



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' to set a standard.
 - a. It is suggested that an early time period be used and the possibility of donuts and coffee be administered to lighten the atmosphere, yet gather full attention. (SUGGESTED: Wed AM Meeting Period.)
 - b. An attendance roster needs to be kept documenting 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 in 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 or the Safety Committee would like addressed, and
 - iii. 5-minutes for the employees to voice their findings. This third period needs to be kept to strict guidelines with 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 maintained in SHEP-File #6 for facility 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. Samples are available with your 'Safety Filing System' manual behind tab #6.

Required Meeting!



Safety Meeting and Materials – January 2006

OSHA 300 Review & Workman Compensation Requirements

Each of you should have had your facility's OSHA 300 Form completed this week and it should contain your signature documenting its requirements. You now need to review the facts that it presents representing your facility without mentioning personal information or using anyone as an example. At the same time you need to use this time to complete the other requirements of the standard that are your responsibility. These are listed in order below:

1. If you had us complete your annual Right-To-Know training for you, it was opened with the orientation page that listed many items and are all contained inside the "SHEP - Employee Training Booklet". One of these items included the reporting requirement of the to notify his/her supervisor within that 8-hour working period of any injuries suffered. **THIS NEEDS TO BE RE-EMPHASIZED AT THIS TIME!** This is the employee's way of locking-in their 'Workman Compensation' benefits as instructed by the federal government. It is your responsibility to instruct employees on this each year and document their acknowledgment of the notification.
2. You also have a 72-hour requirement for placing your insurer 'on notice' of an injury with a report. This 72-hour period may be a longer period by other state regulations, however the shortest is 72-hour and thus what we use as our baseline time limit. All insurers have their own special report that asks for different information that they require, however the OSHA 301 report that you received in your package from us last week also can be used for this purpose. The original of either of these reports used along with the "SHEP – Incident Report" (a strictly internal company report) are required to be maintained within the employee's file (TAB #2 of your filing system). Copies of the forms also need to be maintained with the OSHA 300 Form in file #4 of your filing system. Each of these incidents needs to be numbered for easy tracking regardless of its level of seriousness (Reportable and Recordable alike). We have always suggested the year (06) followed by the incident in chronological order (01, 02, etc) be used. Any reports (i.e., doctor's report, witness statements, etc.) all should contain this same incident number and thus things stay in their proper folder especially after a period of time.
3. Any RECORDABLE injuries then need to be added to the current year's OSHA 300 Form. (If at anytime you have questions on the injury's nature or follow-up needed, my direct line is always open to keep these records current. This is a heavily citable item!) The number of the incident as assigned on the incident report is to be used.
4. At the end of the year, all incidents are required to be compared to the former year's documents on; Lockout/Tagout Permits, Confined Entry Permits, and Hot Work Permits for a review to insure that the written "Standard Operating Procedure' on each was followed and is sufficient or in need of review to prevent re-occurrence!
5. The OSHA 300 and OSHA 300A Forms are to be maintained for no less than a five-year period and at the end of each year's posting requirement of the OSHA 300A Form, the copy of the incident report for each listing needs to be attached to the Form for documentation over that 5-year period. The original reports within the actual employee's file may not be destroyed until meeting the statute's limitation.

If you need my assistance in the matter – DO CALL!



Record of Monthly Safety Meeting Form

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

Date: _____

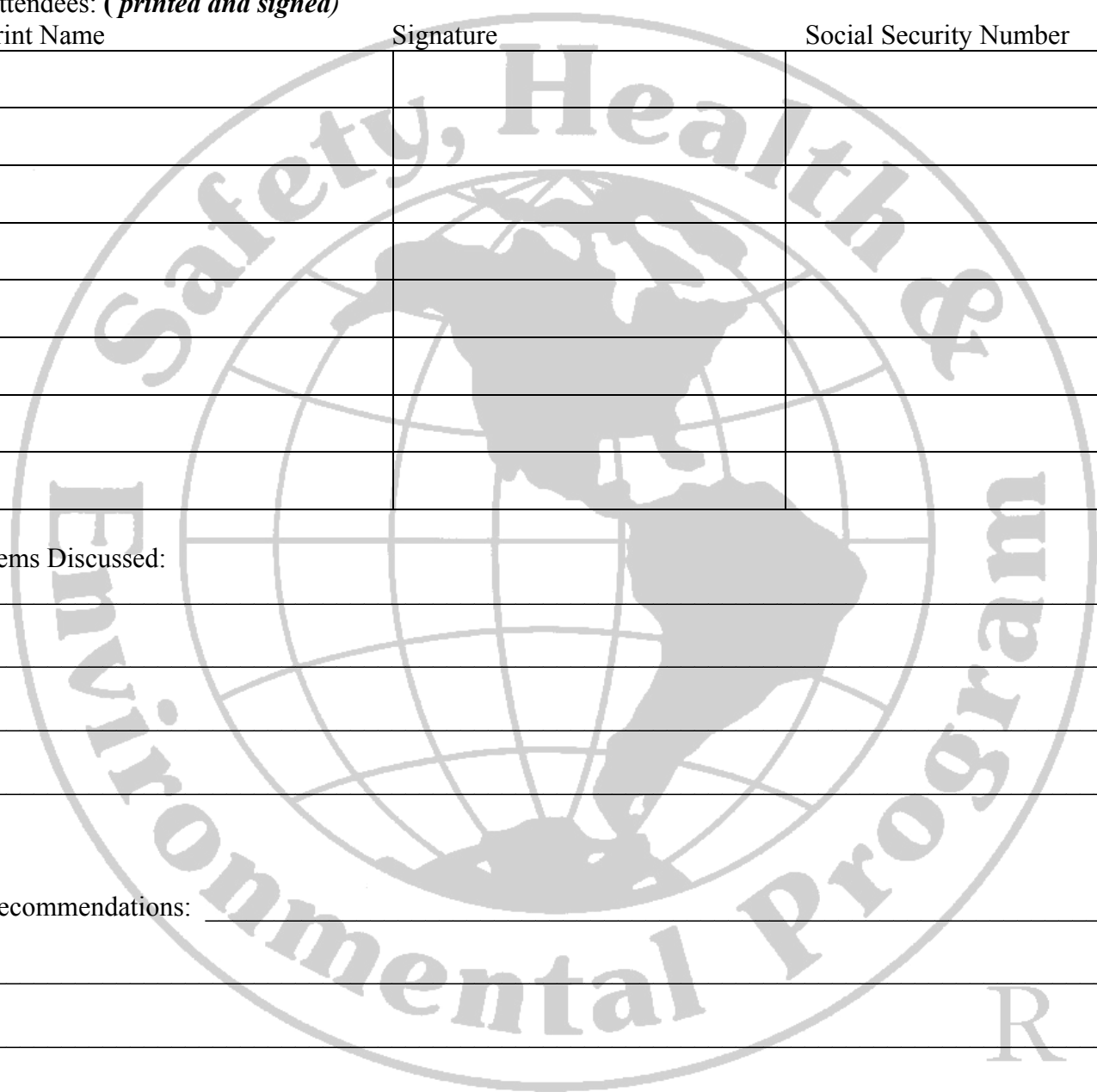
Conducted by: _____

Attendees: (*printed and signed*)

Print Name	Signature	Social Security Number

Items Discussed:

Recommendations:



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