



# 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 – 2005 February

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### WINTER WEATHER DRIVING PRECAUTIONS

#### CARRY EMERGENCY TOOLS:

- ↓ A window scraper
- ↓ Extra windshield washer fluid
- ↓ Snow shovel
- ↓ Bag of sand, kitty litter, or fertilizer
- ↓ Blanket and water
- ↓ Flashlight

#### COLD WEATHER INSPECTION TIPS:

- ↓ Make sure the windshield washer is working properly and the reservoir is full.
- ↓ Be sure that the radiator has the proper level of antifreeze.
- ↓ Be sure to check the wiper blades prior to the freezing weather periods.
- ↓ Keep all tires fully inflated with sufficient tread to handle slippery conditions.
- ↓ Batteries should be fully charged and replaced if there is any doubt of their condition.
- ↓ Door locks should be treated with deicer.
- ↓ Half-tank fuel supplies should be followed and the fuel system should have antifreeze additives added periodically during refueling. In addition, injector cleaners should be used prior to extreme weather conditions for vehicles having fuel injection systems.

#### MAXIMIZE VISIBILITY:

- ↓ Clean off headlight and taillights before trips and during fueling process.
- ↓ After snow falls, clean your vehicle of all snow prior to travel for your vision, the vehicle behind you and the wondering traveler. Make yourself seen!
- ↓ Use wipers, defrosters and headlights properly and responsibly during storms. If your wipers are required, then the law states your headlights are also required!

#### WHEN VISIBILITY IS POOR OR ROADWAYS ARE SLICK:

- ↓ **REDUCE SPEEDS**
- ↓ Increase you distance between vehicles
- ↓ Break gently
- ↓ If you skid, steer in the direction of the skid and slowly turn the direction you want to go.
- ↓ Remember that bridges freeze much faster than roadways.
- ↓ Bottom of hills may not be frozen, yet tops are at the same time.
- ↓ Use your defroster so that precipitation doesn't freeze on contact.
- ↓ Keep headlights on even if you can see, so that others can see you!
- ↓ Remember that four-wheelers don't stop any faster than their counterparts.



## 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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