



Safety Monthly Meeting Agenda

INSTRUCTIONS:

1. Pick a time for each month, which the majority of the facility staff can be and are required to be present 'NO MATTER WHAT OTHER ACTIVITIES'. This will set a standard that your employees will keep you on.
 - a. As a suggestion, an early time period is used with the possibility of donuts and coffee be administered to lighten the atmosphere, yet gather full attention. (SUGGESTION: Wed. a.m. 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 and should be kept by an employee representative signed off by management.
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 your 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 or as directed.
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 – August 2006

ITEM: 1 – Safely Driving Habits As Schools Begin Fall Sessions

Students are not the only ones who have to make adjustments when schools reopen. Your drivers need to make some major changes that the summer months have brought on. The driving environment presents a variety of serious hazards;

- Children behaving unpredictable with good weather,
- Changes in speed limits and warning signs,
- New areas of traffic congestion not present throughout the summer.



As the kids go back to school, your drivers must go back to stricter driving rules. Whether they drive a tractor-trailer, ten-wheeler, applicator, or even the sales pick-up they will need to take special precautions as they travel in or around school zones.

School Zones: Warning signs are usually posted several hundred feet before you enter a school zone. They are there to warn you of the upcoming hazard and speed zone. Reduce your speed and use extreme caution when passing if required to do so. As a driver, consider alternate routes to eliminate delays and hazards.

School Crossings: Pay particular close attention to school crossing signs or blink warning signs telling you that children will be near the roadway. These payment areas may have paint or crossing personnel to help control traffic, but keep your speed low so you are able to stop.

School Bus Stops: You can have school bus stops anywhere along your routes and probably are not marked. Be cautious during the proper times of the day especially when traveling around school buses.

It is a fact of life that school buses make frequent stops, so when following one maintain a safe distance and never pass a stop school bus. You already know that each stop children will be getting off and may dart out into the roadway unexpectedly. **We had one driver that ran over a child last year and you can only image how he feels regardless of who was at fault.**

Traffic Congestion & HazMat Zones: School zones will present traffic congestion at certain times of the day! Be prepared for delays if you use these routes. Keep in mind what you are carrying. Many drivers in the rural areas of the Midwest tend to ignore (through routine) the regulations requiring them to use alternate routes when carrying hazardous materials. However, it needs to be strictly adhered to during school hours. No facility wants to even calculate the costs of a hazardous material spill in a school area and the decontamination one needs to go through.

Expect the Unexpected!

ITEM: 2 – MSDS Review (Be sure to file an additional roster in File #5)

Please select a product new this year to your facility and make enough copies of the MSDS for each employee. Review the MSDS during the meeting.

Required Meeting!

This review does not need to be completely thorough, but needs to address the separate sections generally set-off with individual headings. (Suggestion: These will be the same headings that are shown on the booklet handed out during the R-T-K meeting and requested to be posted.) Everyone needs to be aware of where these MSDS sheets are stored and how to reference them within your filing. Be sure to document these section of the meeting into file #5 of your Standard Filing System.

ITEM: 3 – Air Powered Tool Checklist

Most states' Bureau of Workers' Compensation offer a pre-task checklist and tips for the use of hand tools and even a stronger set for air-powered tools. Here are a few of the most important items;

- Check the tool for loose parts
- Check the air strainer for cleanliness
- Lubricate the tool with a high-grade, light machine oil
- Check all fittings for tightness and locking devices
- Check for all properly install guards
- Always shut the air off when changing tools!

If you need my assistance in the matter – 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:

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