



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 – February 2006

1) Emergency Response and Contingency Plan Updates

The 'Emergency Response and Contingency Plan' for your facility needs to be reviewed by all facility managers at this time of the year for any changes it may need such as; additions completed at the facility and not included, new or different chemical representatives and their personal phone listings, your personnel changes and the jobs allocated to them within the plan along with their personal numbers, etc.

You then need to have the plan reviewed by each employee! Either within a meeting period when you can cover everything or individually by hanging the posted plan out and having each employee sign-off on their review of it. You can expect the Dept of Ag to request the viewing of this signature document this year. The key here, is when we complete your 'Orientation – Right-To-Know' course this year for your employees, we can expect that this subject has been accomplished. Your original plan should be kept in File #7 of your Safety Filing System. Inside the front cover you will find where the other three copies are to go. Be sure to replace all of them when making changes!

2) Security Vulnerability Assessment Procedures

The Manager's 'Security Vulnerability Assessment' plan also needs to be brought to date with any changes made within the facility over the past year. This plan should be found in File #1 (d) of your Safety Filing System and needs to be reviewed and dated when accomplished. PLEASE keep in mind when reviewing this – the same as when you completed it – that you are the governor of your respective state and you are rating the facility according to the need of priority, you as governor need to apply against the facility. You are to review your ratings with your employees to gain their assistance in planning against a terrorist deed at your facility.

Anyone needing a new assessment plan, simply call me and we will send it.

3) Mailing Instructions !!!

The updated copies of both the 'Emergency Response and Contingency Plan' and the 'Security Vulnerability Assessment' plan are to be mailed by REGISTERED MAIL to the local fire chief and the State Emergency Planning Coordinator. You should also include your LEPC even if the regulation doesn't call for it. You don't want to skip a link in the chain of response! You are sending them registered mail so that you can prove you complied with the regulations. You should attach the mailing stub to your original plans within your filing system.

4) Meeting Dates for your facility's Orientation/R-T-K Course

It is not too early to start thinking about your employee training dates. Give me a call directly at (712)-253-4066 to schedule your facility.

If you need my assistance in this matter or any others – DO CALL!



Record of Monthly Safety Meeting Form – File #6

Location: _____

(city) (state) (Division)

Date: _____

Conducted by: _____

Attendees: (*printed and signed*)

Print Name

Signature

Social Security Number

| Print Name | Signature | Social Security Number |
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Items Discussed:

Recommendations:

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