



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.



FEBRUARY 2004 MEETING MATERIALS

EMERGENCY RESPONSE and CONTINGENCY PLAN

A copy of your facility's 'Emergency Response and Contingency Plan' will be needed for passing around during this meeting. You will also need SHEP-VCR tape #3 that will explain what is found within the Plan itself. After the video has completed you may want to discuss some of the items that directly fit your facility, such as;

- Y Where are the gathering points for employees?
- Y Who is to count heads to ensure everyone is out?
- Y Who is to coordinate the command center and call the fire department?
- Y Who is to insure that the water supplies for the fire dept. are prepared?
- Y Who is to handle securing of the area with the local law enforcement?
- Y Who is to assist the manager with communications to include the emergency phone number with RM&C?
- Y Who is to coordinate the needed equipment needed to handle the incident (i.e., loaders, backhoes, man-power, PPE, floor dry, etc.)?

You will actually need to walk through a demonstration of an actual incident in order to actually identify what is needed and where. The above listed items were mentioned to get you started in the correct direction and the entire employee staff can be very valuable in this effort. However, you need to keep their thoughts close to the facility and actual possibilities when doing this. You will find that their thoughts will be on this exercise for quite sometime after this day is over.

MOUSE PADS and THE EMERGENCY PHONE NUMBER!

Managers

We need to start thinking of your employee training efforts for the fast approaching season and the seasonal staff that you may be using this year! Call to set up your dates for training now!



Record of Monthly Safety Meeting Form

Location: _____
(city) (state)

Date: _____

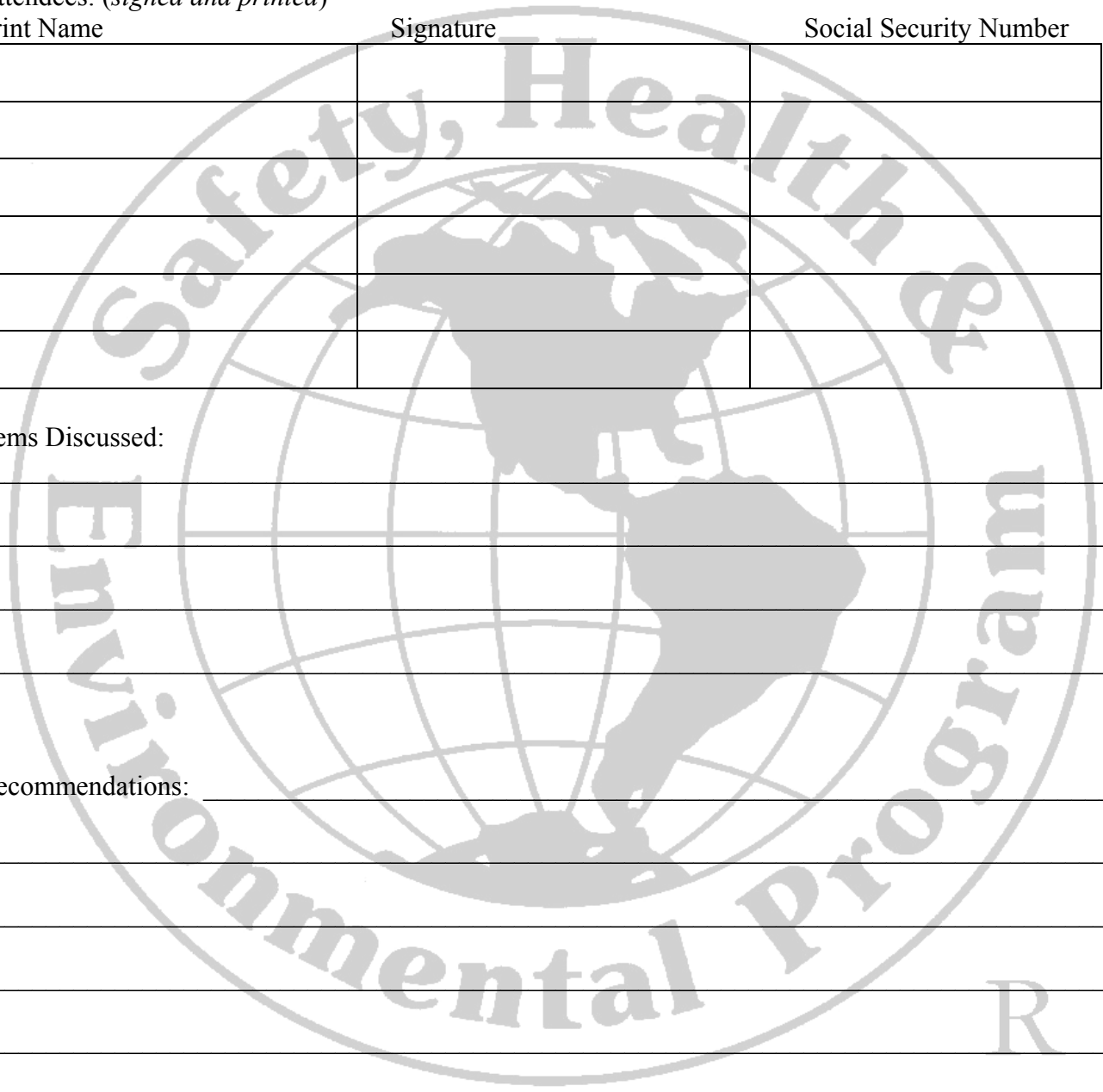
Conducted by: _____

Attendees: *(signed and printed)*

Print Name	Signature	Social Security Number

Items Discussed:

Recommendations:



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