Spanish for \_\_\_ crews. Quizzes available for an extra charge. Please call our office for details.

## Select Edition

Pick and choose the titles you want and tell us when you want them.

The cost of Select Edition meetings is based on the **number of copies you need, generally one per crew**.

From the titles list on our website, select the 52 titles that match your work and specify when you want them. Write your title numbers in this table, filling in **all** the boxes.

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	X	X		X		X	X	X		X	X

The cost of Select Edition is based on the **number of copies you need, generally one per crew**. The base subscription is \$115 for the year, and materials for additional crews are \$20/crew for the year. For example, a company with 3 English-speaking crews and 1 Spanish-speaking crew spends just \$175 per year on personalized toolbox talks! (\$115 + \$40 + \$20).

Ship my selected titles:  Monthly: 4 or 5 meetings each month; Monday's date is printed on each week's meeting.  
 All at once; No dates are pre-printed on the meetings.

## Premium Membership

Maximum choice and flexibility, convenient e-mail delivery, **plus** Library access and now **Quizzes!**

The cost of Premium Membership is based on the **number of people you train, including subcontractors**.

1-10: \$175 / 11-25: \$225 / 26-50: \$275 / 51-75: \$330 / 76-100: \$375 / 100+ people: please call for rates.

**Primary Contact:** (included in membership fee)

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_  English  Spanish

**Additional Contacts:** (\$10.00 per year for each contact) Please call our office to add more contacts.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_  English  Spanish

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_  English  Spanish

## S.A.F.E. Cards®

Make safety training part of every day without sacrificing productivity.

These plastic cards fit in your pocket, allowing you to turn downtime and delays into relevant training time!

**Complete sets** (all 100 cards & the carrying case) are available for \$99.95. Please send \_\_\_ complete sets at \$99.95 each.

**Individual categories** (10 different cards per category) are available for \$11.95 each. (Please call or use our website to order.)

## Pocket Edition Log

Perfect for small or short jobs

- Convenient 4" x 6½" size fits in your pocket. 92 pages—use one or more per day.
- Clear, consistent format encourages complete notes.
- Recommended for foremen, supervisors, & superintendents.

Quantity	Cost Each
1-4	\$6.50
5-10	\$6.25
11-23	\$6.00
24-49	\$5.75
50 or more	\$5.50

## Standard Edition Log

"The Green Book"—ideal for any job

- Full sized 7"x10" hard-bound log with one page for every day of the year.
- Detailed page layout for complete, consistent records.
- Recommended for supervisors & superintendents.

Quantity	Cost Each
1-4	\$26.50
5-10	\$25.00
11-23	\$24.00
24-49	\$23.50
50 or more	\$22.50

## Expanded Edition Log

"The Blue Book"—designed for large or complex jobs

- Two separate 7"x10" volumes; each covers six months & contains two pages per day.
- Detailed layout on left & lines/grid on right for details & sketches.
- Recommended for superintendents, project managers, & project engineers.

Quantity	Cost Each
1-4	\$45.00
5-10	\$41.00
11-23	\$39.00
24-49	\$37.00
50 or more	\$36.00

## Copyright Policy

The Weekly Safety meetings are copyrighted, as is denoted by the © symbol that is printed in the masthead on each page. Reproducing the Weekly Safety Meetings in any way, including photocopying and faxing to other locations, constitutes an infringement upon our copyright, is a violation of federal copyright law, and is strictly prohibited. If you need multiple copies of the Weekly Safety Meetings, we provide additional copies at very economical rates; prices start at \$20.00 per copy per year. Substantial discounts are available for large purchases. Premium Membership allows for reproduction of Weekly Safety Meetings and Quizzes to train up to the number of people included in the membership. Respect our copyright by purchasing the appropriate number of additional copies for your organization.

