



# 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.



## **APRIL 2004 MEETING MATERIALS**

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### **SEASONAL EQUIPMENT PREPARATIONS**

#### **SECURITY VULNERABILITY REQUIREMENTS:**

- **It is a new requirement this year that you or someone at your facility will always know the whereabouts of the vehicles dispatched from your facility and the routing that the driver of these units will be following. In the SOP (Standard Operating Procedure) that you were forwarded and have adopted, you were to develop a way of accomplishing this endeavor. It was suggested that the driver use some mode of communication and call in prior to leaving each delivery and proceeding onto another. Whatever you have developed to be your procedures, you need to review this once again with each driver.**

#### **N.A.-Emergency Response Guidebook:**

- **Each of your vehicles are required to be complete with a copy of the NA-ERG Handbook. The training procedure used during your employee training earlier this year should be repeated in simple form to once again remind your employees with the operation of this handbook. All employees should be witness to this example.**

#### **VEHICLE SAFETY EQUIPMENT:**

- **Many of your vehicles have been marked as out-of-service during the off-season and thus the safety equipment in each have not been checked when completing the SPCC checklist (File #6 for Forms). You need to have your employees insure that all the required equipment is available in each vehicle and that each is current for use.**
- **You may need to review the Post/Pre-Trip Inspection procedures for your vehicles during this safety meeting to insure that all seasonal staff are also updated in this procedure for your facility. Allow one of your personnel to complete this task in your place, but you need to remain present for this section**
- **You also may want to emphasize incident reporting with everyone at this meeting for a pre-seasonal review!**

**Have a Safe and Prosperous Season!**



## 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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