



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 – MAY '07

DOT - Alcohol & Substance Abuse Testing Requirements (summarized):

1. The FMCSA (Federal Motor Carrier Safety Administration) requires you as the employer to implement the following types of controlled substances and alcohol tests: Pre-employment, Reasonable Suspicion, Post-Accident, Random, Return-To-Duty, and Follow-Up.
2. All applicants for employment on a permanent or temporary basis as a CMV (commercial motor vehicle) driver or current employees who wish to remain CDL drivers must be given pre-employment tests for controlled substances.
3. A driver-applicant shall not be allowed to perform as a driver unless the employer has verified negative controlled substances test result from the MRO (medical review officer) for the driver-applicant.
4. You are required to conduct pre-employment tests each time a driver returns to work after a layoff period when the driver has not been subject to random controlled substances testing for more than 30-days or has been employed by another entity.
5. The policy MUST indicate that participation in the employer's controlled substance and alcohol testing program is a requirement of each driver/employee and therefore is a condition of employment. **Attached form must be signed by employees!**
6. A driver's test results are confidential. Employer or service agents are not permitted to disclose your test information to outside parties without written consent. BUT, your test information may be released (without consent) in certain situations, such as, legal proceedings, grievances, or administrative proceedings brought by you on your behalf, which resulted from a positive test or refusal. When the information is released, the employer must notify you in writing of any information released.
7. DEFINITION: CDL – A license issued by a State or other jurisdiction, in accordance with the standards contained in 49CFR, Part 383, authorizing an individual to operate a class of commercial motor vehicle (CMV). The individuals required to have a CDL under 49CFR, Part 383, are subject to controlled substances and alcohol testing.
8. DEFINITION: CMV – A motor vehicle or combination of motor vehicle used in commerce to transport passengers or property if the motor vehicle;
 - a. Has a gross combination weight rating of 26,001 pounds or more inclusive of a towed unit, with a gross vehicle weight rating of 10,000 pounds or more; or
 - b. Has a GVWR of 26,001 pounds or more; or
 - c. Is designated to transport 16 or more passengers including the driver; or
 - d. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and is required to be placarded under the Hazardous Materials Regulations (49CFR, Part 172, subpart F).

Have everyone sign the attached form and place it in their driver files!!!

Call with any questions you may have – Ray's Cell: (712-253-4066)!

