



# 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 – November 2005

### **ITEM #1:**

#### **Drivers and Security Program**

All managers should have received a mailer in the last week that addressed the ‘Security Vulnerability Assessment’ program of the Dept. of Homeland Security. As mentioned in my cover letter, this regulation is not the one to mess with! The federal government has identified their ‘Top 10 List’ of the most vulnerable targets for terrorist and the food chain, pesticides and water protection in listed as one, two and three. States not completely complying with this presidential act will loss federal funding until they are in line with the requirements.

You should have completed the questionnaire with the ratings and if you did not complete it with your staff, at list explain it to them during this meeting. If you are planning on answering it with your staff, now is the time to do so! Remember that you are answering as if you were governor of the state.

In addition, now is the time to stress the importance of knowing the whereabouts of each vehicle when transporting a hazardous material along with the routing that is required of them to use (i.e., away from public areas, directly to the delivery point with the hazmat, etc.).

**NOTE:** Be sure and make a copy of the agenda and sign-in roster and place the second copy in File #1-D with the facility’s security materials.

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### **ITEM #2:**

#### **Cold Season Preparation**

The fall season has really spread out over the month of October and into November now and it will cause problems when the cold weather does hit. Some time should be used in drilling the staff on preparing the equipment and its proper storage area ahead of time. This is your opportunity to get your message across to each.

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### **ITEM #3:**

#### **Customer Safety & Reporting**

In the last five-weeks there has been three accidents called in requesting assistance with a customer incident/accident. All accidents should be treated alike and with utmost in care, action, and documentation. Use your ‘Incident Report’ form to capture as much information as possible regardless how minor the incident may appear. **“IF YOU HAVE THE DOCUMENTATION (INCLUDING PHOTOS) YOU WILL NOT NEED IT!”**

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**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:

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Recommendations:

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