



# Safety Monthly Meeting Agenda

## INSTRUCTIONS:

1. Pick a time period for each month (second Wednesday), 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 2004 MEETING Subject Materials**

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### **ITEM #1: Homeland Security “Preparedness Month”**

The Department of Homeland Security has named the month of October “Preparedness Month” for all businesses throughout the United States. In following with their lead here are a couple items that you need to be assured that are in place for your facility:

1. In last month’s topic I acknowledged that each of you should review your “Emergency Response and Contingency Plan” to ensure that it is current and up-to-date! You were urged to delegate this to a responsible employee with your guidance. What is its current status? Are you ready to review it with your employees in the annual review coming in an approximate 60-days? (FOR THOSE NEEDING NEW FORMS CALL ME DIRECT.)
2. Earlier this summer, I suggested that your facility host a First-Aid &/or CPR course at your local county fairs dates. I also suggested that you complete this as a training course with the local FFA or 4H groups as you could arrange. For those of you that completed this, GREAT! Do you have the documentation of an employee in file that is qualified for each as the OSHA requirements insist? Now is the time to get them in file for next season or ensure that you are having someone on your staff arrange to get qualified. In addition, this is the month to have one of the staff inventory your first-aid kits and supplies. Again as a reminder, I strongly suggest that you complete this through your local fire department’s EMT staff. It will save you many dollars and ensure that you have the proper supplies!
3. Some of you may have been caught in fall season last month. I suggested that you have someone review the fire extinguisher training required annually by OSHA as the main topic. If you missed this last month remember to get it completed, as it is a requirement! I will attach the information that they should be reviewing with all personnel again this month.

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### **Item #2: Incident Reports**

You all need to be given one “at-a-boy” as you have together completed three-months without logging a single incident, accident or injury. Hopefully you are delivering these meetings as intended or possibly having everyone simply read and sign-off on the meeting, but each of your staff need to hear this from you. Together it can be done! Outstanding!!!

At the same time use this message to review their responsibilities as employees.

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### **Item #3: Cottonwood Fire Department Training**

If you had someone at the training course as many of you did, have him or her review to everyone what they picked up and review the evening with the other employees.

On this subject, I need to thank each of you that helped make such a success. We have already had many comments and requests to repeat the course again next summer within Minnesota. In addition, the SD A-BA has negotiated with the states homeland security department to host four of these covering all of South Dakota. Thank You!

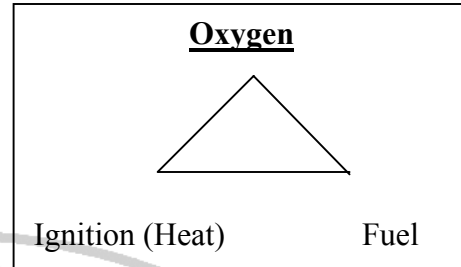


## September Safety Meeting Topics

### FIRE EXTINGUISHER & FIRE ALARMS (Office & Home Safety)

#### Fire Extinguisher Data:

➤ Fire Triangle Information (Explain)



➤ Fire Types (Explain):

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

➤ Fire Extinguisher Types:

- 1. Co<sub>2</sub>: 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 your homes.)

