



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 for a permanent form.



Safety Meeting and Materials – Sept. '07

Item 1 – The Right Attitude Towards Safety & Security:

Applicable Regulation is OSHA's 'General Duty Clause

1. Take Safety Seriously; in order to avoid accidents and injuries, fires, explosions, or other dangers and comply with all company work rules, policies and procedures!
2. A positive attitude; makes the most of company 'Safety Tools and Training'. You can take advantage of engineering controls (such as ventilation, etc.), work procedures (such as the lockout tag-out policy, etc.), PPE personal protective equipment (such as gloves & goggles or face shields, etc.) and most importantly in our industry – the labels and MSDS for the HazMat we handle.
3. Carelessness is the most common cause of workplace accidents; Complacency – skipping safety procedures, Being Upset or Angry – you let your emotions get in the way of proper work ethics, Fatigue – Causes your mind to wander and reactions to slow allowing for distraction, Recklessness; - taking chances with tools, machinery, and chemicals is foolish and dangerous for YOU!
4. Take a Positive Attitude towards Safety; take personal responsibility for your own safety and that of your co-workers by paying attention during training sessions, knowing safety procedures, using the proper PPE, giving full-attention to the job at hand and most importantly urging your co-workers to do the same!
5. Look for opportunities to improve workplace safety; using this safety meeting period to propose safety improvements, taking an active role in the safety meeting and committees, and set a good example!

Item 2 – Safe Driving Habits as Schools Re-Open:

Students are not the only ones who have to make adjustments when schools re-open. Your drivers need to make some major changes in habits that the summer months have brought on. The driving environment presents a variety of serious hazards;

- **Children behaving unpredictable with good weather,**
- **Changes in speed limits and warning signs,**
- **New areas of traffic congestion not present throughout the summer.**



As the neighborhood kids go back to school, your drivers must go back to stricter driving rules. Whether they drive a tractor-trailer, ten-wheeler, applicator, or especially the sales pick-up with a nurse tank connected they will need to take special precautions as they travel in or around school zones.

School Zones: Warning signs are usually posted several hundred feet before you enter a school zone. They are there to warn you of the upcoming hazard and speed zone. Reduce your speed and use extreme caution when passing if required doing so. As a driver, consider alternate routes to eliminate delays and hazards.

School Crossings: Pay particular close attention to school crossing signs or blink warning signals telling you that children will be crossing or near the roadway. These traffic areas may have painted crossings or crossing personnel to help control traffic, but keep your speed low and be able to stop at all times.

School Bus Stops: You can have school bus stops anywhere along your routes and many are not marked. Be cautious during the proper times of the day especially when traveling around or following school buses.

It is a fact of life that school buses make frequent stops, so when following one maintain a safe distance and never pass a stop school bus. You already know that at each stop children will be getting off and may dart out into the roadway unexpectedly. *We had one driver that ran over a child a 18-months ago and you can only image how he feels, regardless of who was at fault.*

Traffic Congestion & HazMat Zones: School zones will present traffic congestion at certain times of the day! Be prepared for delays if you use these routes. Keep in mind what you are carrying. Many drivers in the rural areas of the Midwest tend to ignore (through routine) the regulations requiring them to use alternate routes when carrying hazardous materials. However, it needs to be strictly adhered-to during school hours. No facility wants to even calculate the costs of a hazardous material spill in a school area and the decontamination one needs to go through.

Call with any questions at anytime – Ray's Cell: (712-253-4066)!

