



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.



ITEM #1: Security Alert (Division of Homeland Security)

On August 18 a “Security Advisory” was issued and followed up by three of our four states issuing one of their own. It appears that in the past 30-days in advance of that there has been four separate and suspicious inquires for ammonium sulfate and ammonium nitrate fertilizers from dealers in the Midwest states as close as the last one in the Twin Cities area. Homeland Security personnel has requested that you review the following with each employee at your facility:

Report any unusual attempts for purchasing large quantities of fertilizers or agricultural chemicals by unknown or unusual customers. Have your employee note the description of persons involved in suspicious activities, record telephone numbers and if vehicles are involved, take note of the license plate numbers and vehicle descriptions. This information should be reported to your local law enforcement agency and

The FBI’s anti-terrorism hotline at (612)-376-3200.

Item #2: Security Assessment Documentations

Late last year, you all were presented with the SHEP – Security Assessment SOP (Standard Operating Procedure). You were alerted that the one piece of information we couldn’t complete for each of you was “how you would keep in touch with vehicles transferring hazardous materials”. It was our suggestion that you know the route prior to departure for each vehicle and on numerous customers routing, have the driver call from the present customer’s facility or farm prior to departure and making their way to the next delivery (unless your vehicles communicate by two-way radio and then use them). Checks are being completed throughout SD, MN and IA as you read this by the state DOT Division. You will need to be able to show some type of documentation to prove your knowledge of the vehicles in check.

Call me immediately if assistance is needed!

Item #3: Seasonal Housekeeping

It is that time of the year when you as the GM/Owner should be taking a tour of your own facility with a clear head to enable you to see what needs to be either cleaned-up after the season rush or prepared prior to the winter season coming on. Many of you delicate this responsibility as they should be, but follow up is the key ingredient.

Where did you leave off with the SHEP-Audit Forms? Now is the time to ensure that these are completed by your personnel and reviewed by yourself. RM&C will be initiating their tour to review and sign-off on these documents. Please remember the priority rating we assigned to the uncompleted items during the orientation program; 1- for items to be completed within the week, 2- for items requiring a month or so and 3- for items requiring a year or better. Many of these should be accomplished at this time and need to be documented as such for proof of “Your Good Intent To Comply With Regulations!”

(Note: RM&C facility tours are to begin this month for a few of you.)

