



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:

Contingency Plan

Last week (19 MAY 06) one of our client locations (a lot like your facility) had one of their vehicles tending their floater run off the road by a school age driver about the time of school dismissal. In an effort to pull the truck back on the road, he over corrected pulling back on the pavement with the liquid load and lost it tipping the truck and tank onto the pavement and sliding some additional 40-feet on its side down the center of the pavement. The roll over and slide caused the stainless tank to begin a leak on one of the welds. To add to this scene, the liquid fertilizer was impregnated with a couple of chemicals.

The driver was injured, but was able to contact the floater driver by electronic communication, which in turn called the facility for assistance. One of the partners of the facility responded with additional staff, but not until they had quickly completed an analysis of what they would need upon arrival. Not only did they take another bulk liquid truck and plumbing, but also the pallet of floor dry from their contingency area and the gloves, goggles, wet suits and respirators from the facility's 'Emergency Response Board'.

Upon arrival, the county's deputy sheriff met them and short by the Dept. of AG representative controlling traffic and overseeing the response. The manager and the employees were able to isolate the spill (some 400+ gallons) to the road using the road's edge and the floor dry with the employees protected. The load was off loaded from the wreck saving some 1500+ gallons that was taken to the original field for application. The remaining product on the road was mopped up and floor dry swept. This damaged product was loaded into a dump truck and taken to another employee/client's field for application once permission was received from the state DOA and DENR.

WHY SHARE THIS WITH YOU NOW?

This particular incident has received high praises from representatives of the SD-DENR not only for the coolness in which it was handled, but for the quick response with the appropriate personnel and equipment to handle the scene. The training and preparation conducted at this facility on the 'CONTINGENCY EQUIPMENT' and 'SPCC EQUIPMENT BOARD' has been greatly stressed in conversation with the state personnel.

Managers: When you prepared your facility's "Emergency Response and Contingency Plan", it was emphasized to prepare the contingency planning for the worst- case scenario. This included the equipment for the SPCC Equipment Board (attached drawing). Many suggestions were given both within the video and in person. These included;

If on a city street with drainage – a pallet with sand bags and spreader tarps to block them off.
Country locations with drain conduits – enough plywood to block them off.

Drainage ditch on the front? – Use a facility sign on a perch of soil that can be pushed in the ditch blocking drainage.

But most of all the pallet of floor dry (clay type) that can collect a spill and be applied!

Job Well Done – Chester SD Staff!

Cold Season Preparation

Policy: SPCC (Spill Response) Equipment, Facility

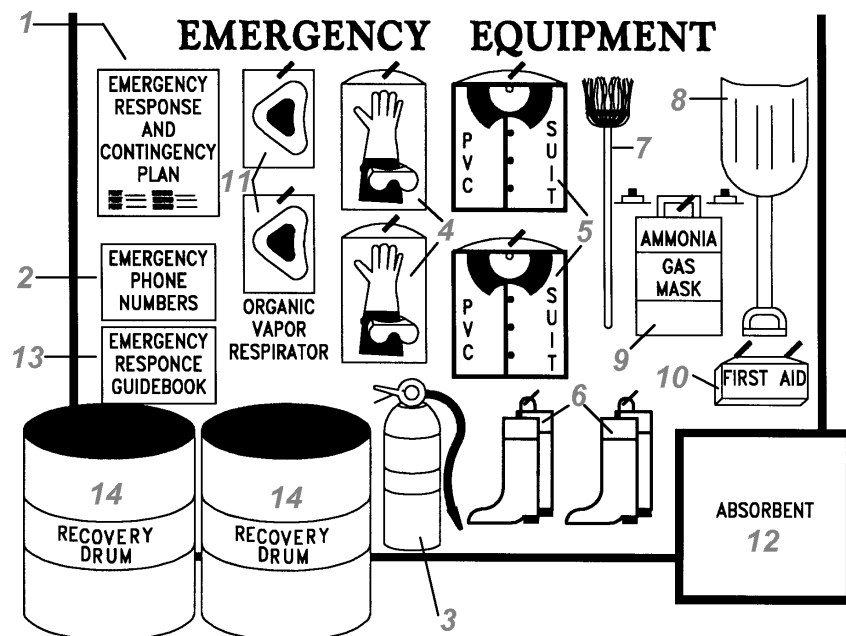
Purpose:

It is suggested that each facility storing agricultural chemical, bulk fertilizer or hydrocarbons (oils) meeting the SPCC regulation limits or higher has a board as shown in the drawing below with the REQUIRED equipment as shown. The drawing exemplifies a typical board for facility personnel to be able to actively respond to a spill, plan contingencies and/or counter measures.

