



# 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 – JAN '07

***Required Subject!***

1) OSHA 300 Report Review (Safety Committee Requirements):

This month I personally will be reviewing the incidents that your staff have or have not included on this form for reporting with your personnel documenting on the form. Once this has been accomplished you, as the manager, are required to review all entries with your entire staff. The intent here is to get their ideas on how to eliminate reoccurrences of any injuries and NOT embarrass any personnel that may have been the victim in any of these incidents! If you receive suggestions that require further work for eliminating any causes, assign the duties to a responsible employee and require follow-up with yourself that must be documented as an attachment to this meeting.

All of you need to review the reporting of any injury with your personnel. This should include the completion of the 'SHEP – Incident Form' that starts the whole process each time. You probably should have the person keeping these documents complete this section of the meeting by simply having one available for sight and recognition purposes. (Don't waste time on this step.) It also needs to be recognized by everyone that there is a 72-hour reporting period for reporting the injury to your insurer. If not complying with this 72-hour reporting period can cause the denial of coverage and citations by OSHA! It is important that all injuries are reported to their supervisor or management and many times in season, this could be them, the full-time personnel!

NOTE: This report needs to be filed along with a copy of the original 'Incident Form' for any entries on the form into File #4 of your Standard Filing System for a five-year period.

I also will be forwarding a memorandum for you to add your logo and name to that needs to be sent to your insurer to ensure that their OSHA 300 Report on your facility matches yours. This step will save you and your facility many dollars in insurance costs. Questions, call me.

2) SECURITY VULNERABILITY ASSESSMENT Requirements:

***Required Subject!***

This should be the third year you have completed this form and we have sent you a new, updated form for your completion, however you should compare what you, as manager, have done in past years for documentation. You should find the former years' form in File #1, Section 'D-Security'. Once you have completed this form, you are required to review your ratings with your personnel. The government's idea here is that they as employees can assist in securing their place of business both on and off duty! Get their suggested rating also on each topic and consider their reasoning.

NOTE: It is very important while completing this rating outline on security matters, that you are not the manager but rather the Governor of the state with knowledge of your facility and you are rating each item in relationship to other considerations within the state and county.

Once you have completed the above a copy of this SVA and your newly reviewed 'Emergency Response and Contingency Plan' are required to be mailed to the local Fire Chief, the county's Local Emergency Planning Coordinator, and the state's Emergency Planning Coordinator (State Fire Marshall's Office). We strongly suggest that this is completed by registered mail so you have a receipt of your compliance. A four copy of both are to be posted for reviewing purposes by your employees.

**Call with any questions you may have – (712-253-4066)!**

