



# 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.



**Required Meeting Subject!**

## July 2004 MEETING Subject Materials

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### MATERIAL SAFETY DATA SHEET UNDERSTANDING

#### STEPS TO BE FOLLOWED:

1. Pick a product you are using this season and have not in the past. Pull the MSDS from file (print it from the chemical supplier's web or have your sales rep for that supplier fax you a copy). You may want to include the label for the same product.
2. The objective of this meeting is to present the MSDS so that each individual will understand the published document and where and how to get one. After handing out (in meeting format) or posting an MSDS (for non-meeting format) here are the units that need to be understood:
  - a. Section 1 will contain the name of the product and the manufacturer.
  - b. Section 2 will contain the hazardous ingredients of the product.
  - c. Section 3 is to list the physical/chemical characteristics (technical Info)
  - d. Section 4 will give the fire and explosion hazard data for the product
  - e. Section 5 will list the conditions under which the product can react dangerously, including stability, incompatibility & decomposition.
  - f. Section 6 is to list the health hazards for the product in which each employee is to be very familiar with prior to working with the product.
  - g. Section 7 will list the precautions for safe handling of the product.
  - h. Section 8 will list the control measures to use in keeping exposure level of the product low for employees.
3. The MSDS's for all products used and/or stored at the facility are part of the S.H.E.P. Filing System and can be found in 'File #5' (or where?).
4. A MSDS for any product can be obtained by contacting the employee's supervisor or \_\_\_\_\_ that is managing the program.

**SPECIAL NOTE:** Once the program is delivered each employee is to sign the attached 'Safety Meeting Attendance Roster' and this roster needs to be duplicated and placed in the safety meeting file and in File #5 as an extension to the employee's Right-To-Know training each year.



**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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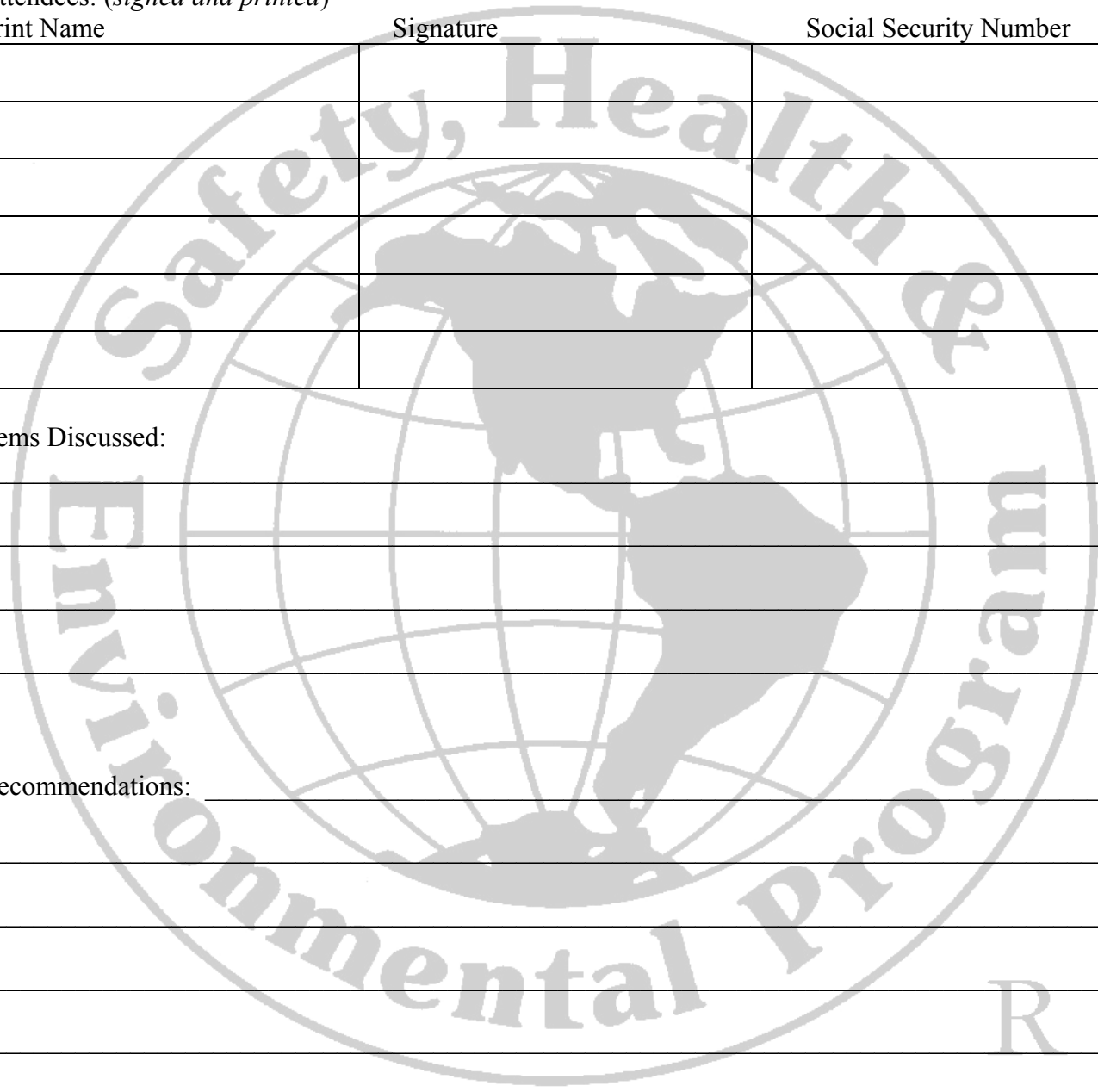
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