



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 – Fall Seasonal Preparations - Items that need to be checked!

Each year there are a few of you as managers, that ask us for a checklist to help with your priorities in getting ready for the fall season with personnel, equipment, regulations and the like. Here are some of the easier items and many that are required to be accomplished monthly.

1. Starting with the monthly equipment checklist – (File #6 has a checklist designed for these)
 - a. The gas masks cleanliness, canister dates, and positioning all need to be checked prior to season. This is especially a priority for those of you moving ammonia and all of you restocking bulk chemicals. Included with this item should be the respirators in each vehicle. Have they been removed and/or used without restocking this year?
 - b. The facility fire extinguishers all need to be inspected on a monthly basis but especially now prior to the fall season with the next break being in the winter months. Has their positioning been blocked by product, garbage cans, workbenches, etc. Again this should include the vehicle units.
 - c. All other vehicle equipment that includes; the SPCC bag containing the gloves, goggles, the above-mentioned respirator, the 10-unit first aid kit, their mounted fire extinguisher, the ‘Blue-Jean Kit’ with the three driver’s handbooks and pre/post-trip log book, a copy of the company’s HazMat registration w/ the DOT.
 - d. Inspection for fresh water in the dunk tanks and the operation of any deluge showers that would include availability and cleanliness. Those storing ammonia, please remember to remind your personnel that water is required to be present anytime that a transfer between any tanks is initiated!
 - e. Someone needs to inspect the first-aid supplies in the facility’s main first-aid kit. Again, please remember that this can be completed through your local fire department’s EMT staff during the annual visit of your location. In addition, now is the time of the year to insure that someone at the facility has been trained in basic first-aid and CPR or so you can get someone scheduled for this training through the winter months.
 - f. Inspect all fire exit routes and door operations, markings and lighting.

Expect the Unexpected!

ITEM: 2 – Industrial Lift-Truck Equipment Inspection (Forklifts & Skid Loaders)

Now that everyone at each facility has had a chance with us to get their three-year certification for operating your industrial lift-trucks very recently – it is perfect timing to complete the inspections that each has learned during their training period.

- g. For that facility that does not maintain a maintenance folder on either the forklift or skid loader, a quarterly inspection needs to be completed. Each person attending the certification course is returning with the picture form to accomplish this. Each manufacturer has a copy of the form that they suggest on file on their web page. Download and print a copy for the maintenance folder of each.
- h. The refueling stations for these units are required to be well ventilated during refueling operations. Suggestions were offered throughout the training course and needs to be applied at your facility.
- i. Last but certainly not least, the dock plates and wheel chocks for the forklift use during loading and unloading at the docks need to be inspected for presence and damage.

If you need my assistance in any of these measures – 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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