



# 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.



## MARCH 2004 MEETING MATERIALS

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### FOLLOW-UP EMPLOYEE TRAINING

#### Ammonia Training:

- Those employees that do or will be working with Nh3 (ammonia) are required to be trained, both classroom style and hands-on
  1. You have received a copy of the Nh3 training videos that should be viewed by your employees working with the product.
  2. Once this is complete, a walk-thru of your facility's storage and load out area needs to be completed. In this walk-thru you should demonstrate an actual transfer. (Be sure that you are following the correct procedures for opening and closing valves. If you are unsure of yourself, review the video before hand.)
  3. The employee testing manual booklet has a fifty-question test to be completed. Unlike other tests, it is suggested that this test be completed as a group to insure that the employee understands the correct answer!

**NOTE:** If your facility is involved with the conversion process for manufacturing 10-34-0, they should also be trained HANDS-ON in the operations that fit and follow your procedures.

#### Front-end / Forklift Loaders:

- Annually your employees involved with either of these pieces of equipment should receive review training on them. The regulations require this training to be both classroom and HANDS-ON once again. This training will need to be completed outside the normal safety meeting time-period, but completed during this month in preparation for the seasonal rush. As seasonal employees are acquired, they will also be required by regulation to complete this training if they are to operate this equipment.
  1. SHEP-VCR Series #1 has an excellent training section at the very end of this tape. The video should be reviewed and then there are review tests included in the employee's testing handbook. Keep in mind that the correct answers are located inside this booklet at the center section.
  2. Once the classroom style training is completed, a hands-on training is required. This can be very simple to quit complex pending on your wants and needs. You can setup an actual training course for each to maneuver through or simply have them demonstrate their skills in the actual warehouse setting. As management, the government allows you to accept or deny the employees skill level. You are the person that will be accepting the liability of the employee using this equipment and thus you have to be satisfied with their operation skills!

#### **Managers**

The NA-Emergency Response Guidebook will be the subject for next month.



## Record of Monthly Safety Meeting Form

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

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

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

Attendees: *(signed and printed)*

Print Name	Signature	Social Security Number

Items Discussed:

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Recommendations:

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