DOTD requires Safety Meetings to be held weekly (for field gangs) and monthly (for administrative units). They must be properly documented on the DOTD Safety Meeting Record. Some suggestions are:

**January 3 - 7 PROTECTING YOUR EYES**

**FUNCTIONS AND PROJECTS THAT REQUIRE EYE PROTECTION**

- Chipping and hammering on metal, stone, or concrete.
- Using manual, pneumatic, and power impact tools.
- Caulking, brushing, and grinding.
- Drilling, sealing, and scraping.
- Handling acids, caustics, and creosoted materials.
- Gas welding, cutting, and brazing.
- Drilling overhead.
- In environments of excessive dust.
- Electric arc welding and cutting, and other operations that expose the eyes to flying particles, dust, hot liquids, gases, and fumes.

**January 10 - 14 MINIMIZING THE RISK OF IGNITING FLAMMABLE LIQUIDS OR VAPORS**

- Always check the MSDS for the material you’re using to understand the specific hazards involved.
- Store flammable liquids in cool, well-ventilated areas away from corrosives, oxidizers, and ignition sources.
- Label all containers and cabinets with appropriate “flammable materials” signs.
- Never smoke in an area where flammable liquids are used or stored.
- Minimize the amount of flammable liquids used.
- Use only approved safety cans to store flammable liquids.
- Ground and bond flammable liquid containers to prevent static charge buildup.
- Never pour flammable liquids down a drain or sink.
- Dispose of empty flammable containers in an approved manner.
- Wear appropriate personal protective equipment, such as splash aprons and goggles, when handling flammable liquids.
January 17 - 21  AVOIDING BACK INJURIES

- Don’t bend over an object you are lifting. Bend your knees, squatting in front of the object to reach it.
- Lift the object slowly and carefully, using your leg and arm muscles to lift it. Do not pull with your back.
- Keep your head up and look straight ahead while lifting.
- While lifting, keep the object as close to your body as possible.
- Keep abdominal muscles tight while lifting.
- Use the same techniques when you put the object down.
- If the object is too big or too heavy to lift using these techniques, use mechanical assistance or get someone else to help.
- Do not reach for an object unless you’re sure you’re strong enough to lift it.
- Use a step-ladder to reach objects above shoulder height.
- Avoid awkward stretches while reaching. These stress your back and could cause you to lose your balance.
- Don’t depend on structures to support you (e.g., shelf support, storage rack, etc.) These could easily give way if you pull or tug on them.

Take a look around you. If you see three people, then chances are that two of those people will hurt their back sometime during their career with DOTD. One of those people may be YOU!