



# 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.



**NOVEMBER 2004 MEETING Subject Materials**

**ITEM #1: Testimonial**

**This message is for everyone that supervises personnel at your facility especially during the seasonal periods each year.**

**On Monday of this week, I traveled to a former client’s location to assist in any manner that I was able and/or qualified. Here are those facts without mentioning any personal materials for identification purposes.**

**The G.M. of this location applied pressure on one of the facility’s contract haulers into hiring his father-in-law as a seasonal driver. On Sunday the father-in-law was at the facility when the G.M. was trying to get the grain auger of one of the storage bins unclogged. The father-in-law entered the grain bin to assist without any equipment in the same manner as the G.M. had. He was buried alive as the grain shifted under his weight and was unable to fight his way out. He was 82-year old diabetic without a CDL. Discussion? Does anything of this nature happen at your facility?**

**Item #2: Slips, Trips & Falls**

**Some of the worst injuries in our industry are the result of slips, trips or falls and preventing them takes discipline on every employee’s part. The primary goal of housekeeping is to eliminate all slip and trip hazards.**

**As season draws to an end for 2004, are all the your facility’s isle ways, electrical switch panel areas, stair cases, etc. free of debris, products, garbage cans, etc.? (All isle ways are to be a minimum of 42” wide and overhead doors and enter/exit doorways both are required to be 6” wider than the door to a minimum of 6’ inside the door.) Are your shops organized with all tools picked up and stored properly with flammables stored in a fire cabinet? It is everyone’s responsibility to pickup after themselves and cleanup their spills. Floors of a fertilizer & ag chemical facility need to remain dry or the worse is thought (chemical spill?). However other factors need to be revisited. Are there protruding nails or splinters in wooden decks and passageways. Has the concrete been cracked or deteriorated enough to cause a trip. What about those extension cords that were ran for a quick fix and are only legal under the construction standards for a 30-day period and will cause a trip or fall. Did someone relocate equipment (fire extinguisher, floor jack, etc.) to a wrong position that will cause problems?**

**We are also coming into that season were extra attention needs to be placed on the tracking of rain, snow and/or mud onto doorway floors? One back incident of an employee or especially a customer will pay for many doorway mats. Is the equipment and manpower in place for snow removal?**

**There are areas that pose higher-than-normal risks, but because everyone knows that they exist they are dismissed. Anytime there is an open pit, ditch deadheaded isle way, hole in the floor or other floor openings they are required to be guarded or covered and the guards are not there to be climbed on. Staircases of over 18” in height require a handrail and protection to keep personnel from jumping from them.**

**It is virtually impossible to list every instance that fits here, but these general rules should help as long as everyone realizes that it is also their responsibility. Before signing-off on this subject I must mention my pet peeve that has bit me more than once, that is the open file drawer at head or floor surface level. This includes the open kitchen cabinet door. Damn those can hurt! Funny when witnessed, but hurt!**

**Discussion (include incident reporting):**

**Item #3: Furnace Season**

**Have you checked your office unit prior to turning on the heat and remind your employees to do the same at home. Is the fire extinguisher properly located for the furnace? Discussion.**



## Record of Monthly Safety Meeting Form

Location: \_\_\_\_\_  
(city) (state)

Date: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Attendees: *(signed and printed)*

Print Name

Signature

Social Security Number

Print Name	Signature	Social Security Number

Items Discussed:

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Recommendations:

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