



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.



ITEM #1:

'Right-To-Know' Specifics

There are a couple words that you will find on a MSDS (Material Safety Data Sheet) that you need to be aware of in our industry in order for it to make some sense. The first that needs explaining is 'Flammable vs. Flashpoint'.

Flashpoint simply refers to the lowest temperature at which a flammable liquid can give off enough vapors to ignite. A combustible liquid has a flashpoint above 100-degree F. and a flammable liquid has a flashpoint below 100-degree F. However 'Flammables' come in different varieties.

- Class 1 Are simply flammable liquids. (Namely pesticides for us.)
- Class 1A Are flammable liquids having a flashpoint and boiling point below 73 F
- Class 1B Are flammable liquids having a flashpoint below than 73 degrees yet a boiling point below 100 degrees F. (A major number of flammable pesticides.)
- Class 1C Are flammable liquids with flashpoints at or near 73 F yet below 100 F.
- Class 2 Are combustible liquids with flashpoints at or above 100 F yet below 140 F. (These would include solvents and kerosene.)
- Class 3A Are liquids with a flashpoint above 140 F
- Class 3B Are liquids with a flashpoint at or above 200 F.

NOTE: For those thinking DOT, now you understand why a "Flammable" placard can be used in place of a "Combustible" unit. The emergency response would be the same!

STORAGE OF FLAMMABLES:

Each Flammable liquid used in a shop should be stored in a cabinet (either metal or at least 1/2" plywood) with a flammable marking on it & kept closed.

- Only dispense one container at a time.
- Finish that container before retrieving another.
- Maintain tight lids at all times.
- Never dispense flammable liquids around ignition sources or store them near heat sources. (At least a 2' area around space heaters minimum.)
- Never transfer these liquids by using pressure on their packages.
- Never leave them lying around during a job.

Maintain pesticide containers in their proper warehouse especially if they're flammable or combustible and maintain the proper NFPA 704 diamond at this sight. (You may want to explain the four color diamond or have a fire-person complete this portion of today's training.

ITEM #2:

Health Notice!

The newest form of drug has once again hit the industry. Apparently, personnel are stealing the dust-cleaner (Computer Air) used to clean the keyboard as a drug. The user snorts the air into their lungs giving them a "high". This air is heavier than normal air and replaces the oxygen going to their lungs and is very FATAL. Keep low quantities around and watch for missing units especially when kids are around! We don't need additional liabilities.



Record of Monthly Safety Meeting Form

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

Date: _____

Conducted by: _____

Attendees: (*printed and signed*)

Print Name

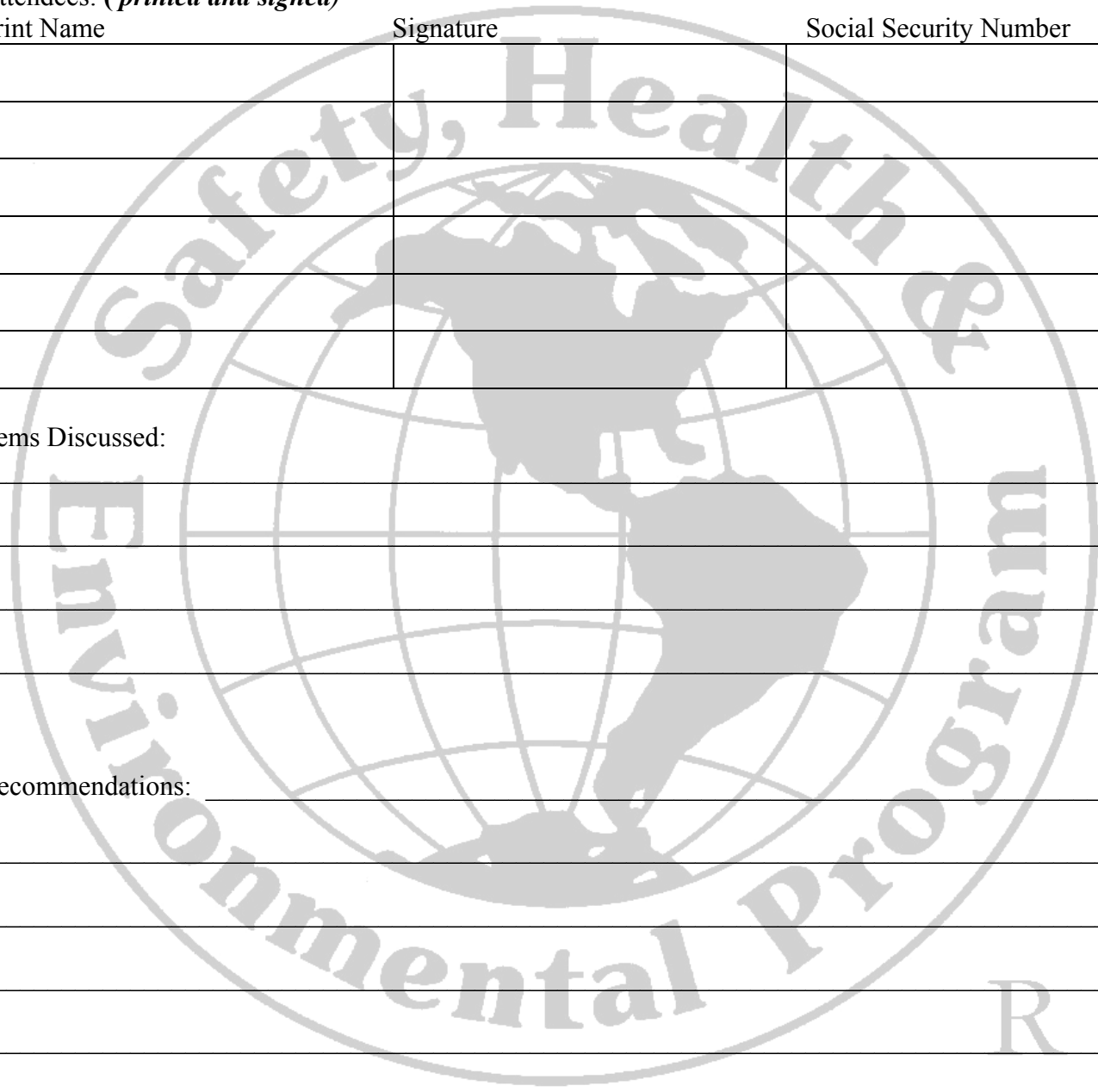
Signature

Social Security Number

Print Name	Signature	Social Security Number

Items Discussed:

Recommendations:



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