Procedure:

We strongly suggest that this board be in a general area so that these items are available for employee and customer emergency. At a warehouse, it is suggested to be located in either the main office or load out area; and at retail locations, in the general area of business, the main office. This will enable your customers to view this board, assuring them that we intend to protect our employees, customers, and the environment in the case of an incident.

Each item in the drawing is listed below with explanations on the specifics. (SEE Tab VI of the Standard Safety Filing System Manual.





Record of Monthly Safety Meeting Form

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

Date: _____

Conducted by: _____

Attendees: (*printed and signed*)

Print Name

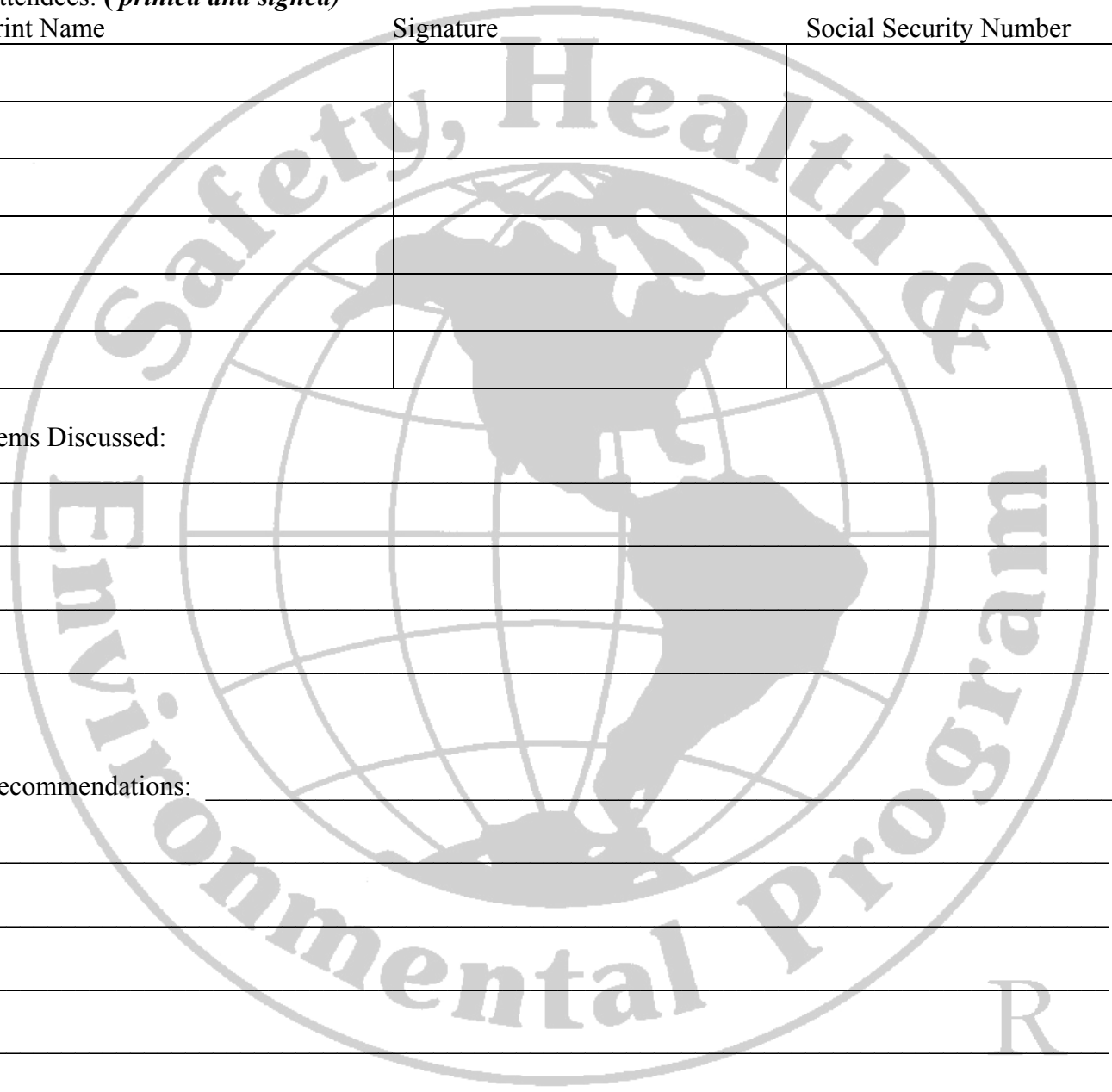
Signature

Social Security Number

Print Name	Signature	Social Security Number

Items Discussed:

Recommendations:



R