

Weekly Safety Meeting

Safety by Design hopes you and your team benefit from this Tool Box Talk. Please note that this Tool Box Talk is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards. If you have any questions or would like to obtain the appropriate training, please call Safety by Design at (832) 425-0556, or email us at info@safetybydesigninc.com. Thank you, and remember to always stay safe.

<i>Company Name</i>	<i>Project Name</i>	<i>Supervisor</i>	<i>Date</i>

Gas Cylinders do's and don'ts

If used incorrectly, gas cylinders can cause an explosion, fire, or other hazardous situation. Handle them with care and follow appropriate safety rules.

Do's:

- You must always keep cylinders in a **secure** and upright position.
- Keep the protective valve cap in place when a cylinder is not in use.
- Mark the cylinder 'Empty' or 'MT' when the gas has been used.
- Keep oil and grease away from oxygen cylinders (oil and oxygen can ignite spontaneously).
- Open valves slowly, using the valve wheel or T-handle wrench provided by the supplier.
- Store oxygen and fuel gas cylinders at least 20 feet apart or separated by a 5 foot high noncombustible barrier.
- If the cylinder is too heavy to handle use a hand truck to move it, or ask a co-worker for help.

Don'ts:

- Don't permit sparks, flames, or molten metal to contact the cylinder.
- Never mix the valves of acetylene and oxygen
- Never use grease or oil on valves.
- Don't lift cylinders without safety caps in place.
- Never use oxygen to blow or dust off your work clothes.
- Don't roll cylinders horizontally on the ground.
- Never drop cylinders on the ground or other work surfaces.
- Don't store oxygen cylinders with other fuel gas cylinders.
- Never use a leaking gas cylinder. Take it out of service immediately.

Additional Topics and Meeting Attendees on back:

Basic Fire Safety

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ADDITIONAL TOPICS COVERED: (I.E. Hazcom, Emergency Plan)

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MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
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