



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 (Safety Committee). 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 you all have attended.
 - 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, they are to have a suggested solution also to make the facility 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 – August '07

Item 1 – Alcohol and Substance Misuse Follow-Up:

Three quick items for our managers:

1. You should have just received the registration sheets and certificates from our latest training seminar. Please follow the instruction sheet attached for complete compliance. This must include the posting of the DER's (Designated Employer's Representative) certificate and the phone number sign/poster handed out during each meeting.
2. For those of you who were unable to attend this meeting, we will be repeating this effort within the month of September. Please plan to attend and have the remaining drivers, etc. in attendance. We just received notice of yet another facility receiving a 5-figure fine for non-compliance of this reg.
3. We have received the second shipment of the 'Employee's Drug & Alcohol Handbook' and have been able to obtain the special pricing of \$2.19 apiece. Be sure that you have the employee sign the receipt page on the inside cover for your documentation. This handout is part of the regulation. No one should have an employee new or old that has not received a copy – for your compliance documentation.

Item 2 – Clean-Up / Pick-Up Period of the Year:

Just a quick note on this subject, which should be stressed with your employees. It has been a real strange and long season this spring and summer. Everyone seems to either be finishing their spraying, preparing for county and state fairs and yes, even getting kids ready for school while trying to fit a couple days of vacation in. I need for you to stress the fact that you depend on everyone to assist in the clean-up / pick-up and organize the facility once again. This would include; the wrap up and inspection of electrical cords, replacing tools to the bench after inspecting each, having someone inspect and prepare running gears for fall season (especially ammonia nurse tanks), equipment in each vehicle, A manager's follow-up on vehicle daily inspection process, etc.

Item 3 – Lockout / Tagout Checklist (Is it being applied at your facility?):

Lockout / Tagout violations are among the most cited by OSHA. From Oct. 2004 to Sept. 2005, combined penalties reached a near record of \$6.1 million. Depending on the industry several different standards may apply. For those in the 'Grain Industry', this part of your facility follows a separate regulation than the fertilizer 7 ag. chemical industry. We have an easy "Bin Entry Tag" available for quick easy entry within the grain industry as long as the grain is untreated for 0.65 a unit.

For the fertilizer & ag. chemical industry, here is a quick checklist that can be used with your staff (or handed out for return) to ensure that the regulation and SOP (Standard Operating Procedure) is being followed.

- | YES | NO | |
|-----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ___ | ___ | Is all machinery or equipment of movement required to be de-energized or disengaged and blocked or locked out during replacement, servicing, adjusting or set-up able to be? |
| ___ | ___ | Where the power disconnect for equipment does not disconnect the electrical control circuit, is a means provided to assure the control circuit can be disconnected or locked out? (Where are they?) |
| ___ | ___ | Are all the equipment control valve handles provided with a means for locking out? (Separate Locks?) |
| ___ | ___ | Are the employees provided with individual keyed safety locks and keep the keys on them when in service? |
| ___ | ___ | If the equipment or lines cannot be shutdown, locked out and tagged, is the procedure strictly enforced and followed? |
| ___ | ___ | Does management always check the job's completion before re-activation? |

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

