



**Olympic**  
**Companies, Inc.**  
 AN EQUAL OPPORTUNITY EMPLOYER

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Date: <b>February 15, 2010</b>		<b>FAX THIS SHEET INTO THE OFFICE AFTER YOUR MEETING!!!</b>	
Project Number#	Job Name:	Person Conducting Meeting	
		<small>PRINT FULL NAME</small>	

**Housekeeping**

A safe workplace begins with good housekeeping. Routine housekeeping in the workplace can prevent accidents and makes our work easier to put into place.

- 01)** Store materials in their proper area. If you are completed in an area, return leftover material back to the main storage area. Do not leave it there for someone else to trip over.
- 02)** Request a trash cart in your area. The more debris in the cart, the less that is on the floor.
- 03)** Request that the dumpster be located close to the building so it will get used.
- 04)** Roll up your electrical cords periodically so they do not become a tangled mess that someone could trip over.
- 05)** Make sure hallways and stairways are clear so that in case of an accident, emergency crews can make their way through.

Call the warehouse for "**RED TAGS**" and any safety signage & inspection sheets for lifts & scaffold.

*Last week's Bonus Question:* Who do you contact if Sturg is mishandling your work-related injury?

*Answer:* See back side of blue pamphlet included with your Right-To-Know packet.

**Union Construction Workers' Compensation Program, Elliot Herland @ 952-851-3501**

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

**PLEASE PRINT YOUR NAME!!!**

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

Comments:

**Record to beat 314 days!!!**

**As of February 10, 2010, we have worked 137 days without a Lost Time Injury.**

Toolbox Talks winner for last week: **5 calls, no winner**

This week's Bonus Question: **Do we have a covered trash can in our lunch room?**

Hint: **See lunch room.**

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