



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.



NOVEMBER 2003 MEETING MATERIALS

HOUSEKEEPING ITEMS FOR OFF-SEASON

A walk-around of the facility is suggested with everyone in attendance to insure that everything is stored properly for the winter season. Items that need to be identified include:

- Ability to see and reach electrical breaker boxes.
- Ability to see and reach fire extinguishers.
- Marked isle ways remain open for easy escape.
- Proper storage of all flammables and flammable containers.
- Preparation of heating systems for the winter weather.
- Proper circulation to eliminate carbon dioxide conditions from running equipment inside buildings.
- Proper electrical wiring to accommodate equipment indoors.
- Proper storage areas for chemical containers away from air-circulation of commonly occupied employee areas.
- Proper areas and amounts of storage for trash receptors away from ignition sources.

MANAGERS

In preparation for the upcoming holiday season, weather conditions and off-seasonal activities there are many items that should be addressed at this time of the year.

- Your facility's "Emergency Response and Contingency Plan" should be updated at this time for preparation for next year's employee training programs.
- In File #1 of your 'SHEP Regulatory Filing System' manual are the SHEP-Manager's Audit forms that need to be completed on an annual basis. Now is the time to complete these forms, as they will identify items that need to be accomplished to finish this season properly and at the same time, they will identify items that need to be budgeted for next year.

Enjoy a safe Thanksgiving Holiday with each of your families!

R. M. & C., Inc. Management and Staff