## Delivery Information

Shipping Address:

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Mailing Address:

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Order Information and Totals

### Standard Subscription

\_\_\_ Base subscription x \$82.00/year  in English or  in Spanish \$ \_\_\_\_\_  
 \_\_\_ Additional English-speaking crews x \$20.00/year \$ \_\_\_\_\_  
 \_\_\_ Additional Spanish-speaking crews x \$20.00/year \$ \_\_\_\_\_

### Select Edition Subscription

\_\_\_ Base subscription x \$115.00/year  in English or  in Spanish \$ \_\_\_\_\_  
 \_\_\_ Additional English-speaking crews x \$20.00/year \$ \_\_\_\_\_  
 \_\_\_ Additional Spanish-speaking crews x \$20.00/year \$ \_\_\_\_\_  
 Delivery schedule  Monthly or  All at once

### Premium Membership

Annual Membership @ \_\_\_\_\_ (see reverse for pricing) \$ \_\_\_\_\_  
 \_\_\_ Additional recipients x \$10.00/year \$ \_\_\_\_\_

### S.A.F.E. Cards®

\_\_\_ Complete sets with case x \$99.95/set \$ \_\_\_\_\_  
 (Please see our website for S.A.F.E. Card® titles and for ordering individual categories.)

### Log Books

\_\_\_ Pocket Edition Logs x \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_ Standard Edition Logs x \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_ Expanded Edition Logs x \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_ Set up fee for Imprinted Logs @ \$5.00 \$ \_\_\_\_\_  
 \_\_\_ Imprinted Logs x \$4.00 \$ \_\_\_\_\_

## Custom Log Imprinting

Put your logo or your company name on the cover of each of your Construction & Maintenance Daily Logs.

There is no minimum order! Just a \$5 setup fee plus \$4 per log book. If you'd like your logo imprinted, we'll need your artwork. Please call or see our website for details. Allow 8 additional business days for delivery after we receive your artwork. If you would like only text imprinted on your logs, please print the wording below.  
 Note: Long text may appear on two lines.

\_\_\_\_\_  
 \_\_\_\_\_

<b>Item total</b>	
<b>Sales tax</b> <small>Illinois deliveries only add 7% sales tax. Log Books &amp; S.A.F.E. Cards® only, no tax on meetings or imprinting.</small>	
<b>S.A.F.E. Cards® shipping &amp; handling</b> <small>\$5.00 per set of S.A.F.E. Cards®.</small>	
<b>Log Book shipping &amp; handling</b> <small>For single volume logs, S/H is \$6.00 plus \$1.50 per log. For two volume sets, S/H is \$6.00 plus \$3.00 per set.</small>	
<b>Pocket Edition shipping &amp; handling</b> <small><input type="checkbox"/> Delivery in 7-10 days, S/H is \$2.25 plus \$0.10 per log. <input type="checkbox"/> Delivery in 1-5 days, S/H is \$4.75 plus \$0.10 per log.</small>	
<b>Order total</b>	

## Payment Information

Visa  Amex  MC  
 Card number: \_\_\_\_\_  
 Exp. date: \_\_\_\_\_ Security code: \_\_\_\_\_  
 Check enclosed. Ck # \_\_\_\_\_

Credit card information:  
 Name on card: \_\_\_\_\_  
 Stmtn addr: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Required for all orders



# Weekly Safety Meetings Select Edition

## TITLE LIST

Safety Training for the Construction Industry

• Enter *this year's* selected titles on the order form.

### Accident Prevention

- 186 Plan Safety Into Your Day
- 187 Pre-Task Plans
- 188 Pre-Task Plans & Hazard Evaluations
- 189 Job Safety Analysis
- 190 Housekeeping I
- 191 Housekeeping II
- 192 Accident Investigation
- 193 What Do You Learn from an Accident Investigation
- 194 Inspections & Walkdowns
- 195 Pre-Task Safety Check
- 196 Everybody's a Safety Inspector
- 197 Job Safety Analysis II

### Electrical Safety

- 252 Electrical Hazards
- 253 Electrical Safety I
- 254 Electrical Safety II
- 255 GFCIs & AEGCP
- 256 Ground-Fault Circuit Interrupters
- 257 Grounding Portable Electric Tools
- 258 Extend Your Knowledge of Extension Cord Safety
- 259 Lights . . . Camera . . . Action!
- 260 Electrical Hazards & Grounding Safety
- 261 GFCIs, AEGCPs & Double-Insulated Tools
- 262 AEGCP

