



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 – Oct. '07

Item 1 – Ammonia Nurse Tank Inspection (Fall Season):

Attached to this e-mail Safety Message is a form many of you have requested since the Terra days, the 'ammonia nurse tank inspection checklist'. As you all know, it is completely illegal to leave the area (25-foot) during a nurse tank fill and a fill is anytime that the hoses are connected regardless of the valves' position. Liability follows the equipment and if the equipment is not documented as being in 'Good Repair' each time prior to being allowed to depart your property, you are running the gray area in regards to a lawsuit. Download the checklist, look it over and have your nurse tank 'fill personnel' complete it each time they are filling a nurse tank. Keep the sheets daily and on file for a full year!

In addition, each ammonia toolbar is required to have a "Safety Decal" posted near the quick disconnect ammonia high pressure hose assembly that indicates that the hose **MUST BE DEPRESURED PRIOR TO BEING CONNECTED** once again when pulled loose. Many of your bars are missing this decal. We have stocked up on these and mentioned the missing units when observed. Those needing decals need to call me ASAP! for replacements.

Item 2 – Grain Storage Operation Seasonal Checklist:

- 1) During the 2006 harvest fall season, our clients suffered three roll-over loses (i.e, trucks, wagons, tractor, etc.) As you all realize this can be extremely expensive. One of the most 'Common Sense Approach' to the season is to simply have someone walk the driveways, approaches, concrete pads, etc. and ensure that a smooth access is available to all equipment. This is especially true this year with the recent rain storms many of you have experienced. At the same, the personnel completing this walk-thru should also be looking for the stationary equipment that can be damaged by mobile equipment and coming to management with preventative measures as a plan.
 - 2) Dust is and should be a constant issue, however at the start of a seasonal period as now – all contacts, switches, window sills, etc. need to be thoroughly looked at and cleaned.
 - 3) Another major issue is the number of electrical cords that show up throughout the summer and not re-stored prior to this seasonal period. All electrical equipment and especially the extension cords are required to intrinsically safe. Extension cords are only legal for a 30-day period of time and that is for construction purposes. If electricity is needed beyond 30-days, it is to be hard wired and in a grain facility this needs to be intrinsically safe wiring!
 - 4) Last, but probably most important is the walking and working surfaces. Are they clear from obstructions, equipment, improperly stored materials? Now is the time! In a couple days the season will break and most everyone becomes blind to these items until someone is hurt or even worse. Take the time NOW. You all work extremely hard to have any type of incident completely wipe the bottom line into a deficit!
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Call with any questions at anytime – Ray's Cell: (712-253-4066)!

