

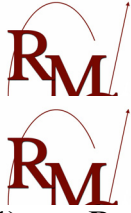
# Monthly Safety Meeting Agenda

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## Instructions:

1. Pick a time period that will work for your facility and staff, when a majority can be and would be required to be present and then stick to your schedule monthly.
  - a. It is suggested that an early time of the day be used with the possibility of donuts and coffee be present to lighten the atmosphere conducive to gaining the staff's attention. We strongly recommend the second Wednesday of each month at 9 am.
  - b. An attendance roster is required to be kept documenting the attendees along with minutes of the meeting. These minutes need to include the topics covered, suggestions and materials brought to the meeting's attention by employees.
2. This meeting time must be prompt in starting and ending. It is suggested that the normal safety meeting period should not exceed 15-minutes as was explained during your orientation course.
  - a. Three 5-minute periods are generally included in this time-frame;
    - i. 5-minutes for scheduled substance included in this monthly e-mail
    - ii. 5-minutes for the manager's substance to include safety committee information
    - iii. 5-minutes for the employees to voice their ideas, suggestions, etc. It is imperative that this last 5-minute period be kept to strict guidelines as far as time with no 'dart throwing' (if an employee brings up a problem area they are to have a suggested solution also to make it safer for everyone).
  - b. Required materials by government regulations will be delivered in this same monthly e-mail to assist you and your staff in compliance measures.
3. Upon wrap-up of this meeting, employees' signatures are to be gathered directly on the meeting minute's sheet provided within this e-mail material also. Additional copies are available within your SHEP Filing System Manual – File #6.
4. The "Safety Equipment Checklists" should be distributed at the very end of the meeting to the responsible personnel for each respective area of your facility with instructions to complete the checklist and return it to the office in a 45-minute period. These sheets can also be found behind tab #6 of your Safety Filing System Manual. Remember that these sheets can be lengthened and copied to fit each area of your facility.



## Safety Meeting and Materials – Dec '06

1) Review of the Emergency Response and Contingency Plan:

Last month you were requested to use the month in updating your “Emergency Response and Contingency Plan” for your facility and now we will use it. You need to review any changes that were completed in the plan from drawings to phone listings. It needs to be reviewed what the emergency alarm will be and where they are to report both primary and secondary.

**NOTE:** These plans were questioned eleven-times thus far this year by government officials with three happening in the last 20-days. This is and will be the most inspected document your facility will have. In addition, you will be receiving a new SVA (Security Vulnerability Assessment) plan to complete and mail both into the proper authorities shortly after the New Year. Please make sure that these proper represent your facility!

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2) You all should have received a mailer with our 2007 calendar and assorted items. One of these items was the Holiday Poster referencing safety tips and incident traps around the holiday period. You should make some notes and highlights where you feel comfortable in doing such and speak on them with your group. I would strongly suggest the drinking section be used, as we all depend on them and their driver’s license. This weekend is generally the ‘funny season’ kick-off and the timing is perfect for these reminders.

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3) The most recent quarterly training course will be re-scheduled for early in January and you may want to address this now. In addition to other items, this course contains a defensive driving testing system in which everyone will learn from and at the same time save you monies on your insurance program once again. Keep in mind that vehicular incidents are the number one cause of workers deaths in the U.S.

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4) During the week between Christmas and New Years, we will be calling and working with the employee that handles the OSHA records to insure that only recordable injuries are reported once again. Each facility will be receiving 2007 OSHA 300, 300-A and 301 forms for your files.

As always call with any questions you may have!

*From us at RM&C, Inc.*

*Have a Safe yet Merry Christmas Holiday!*

*Ray Steil and Staff*