### Ergonomics & Material Handling

- 334 Ergonomics I
- 335 Ergonomics II
- 336 Proper Lifting Techniques
- 337 Give Your Back a Break
- 338 Lift Properly & Avoid Back Injuries
- 339 Material Handling I
- 340 Material Handling II
- 341 Handling Materials
- 342 Safe Storage: Sort It, Stack It, and Secure It!
- 343 Storage of Flammables
- 344 Think Before You Lift
- 345 Preventing Back Injuries
- 346 Dollies Can Lighten the Load

### Environment & Weather

- 316 Hot Weather Safety
- 317 Be Cool this Summer
- 318 Severe Weather
- 319 Storm Watch---Be Prepared
- 320 Wind, Rain, and Lightning
- 321 Cold Weather Safety
- 322 Cold Weather
- 323 Skin Cancer
- 324 Stay Cool When It's Hot
- 325 Staying Cool in Hot Weather
- 326 First Aid for Heat-Related Illnesses
- 327 Working in the Cold

### Falls

- 001 Fall Causes
- 002 Slips & Trips
- 003 Stairways, Aisles, & Walkways
- 004 Guardrails
- 005 Fall Protection

### Falls

- 006 Personal Fall Arrest Systems
- 007 Holes and Floor Openings
- 008 Ladders
- 009 Ladder Safety
- 010 Step Up To Safety
- 011 Use and Erection of Ladders
- 012 Scaffolding I
- 013 Scaffolding II
- 014 Scaffolds
- 015 Safe Scaffolding
- 016 Scaffolds: Permanent Safety on Temporary Structures
- 017 Aerial Lifts & Elevated Platforms
- 018 Preventing Deadly Falls
- 019 Slips & Spills
- 020 Fall Protection Systems
- 021 Don't Let Gravity Take You Down

### Fire Protection & Prevention

- 059 Fires on Construction Sites
- 060 Fire Prevention & Protection
- 061 Fight Fire with Prevention & Protection
- 062 Fire Prevention
- 063 Fire Extinguishers & Fire Prevention
- 064 Please "PASS" the Fire Extinguisher
- 065 Flammables
- 066 Portable Heaters
- 067 Preparing for an Emergency
- 068 Emergency Plans
- 069 Portable Heaters—Staying Warm & Safe

### First Aid

- 166 First Aid
- 167 First Aid Kits
- 168 First Aid for Eye Injuries
- 169 Preventing Cuts: It's All in Your Hands
- 170 It's Just a Little Cut!
- 171 What To Do When Someone Is Injured
- 172 Bloodborne Pathogens
- 173 Burns I
- 174 Burns II
- 175 Prompt Care Can Prevent Infection
- 176 First Responders

### General Health & Safety

- 271 Project Startup
- 272 Jobsite Checklists
- 273 Distractions
- 274 Protecting the Public
- 275 Kids and Construction
- 276 Guarding Yourself Against Pinch Points
- 277 A Rock and a Hard Place
- 278 Sanitation I
- 279 Sanitation II
- 280 Building a Safe Career One Decision at a Time
- 281 Don't Make These Mistakes
- 282 Off-the-Job Safety I
- 283 Off-the-Job Safety II

### General Health & Safety

- 284 Take Your Safety Knowledge Home
- 285 Make National Safety Month a Family Event
- 286 Holiday Safety I
- 287 Holiday Safety II
- 288 Happy Holidays or Hazardous Holidays
- 289 Bringing the Culture of Safety Home
- 290 Crushing Hazards
- 291 Housekeeping & Cleanliness
- 292 Safety Never Takes a Break
- 293 Cell Phones
- 294 Housekeeping on the Jobsite

### Hazard Communication

- 229 Hazard Communication I
- 230 Hazard Communication II
- 234 Asbestos
- 235 Asbestos and the OSHA Standard
- 236 Lead
- 237 Working Safely with Lead
- 238 The Dangers of Silica Dust
- 239 With Silica Dust, Safety Is a Must!
- 240 Carbon Monoxide
- 241 Hazardous Materials
- 242 GHS: Safety Data Sheet Format
- 243 Safety Data Sheets Have 16 Sections
- 244 GHS Labels
- 245 GHS Pictograms
- 246 Working Safely with Corrosives and Solvents
- 247 Lead and Other Heavy Metals

