



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.



Required Meeting Subject!

Safety Meeting and Materials – October 2006

ITEM: 1 – Fire Safety Month - October of each year!

Regulations within various laws require you as manager of the facility to entertain fire drills. Yea – the same as in grade school! But this should not be the real reason for actually conducting one within your facility and among your employees and even your E.R. Agencies.

Let us set the stage. On Friday of this week blow your fire alarm and record their response indicated here. What can you expect?

_____ Your ‘Emergency Response & Contingency Plan’ specifies an alarm. Will your personnel conduct themselves properly?

_____ Your personnel are to report to an identified primary location. Be there and advise them to proceed to the alternate without telling them where that is (again within the ER&CP).

_____ Someone within the group has been assigned the duty of counting heads to insure everyone is out of the facility before actions take place. Prior to the drill, take a seasonal employee aside and advise them to lay down wherever they are when the alarm is sounded. Is the person missed in the head count?

_____ Who is your facility’s Emergency Coordinator? How many know? Once he/she has been identified, give them a SIMPLE emergency drill (i.e., a leaking ammonia line, a small fire within the shop, a rolled floater at the load out area, a leaking bulk chemical tank, etc.)

_____ Did the emergency coordinator (E.C.) take control of the scene and personnel allowing you to begin using your influence with the proper agencies and calls?

_____ Did everyone shutdown operations properly and close doors upon evacuating their workstations wherever they where?

_____ Someone has been assigned the task of call the fire department (be sure you notified them in advance to eliminate an actual fire call that could hurt people!). Did that call get made?

_____ Someone is in charge of security (per the ER&CP) of the scene eliminating media, standby public, etc. from entering the scene? Did he/she take control and who did the employee for help? Decontamination of entering and exiting the scene will also fall under this employee to eliminate extending the “Hot Zone”.

_____ You have a lot of safety equipment available at your facility that adds to your budget annually, was it employed and properly?

Did you need additional equipment (i.e., dozer, dump trucks, street barricades, etc.), did anyone remember that the ER&CP has the equipment all listed along with the contacts to get the assistance required?

I believe you get the idea. Let them debrief themselves, as we are all our own worst critiques. You will simply need to keep them on track without drifting to far off the subject and time limit.

Did anyone remember the poor hurt employee you had lay down as a statistic?

ITEM: 2 – Home Safety On The Same Topics For Home Also!

Time to check:

- | | |
|---|--|
| ➤ the fire extinguishers at home | ➤ meeting locations (insure evac.) |
| ➤ the flashlights and batteries | ➤ where the propane valves & electric disconnect switches are? |
| ➤ the batteries in the fire alarm | ➤ Location of equipment ie, fire extinguisher, first-aid kits. |
| ➤ the exit routes pre-described with family members | |

At anytime you need our assistance in any of these measures – **DO CALL!**
In addition, your safety committees need to follow-up on this month’s topics.



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