



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.



JANUARY 2004 MEETING MATERIALS

OSHA 300 FORM & EMPLOYEE REPORTING GUIDELINES

OSHA 300 FORM:

- Y Explain the report findings to all employees. The form has changed and many will not understand that the new form is a summation of the previous year. It is also noteworthy to explain that these reports are required to be on file for a 5-year period and are as of 2003 required to be displayed for a full 90-days (Feb 1st thru Apr 30th).**

EMPLOYEE ACCIDENT/INCIDENT REPORTING GUIDELINES:

- Y What is an incident? Any type of occurrence out of the normal to include; vehicle accidents, injuries, and/or spills. All of which are to be reported.**
- Y Who are they to be reported to and when? All incidents are to be reported as soon as they happen to the facility's emergency coordinator. Many things then can be applied into motion, including proper reporting guidelines required by the government!**
- Y By reporting an injury what is the employee actually doing? The government requires the employer to cover each employee with 'Workers Compensation Rights' and by reporting any type of injury the employee is actually locking these rights for themselves in the case they may be needed.**
- Y PR Situations! The facility personnel work extremely hard throughout the year to insure that customers trust them to do business with your facility. One small incident of property damage not reported by an employee can ruin all the trust built up and cost the facility and personnel many dollars in business!**
- Y Review the DOT Driver's contingency plan outlined within the Driver's Compliance Kit (Blue-Jean Kit).**
- Y Display an incident report for the employees' knowledge and the emergency numbers to be used and displayed during off-time hours.**

Managers

Ensure that your 'Emergency Response and Contingency Plan' has been updated properly for the next month meeting. You may want to include the fire department chief for your township at this meeting.



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:

