



Safety Monthly Meeting Agenda

INSTRUCTIONS:

1. Pick a time period for each month, when the majority of the facility staff can be and are required to be present and stick to this time schedule 'NO MATTER WHAT OTHER ACTIVITIES'.
 - a. It is suggested that an early time period is used and the possibility of donuts and coffee be administered to lighten the atmosphere, yet gather full attention.
 - b. An attendance roster needs to be kept for everyone attending along with minutes for the meeting. These minutes need to include suggestions and materials brought up by the employees.
2. This time period needs to be prompt starting and ending. It is suggested that the normal safety meeting should not exceed the 15-minute time period as learned during the orientation course.
 - a. Three 5-minute periods are included in each meeting:
 - i. 5-minutes for scheduled materials included in this monthly e-mail address,
 - ii. 5-minutes for the materials management wishes to include, and
 - iii. 5-minutes for the employees to voice their findings. This third period needs to be kept to strict guidelines and no dart throwing allowed (if problem areas are voiced, they are to include possible solutions).
 - b. Required materials by government regulations will be delivered in the monthly e-mail to assist in compliance measures.
3. Upon wrap-up of the meeting, employees' signatures are to be gathered directly on the meeting minutes sheet provided within this material and posted directly to SHEP-File #6 for documentation.
4. The 'Safety Equipment Checklists' should be distributed at the end of the safety meeting to the responsible personnel with instructions for completion in the following 45-minute period. These sheets also are required in the same file for documentation.

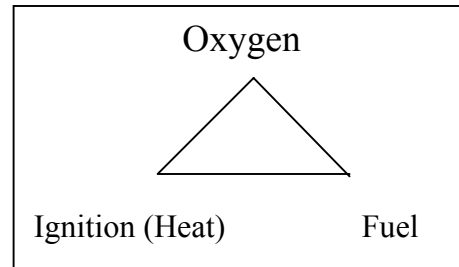


OCTOBER 2003 MEETING MATERIALS

FIRE EXTINGUISHER & FIRE ALARMS (Office & Home Safety)

Fire Extinguisher Data:

- Fire Triangle Information (Explain)



Fire Types (Explain):

- Class A: Wood, Paper, Trash
- A. Class B: Flammable Liquids (Gas)
- B. Class C: Electrical (Switch Box Center)
- C. Class D: Metals (Magnesium)

➤ Fire Extinguisher Types:

1. Co₂: Carbon Dioxide
2. Dry Chemical Purple K (B & C Type) or All Purpose Chemical
3. Halon Gas NOT Recommended

➤ Fire Extinguisher Locations:

1. Bldg. W/O Fuels = 75ft Minimum 20# ABC
2. Bldg. with Fuels = 50ft Minimum 20# ABC
3. Fueling Areas = 25ft Minimum 30# BC
4. Co. Pickups = Minimum 2 ½# ABC
5. 10,000 GVW Trucks= Minimum 5# ABC
6. 10,001 GVW Trucks= Minimum 10# ABC

FIRE ALARMS:

- Positioning is extremely important! Smoke alarms need to be in an area of the bldg. where smoke would be first detectable and allow for escape.
- Rate-of-Rise detectors need to be located where the fastest increase of heat would be in the event of a fire and still allow for escape. (look at homes.)



Record of Monthly Safety Meeting Form

Location: _____
(city) (state)

Date: _____

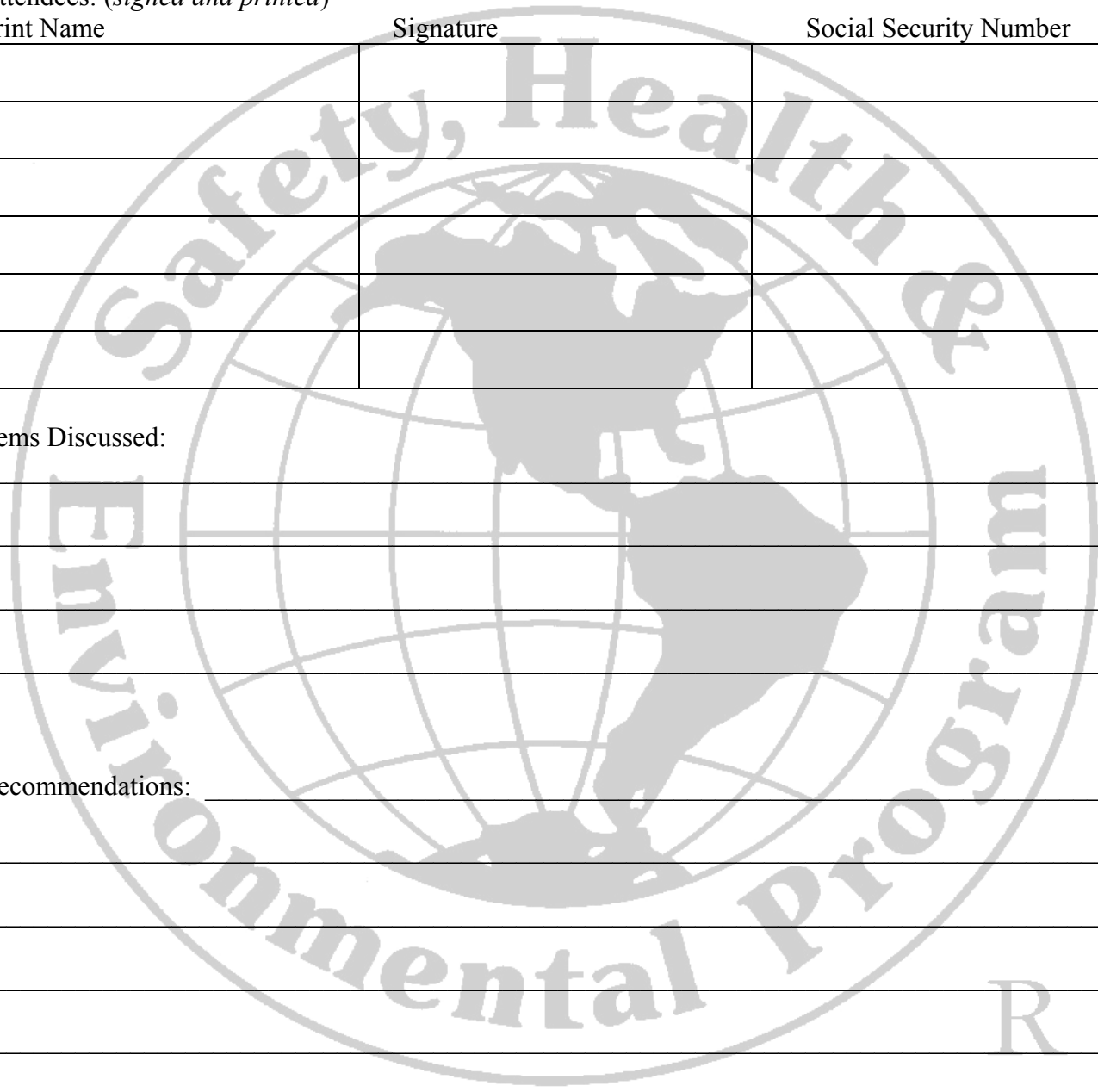
Conducted by: _____

Attendees: *(signed and printed)*

Print Name	Signature	Social Security Number

Items Discussed:

Recommendations:



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