### Heavy Equipment & Utilities

- 136 Heavy Equipment
- 137 Equipment Dangers
- 138 Cranes
- 139 Crane Safety
- 140 Cranes & Power Lines
- 141 Cranes & Bystanders
- 142 Rigging
- 143 Wire Rope
- 144 Slings, Chokers, & Wire Rope
- 145 Construction Forklifts
- 146 Conveyors
- 147 Conveyor Safety
- 148 Excavations and Trenching I
- 149 Excavations and Trenching II
- 150 Excavation Safety: Can You Dig It?
- 151 Overhead Power Lines: Look Up Before It's Too Late
- 152 Utility Hazards: Underground & Overhead
- 153 Underground Utilities
- 154 Utility Safety . . . Can you Dig it?
- 155 Safe Crane Operation
- 156 Crane Safety
- 157 Forklifts
- 158 Overhead Power Lines
- 159 Excavations & Trenches
- 160 Equipment & Bystanders
- 161 Conveyors, Pinch Points, & Lockout/Tagout
- 162 Rigging II

### Personal Protective Equipment

- 355 Personal Protective Equipment
- 356 Hard Hats I
- 357 Hard Hats II
- 358 The Most Important Hat You'll Ever Wear
- 359 Eye Protection
- 360 Safety as Far as the Eye Can See
- 361 Set Your Sights on Safety
- 362 Noise and Your Hearing
- 363 Sound Advice
- 364 Now Hear This!
- 365 Breathing Easy
- 366 Hand Injuries
- 367 Preventing Hand Injuries
- 368 Foot Protection
- 369 Eye Protection II

### Personnel

- 206 A Safe State of Mind
- 207 Safe Attitudes Save Lives
- 208 Supervisor for the Day
- 209 Your Safety Attitude
- 210 First Day on the Job I
- 211 First Day on the Job II
- 212 Harassment & Discrimination
- 213 Bad Habits & How to Change Them
- 214 Unsafe Acts
- 215 Horseplay
- 216 Practical Jokes, Games, & Contests
- 217 Stress Management
- 218 Partners in Safety
- 219 Anger Management on the Jobsite
- 220 Don't Play the Fool

### Policy Issues

- 300 Lockout/Tagout
- 301 Lockout/Tagout: Controlling Hazardous Energy
- 302 Safe and Sober
- 303 Substance Abuse
- 304 Security & Theft Prevention
- 305 Prescription & Over-the-Counter Medicines
- 306 Lockout/Tagout II

### Special Work

- 080 Safety on the Small Job
- 081 Safety for Home Builders
- 082 Paints, Finishes, & Coatings
- 083 Asphalt Paving
- 084 Bridge Work
- 085 Plant & Process Safety
- 086 Confined Spaces
- 087 Safety in Confined Spaces
- 088 Confined Spaces—When in Doubt, Check it Out!
- 089 Demolition
- 090 Demolition Dangers
- 091 Masonry Construction
- 092 Masonry Work
- 093 Electric Arc Welding
- 094 Arc Welding
- 095 Welding & Cutting Safety
- 096 Concrete



## Select Edition TITLE LIST

### Vehicle Safety

- 119 Motor Vehicles and Your Safety
- 120 Defensive Driving I
- 121 Defensive Driving II
- 122 Road Construction Ahead!
- 123 Work Zone Safety I
- 124 Work Zone Safety II
- 125 Work Zone Safety III

**Have you thought about why you do safety? Three of the common reasons that people pay attention to safety are:**

- 1) Compliance
- 2) Financial Costs
- 3) Moral obligation

**No one of those three is more or less "right" than any of the others. In fact, many people and companies move frequently from one motivator to another. The point is that you can be far more effective in getting good results from your safety efforts if you know why you, your crew, and your boss are interested in safety—and those could all be different "whys." If your boss really cares about the costs, make sure you present your efforts and results in terms of money invested and money saved. Understand the Why and you'll get better results.**

