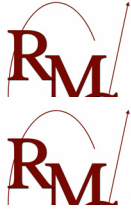


Monthly Safety Meeting Agenda

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 – MAR '07

1) SEASONAL PREPARATIONS – Vehicle Safety Equipment:

It is time to get your vehicles out and in shape for season, just in case you have not done so already. Here are some of the items that need to be checked and are sometimes missed;

- A. All company vehicles with a GVW of 10,000# are required to have a fire extinguisher, breakdown triangles and a first-aid kit (10-unit minimum).
- B. If the vehicle carries or pulls hazardous materials they are also required to have gloves, goggles and a respirator (The SPCC Kit) for the defensive methods of the driver to protect the general public and environment. The SPCC Kit also has the driver's - 'Emergency Response & Contingency Plan' that should be reviewed with the drivers by each manager.
- C. The vehicle should have the 'Annual Maintenance Check' completed and documented.
- D. Each vehicle is required to have a post/pre-trip logbook with the last 30-days of audits within for inspection.
- E. Each vehicle is to display the vehicle's ID number, the Company name or logo, with the dispatching offices phone number to include the area code all in contrasting colors and visible from fifty-feet. The vehicles transporting hazardous materials are also to display the USDOT HazMat Registration Number and a copy of the registration is to be within the vehicle (Inside the Blue-Jean Kits).
- F. Each HazMar vehicle is required to carry the 'Driver's – Emergency Response Guidebook' and unless the drivers can memorize the 'DOT – Green Handbook' and the 'DOT – HazMat Handbook', they also should be carried. (The Blue-Jean Kit)

2) SEASONAL PREPARATIONS – Facility Safety Equipment:

The "Safety Equipment Checklist" for the facility (found within File #6 of the "Safety Filing System" manual) needs to be completed for your facility to ensure that you have all safety materials in the proper position and readied for season.

3) Incident/Accident Investigations:

Throughout 2006, four of five incidents logged with us by clients involved transportation cases and three of the five involved hazardous materials. **IT IS IMPERATIVE THAT YOU GET YOUR STAFF'S ATTENTION TO THESE FACTS!!!** It is the biggest growing exposure for each of your facilities and can be extremely costly for everyone involved. I will be stressing the DOT's requirements and the reasons why during your annual training period, but you need to emphasize the rising costs and their part in protecting the assets of the firm with their constant attention to business when driving.

NOTE: Be sure to send the 'Defensive Driving Course' roster to your insurer for credits.

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

I am traveling heavily completing training, but leave me a message!

