



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.



Safety Meeting and Materials – March 2005

ITEM #1:

'Emergency Response and Contingency Plan' documentation

Take a copy of your 'Emergency Response and Contingency Plan' and post it for all employees to review. Address the fact that this has the most current list of hazardous materials that they may encounter in their normal workday. Also post a sign-up list for a safety meeting (final page of this message) for each employee to sign once they have completed their review of the plan. **DO NOT** post the original Plan as it will disappear and you won't have the original to make another copy from. You may want to give them a week to complete this so that everyone has a chance to review it. A copy of this sign up roster then needs to be placed in file #6 under safety meetings held and an additional in file #5 for the R-T-K required training.

ITEM #2:

Seasonal Equipment Check

For those facilities that remove the safety equipment from the vehicles in the off-season, it is time to replace it. You should assign the task of checking the equipment in each vehicle to those responsible for them throughout the season. The form for this monthly task follows the safety-meeting folder in File #6 of your 'SHEP-Safety Filing Manual'. Before sending your personnel out to accomplish this task, review the steps contained on the 'Driver's Contingency Plan'. This single page form can be found on the final inside page of the facility's ER&CP, inside the Blue-Jean Kit with all the DOT handbooks required and inside the vehicles SPCC (Spill, Procedure, Containment and Countermeasures) bag of equipment. Remind them that it is essential that when a new employee is being shown around the facility once being hired for the season, that this must be reviewed with them also and it is the full-time employee's responsibility to do so.

ITEM #3:

Safety Equipment Orders

The NA-ERG (North American-Emergency Response Guidebook or Yellow Driver's Handbook) has a 2004 edition that is available. For those facilities wanting to update to this latest required edition, please send me an e-mail with the number of units you are requesting and they will be sent out within that week.

For those facilities requesting the Driver's Blue-Jean Kit with all the required DOT instruments (handbooks, etc.) or the SPCC Kits (now the plastic bag for placement behind the driver's seat) please request these early so that they can be made up and shipped in time for season.

ITEM #4:

CDL License Updates

There has never been such an animal as a temporary CDL with a HazMat endorsement. Check with your local license bureau, as many are allowing renewal of CDL's with endorsements to be completed without the required background checks & finger printing prior to May 31 presently.



Record of Monthly Safety Meeting Form

Location: _____
(city) (state) (Division)

Date: _____

Conducted by: _____

Attendees: (*printed and signed*)

Print Name

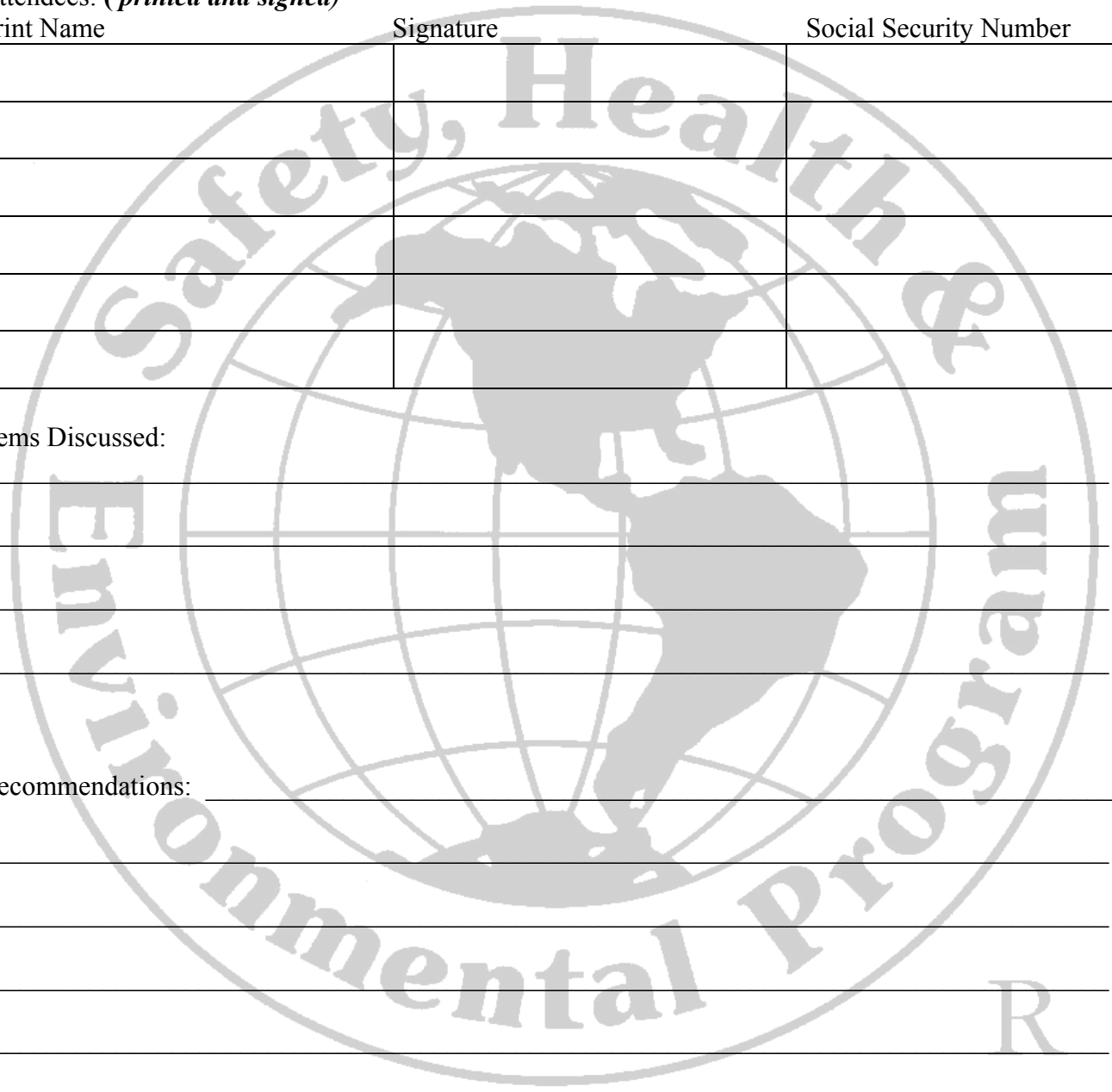
Signature

Social Security Number

Print Name	Signature	Social Security Number

Items Discussed:

Recommendations:



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