



## 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 Subjects!**

## **Safety Meeting and Materials – March 2006**

### **1) Manager's Safety Audit Program**

In File #1 of your 'Standard Safety Filing System' manual you will find some 24 pages of NCR paper checklist audits that are to be completed each year. We developed these for various reasons, but most importantly to comply with the standards areas requiring a manager's audit of their facility.

In preparation for season, it is very timely for you the manager to have these completed either by yourself or delegated to the responsible party for each area and then reviewed and signed off by you as manager.

**NOTE:** This is the single biggest item used to accommodate your intent to comply with all DOT, EPA & OSHA regulations and has been used many times in a court of law or worker's compensation hearing to prove your "Good Intent". I will be using these same documents to complete our audit of those facilities due this year.

---

### **2) DOT – Driver's File Seasonal-Update**

As mentioned in an earlier e-mail the follow instructions should be followed to insure that your DOT files for each driver are up-to-date. This meeting should be conducted by whoever maintains the 'Standard Safety Filing System' for the facility, but assistance in opening may be needed from the facility manager to get the meeting kicked-off to the proper and timely effort.

**NOTE:** Many locations that have just come aboard the SHEP Services program may want to complete a whole new set of records in the same manner. **PLEASE READ ON.**

- 1. Get all drivers together for a single gathering and pass out their current DOT file WITHOUT opening it until told.**
- 2. Pass out a new DOT-File to each.**
- 3. In the front of each new file there is a checklist (and if using the SHEP Files it is also printed on the inside of each folder).**
- 4. Have each driver pull from there existing file the titled page you call for and only that form as it is called turning it upside down to stay in the order that it is called. You are only to proceed onto the next page when everyone has the previous one named. If a driver is missing an item, have them take the new one from the new file and complete it at that time.**
- 5. Once finished, you will have everything needed in the file except a copy of their current driver's license for the "Road Test" proof. As soon as it is added your will have the new files. I would have them place it in the new file having complete the heading with their new driver's license number (Instead of the former Social Security Number).**
- 6. Have them go through the remaining items not taken from their former file and if they have concerns about pitching it away have them bring it to your attention. Otherwise you can discard the remaining items.**

**REMEMBER:** By regulation – these files are the property of the DOT and you can only be inspected with what is in them! Reminder – never let a file leave your facility by anyone with out copying it first and then only the copy should leave. Keep the original for your documentation!

**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

Items Discussed:

---



---



---



---

Recommendations:

---



---



---



---

R