



Monthly Safety Meeting Agenda

Instructions:

1. Pick a time period that will work for your facility and staff, when a majority of personnel 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 we have 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 (i.e, near misses, injury info, up-coming company info)
 - 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. Minutes are required!
4. The "Safety Equipment Checklists" should then be distributed (at the very end of the meeting) to each 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 – NOV '07

Item 1 – Home Safety Issues:

(Special Note: Each year we at RM&C approach the subject of “off-the-job safety” issues because we know and understand how much time and money a business has invested in their personnel. This says nothing along the lines of personal hardships! Our clients are (generally speaking) all from smaller committees where everyone’s families get together, kids go to school and participate in sports together, etc. and personal hardships are felt. We need to recognize that all of this can affect and will the businesses you manage.

Many of our personnel (AG dealerships) make up a large part of the volunteer fire departments and because we practice each month with the ‘boys’, we never take this information home WHY?

LAST YEAR after completing this ‘Safety Meeting Topic’ it happened. One of our clients’s employees lost their house in a fire. Luckily no ‘loss of life’ occurred, but all possessions were. As managers, we need to recognize that this type of incident does play a part in our life and will affect the lives of our personnel along with the bottom-line of the facility. TAKE THIS MEETING SERIOUSLY.

- A.** An emergency phone listing card has been set to your facility for handout to each of you the employees. USE IT! Take it home and have your kids or spouse complete it in a simple yet short conversation. You know yourself that if you completed it, you’d know what is on it. Then let them do it with parental guidance. Do you have emergency equipment like a fire extinguisher and where is it located? A first-aid kit, burn pads, splints, etc. Allow them to show you!!!

The Bureau of Labor’s most recently released statistics indicate:

- Over 33,000 people died from injuries occurring at the home in 2004.
- 1 person out of every 37 employees was disabled at least one-full day or more by injuries caused at home.
- Falls, fires, poisoning, choking, and drowning continue to lead the list of causes.

DON’T ALLOW THIS TO AFFECT YOU OR YOUR FAMILY!

- B.** Here is a checklist for each of you to use when you get home:

- Practice a walk-through of your escape route with all members of your family
- Check the stocking of your first-aid items and materials
- Check the pressure in your fire extinguisher – YOU DO HAVE ONE?
- Replace the batteries in your smoke alarm at this time of the year
- Time to change the batteries and placement of your emergency lighting – flashlight
- Use nightlights that automatically go on with low levels of light (& battery backed-up)
- Ensure that each member of the family knows where the shut-off valves are for the utilities
- Use proper rubber matting where needed for textured floors and weather conditions
- Keep stairways and driveways free of clutter by all family members
- Explain alternate heating methods do’s and don’ts with all family members
- What to do in the case of an incident, from fire to babysitting.

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NOW IS THE TIME!!!

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

