

phase2.pdf



Safety Team Meeting Recap

Instructor -- Chris Jenkins

Division -- Seattle

Start Date -- 2025-12-09

Expiration Date -- Does not expire

Job Name -- Apollo phase2

Foreman -- Paul Codde

Attendance -- Paul Codde, Chris Jenkins

Comments:

This week's Toolbox Talk is a recap of our Fourth Quarter Safety Team Meeting held on December 2, 2025. These quarterly meetings help us spot trends, share lessons learned, highlight improvement areas, and recognize the people driving our safety culture forward. Here's what the Safety Team is focusing on as we close out the year:

PASE Award Recognition

We opened the meeting by recognizing employees who went above and beyond for safety this quarter. Congratulations to:

Nicole Lee : Portland Firestop

Travis Wenrick : Seattle Insulation

Danny Patterson : Seattle Insulation

Each of these individuals demonstrated leadership, awareness, and a commitment to doing the right thing:even when it's not the easy thing. Thank you for setting the benchmark for safety excellence.

Safety Violations, Injuries & Near Misses

The Safety Team reviewed events from the fourth quarter:

Near Misses

A gas generator was used in an unventilated space, creating a serious carbon monoxide hazard.

Unsecured material slid off a forklift, posing a high-risk struck-by hazard.

These incidents are reminders of why hazard recognition, planning ahead, and stopping work when something feels wrong are essential.

Safety Violations

MEWP Violation: An employee was photographed standing on the top rail of a scissor lift.

Fall Protection Violation: An apprentice was directed to use fall protection on an elevated surface but failed to tie off.

Injuries

Forearm laceration

Back strain

Back strain

Shoulder injury

LMS Updates

Vehicle Maintenance Report : If you drive a company vehicle, you can now report non-accident-related vehicle issues directly in the LMS.

We continue to make improvements to the Learning Management System. Reach out if you ever have trouble logging in, completing training, locating your certifications, navigating the system, or completing required forms.

Pre-Task Plans (PTPs)

Pre-Tasks plans are required to be turned in on the LMS before the start of every shift. Review tasks each morning, identifying hazards before starting the day, and update your PTP whenever conditions or tasks change. This document protects you and your team.

Equipment Inspection Updates

Ladder Inspection Stickers

These must be completed before each use. If your ladder is missing one:**stop and get a sticker before using it.** Ladder tags will now be used only when we must use ladders that are not owned by HBI.

Pin Welder Inspection Tags. We are in the process of creating a pin welder inspection tag, similar

to our other equipment inspection tags. Before using the pin welder, inspect the tool, review and sign the inspection tag, and ensure the equipment is clean, properly maintained, and functioning as intended. All employees are required to read and understand the [StudPro-Lite-XI-Manual](#) prior to operation to ensure safe and proper use of the equipment.

Mental Health & Suicide Prevention

In November, we highlighted the free and voluntary [Suicide Prevention Training](#) available to all employees. Mental health is a critical part of safety. If you're struggling: or if you notice someone else struggling: reach out. Safety is more than fall protection and ladders: it's taking care of our people.

Fourth Quarter Safety Goal

:Safety. Know it. Live it. Share it.:

This quarter's focus was committing to safe habits consistently and encouraging others to do the same. If something looks unsafe: stop it. Every employee has Stop Work Authority and using it protects the entire team. If you see safe work being done: call it out and recognize those safe acts with a PASE award on the LMS.

Remember This!

The Safety Team is here for you. If you have ideas, concerns, or suggestions for training topics, please reach out. As we wrap up the year, let's continue watching out for each other, staying alert to the hazards around us, and making choices that keep everyone going home safe and healthy. **Stay safe, Team!**