



## 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.



## Safety Meeting and Materials – JULY 2006

**Required Subject!**

### 1) Safety Committee Material

In each state, there is in one manner or other, a requirement for Safety Committee Meetings. The least of objectives that will meet the requirements is the following; 1) reviewing any and all incident reports for further investigative work and 2) review to eliminate any reoccurrences.

Here are the stats for the first half of the year for this geographical area:

- A. We had three pulled muscles; a back due to employee misuse, a pulled shoulder, and a pulled finger.
- B. We only had one cut and abrasion and it was caused by equipment and required stitches.
- C. There was one acid burn to the leg caused at the opening of the railcar probably due to being rushed without proper splash equipment.
- D. **HERE ARE THE BAD ONES** – We had four vehicle incidents that resulted in four spills of hazardous material mixtures off property. It doesn't appear that these were caused by faulty equipment at all, but more so personnel caused. We will be developing a defensive driving program as a Train-The-Trainer program for the fourth quarter training yet this year.
- E. Two other spills on property not involving vehicles, yet the lack of personnel training seems to be the cause.

Review this information with at least your full-time personnel and record the attendees in both the safety training file as stated on the earlier page and also with the incident file in File #4 of your Safety Filing System.

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### 2) Calendar Safety Message

The August page of your wall calendar expresses the need for the proper tool. This is the time of the year that many repairs not made during the rush is being completed now. Insure your personnel are using the proper tools to complete the job at hand (i.e., using open and close-end wrenches or sockets versus channel locks, etc.) The one serious cut requiring stitches listed above for this year is the exact results of this problem. Use your calendars and see if any one is reading the info on them and look at the stats in the bottom R-H corner. Be sure that your full-time staff is watching the seasonal personnel as supervisors. Each one of these costs!

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### 3) Heat Stress versus Stroke

Last year about this time we felt the sting of three heart attacks. This is a little different than what you need to relate with this title, but a separate e-mail with a poster and handout has been forwarded to address everything in a proper manner. It does stress the age problem of employees that many face. Make sure to address it in a constructive manner then document it!

**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

Items Discussed:

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Recommendations:

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