### Special Work

- 097 Concrete Placement
- 098 Concrete & Formwork
- 099 Formwork & Reinforcing Steel
- 100 Working Over or Near Water
- 101 Marine Operations
- 102 Roofing
- 103 Roofing Safety
- 104 Steel Erection I
- 105 Steel Erection II
- 106 The Steel Erection Standard
- 107 Taking Safety to New Heights (Steel Erection)
- 108 Tilt-Up Safety

### Tools

- 029 Compressed Gas Cylinders I
- 030 Compressed Gas Cylinders II
- 031 The Quiet Giant (Gas Cylinders)
- 032 Pneumatic Tools
- 033 Power Tools
- 034 Power Saws
- 035 The Power of Safety
- 036 Powder-Actuated Tools
- 037 Chain Saw Safety
- 038 Working Safely with Lasers
- 039 Laser Safety
- 040 Tools
- 041 Torches
- 043 Care of Hand Tools
- 044 Chisels, Screwdrivers & Sharp Points
- 045 Hammers and Other Impact Tools
- 046 Adjusting & Changing Tool Accessories
- 047 Handling Sharp Tools & Objects
- 048 Hand Tools & Power Tools
- 049 Pneumatic Tools II
- 050 Care and Maintenance of Tools

## Whenever you hold a safety meeting or any training session, consider these tips to make the most of the time and energy that you're investing:

- ① Choose a training location that is as quiet as possible and has minimal distractions.
  - about hard hats or safety glasses, tell the crew to put them on, then they have to be involved.
- ② Use well-written material that is easy to understand.
- ③ Match your training topics to the work that your people are doing; relevance improves learning and retention.
- ④ Get their attention by making eye contact; look up frequently while you read.
- ⑤ Keep their attention by asking questions during the meeting; read the meeting beforehand and think of just one or two questions.
- ⑥ Engage your crew in the meeting: if you're talking
  - ⑦ Bring props and samples (gloves, tools, a fall harness)—show and tell.
  - ⑧ Get your crew physically involved: have someone demonstrate how to put on a fall harness, or have everyone inspect their hard hats.
  - ⑨ Go to the source: hold an Aerial Lift meeting at a lift; show them the controls and where to tie off.
  - ⑩ Always "walk the talk;" if you and management don't follow the rules, the employees never will.

**You can find FREE safety checklists and a variety of safety facts to include in your toolbox talks at [safetymeetingoutlines.com](http://safetymeetingoutlines.com)**

## Copyright, Ethics, and Your Responsibilities

### Safety Meeting Outlines, Inc. expects you to act ethically regarding copyright

There has been considerable press about intellectual property theft and copyright issues in the recent past. At Safety Meeting Outlines, Inc. we don't have a fancy, legalese license agreement that you have to sign, nor do we make you agree to a notarized copyright contract. We expect our customers act responsibly, ethically, and honestly. It's that simple. You want credit for the work that you do; we want credit for the work we do.

### Your subscription price is based on the number of people you train with the Weekly Safety Meetings

We are in the business of providing safety training information. That information creates value for you and your company every time it helps one of your people avoid an accident or an injury. Because the value is created in the people who are receiving the training, we ask to be paid based on how the training is conducted and who is being trained.

### All Weekly Safety Meetings are protected by copyright and by your respect

When you purchase a Standard Subscription or Select Edition, you should purchase an appropriate number of copies of the Weekly Safety Meetings. Usually this means that you should purchase a copy for each crew; sometimes it's a copy for each supervisor. Don't make photocopies (of course, copying a signed meeting for record keeping purposes is acceptable).

If you purchase a Premium Membership, choose a membership level that represents the number of people who will be trained. Yes, that number will vary; just give us an honest estimate. The membership level is based on the number of people being trained, not the number of supervisors or trainers doing the training. Count anyone that attends your safety meetings, including your sub-contractors if you train them. Again, we aren't asking for a day-by-day head count; we ask for an honest estimate.

**Be honest. Be ethical. Respect our copyright.**