



# Monthly Safety Meeting Agenda

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## 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 – DEC '07

### Item 1 – OSHA 300A & 300 Forms Completion:

**Each state** has their own regulation dealing with Safety Committees. They differ from state to state, however each set requires you (as management) to review **all** work related injuries with your personnel. You need to stress corrective actions to eliminate incidents in the future and definitely prevent any re-occurrences of the same nature. In order to do this the following should be completed;

1. We have visited with each of your office personnel on the injury reports as they have come in to us. You should know currently which are 'Recordable' from all 'Reportable' incidents. The injuries that are currently listed on your OSHA 300 Form are to be **ONLY** recordable items.
2. You now can complete the year summation sheet on the OSHA 300A Form. It is extremely important that a copy of this be sent to your insurer requiring them to verify that the incidents listed are the only items listed on their report also! This saves businesses thousands of dollars each year!!!
3. The incidents need to be reviewed openly with all employees for their constructive comments to assist in eliminating incidents especially re-occurring types.
4. If any of the incidents involved LockOut/Tag Out, Confined Space or Respiratory procedures, call me on these prior to your meeting.

**BESURE TO DOCUMENT ATTENDANCE ON THIS MEETING!**

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### Item 2 – Holiday Safety Driving Tips:

We all like to celebrate, and many of us celebrate by toasting, celebrating Christmas and welcoming in the New Year. But alcohol has been proven to impair judgment and slows your reaction time. If you are driving – drinking can be deadly! Someone is killed in an alcohol-related crash every 30-minutes with 1 in every 6 incidents it is involved! Be responsible and do not become a statistic. Make a resolution this holiday, before that first drink to play it safe by following these safety tips:

- ✓ Do Not Drink and Drive
- ✓ Do Not Let Friends Drink and Drive
- ✓ Do Not Get In The Car If The Driver Has Been Drinking
- ✓ If You Are Going To Be Out With A Group That Will Be Drinking, Select A Designated Driver That Will Promise Not To Drink
- ✓ If You Drink, Drink Slowly! This Gives Your Body Time To Handle The Effects
- ✓ Eat Before and While You Drink. This Slows Down The Absorption Of Alcohol In Your System
- ✓ Know What You Are Drinking
- ✓ Wear Your Seat Belt and Make Sure Your Passengers Are Wearing Theirs
- ✓ Always Come To A Full Stop At A Traffic Light or Stop Sign and Drive Defensively
- ✓ Do Not Enter An Intersection Until You Are Sure Other Traffic Has Stopped
- ✓ Be Sure To Seat Small Children In A Car Seat and Get Overnight Sitters When Possible To Avoid Transporting Them
- ✓ If You Are Alone and Celebrating Too Much, Call A Cab or A Friend or Have Someone Call One For You (Many cab companies offer free rides during the holiday season on the PUBS. Thank You!

*Have A Safe And Happy  
New Year!!!*

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





## **Safety Meeting and Handout Materials**

### **Home & Business**

#### **WINTER WEATHER DRIVING PRECAUTIONS**

##### **CARRY EMERGENCY TOOLS:**

- |                                 |  |
|---------------------------------|--|
| ↓ A window scraper              | ↓ Bag of sand, kitty litter, or fertilizer |
| ↓ Extra windshield washer fluid | ↓ Blanket and water                        |
| ↓ Snow shovel                   | ↓ Flashlight                               |

##### **COLD WEATHER INSPECTION TIPS:**

- ↓ Make sure the windshield washer is working properly and the reservoir is full.
- ↓ Be sure that the radiator has the proper level of antifreeze.
- ↓ Be sure to check the wiper blades prior to the freezing weather periods.
- ↓ Keep all tires fully inflated with sufficient tread to handle slippery conditions.
- ↓ Batteries should be fully charged and replaced if there is any doubt of their condition.
- ↓ Door locks should be treated with deicer.
- ↓ Half-tank fuel supplies should be followed and the fuel system should have antifreeze additives added periodically during refueling. In addition, injector cleaners should be used prior to extreme weather conditions for vehicles having fuel injection systems.

##### **MAXIMIZE VISIBILITY:**

- ↓ Clean off headlight and tail lights prior to trips and during fueling processes.
- ↓ After snow falls, clean your vehicle of all snow prior to travel for your vision and the vehicle behind you.
- ↓ Use wipers, defrosters and headlights properly and responsibly during storms.

##### **WHEN VISIBILITY IS POOR OR ROADWAYS ARE SLICK:**

- ↓ **REDUCE SPEEDS**
- ↓ Increase you distance between vehicles
- ↓ Break gently
- ↓ If you skid, steer in the direction of the skid and slowly turn the direction you want to go.
- ↓ Remember that bridges freeze much faster than roadways.
- ↓ Bottom of hills may not be frozen yet tops are at the same time.
- ↓ Use your defroster so that precipitation doesn't freeze on contact.
- ↓ Keep headlights on even if you can see, so that others can see you!
- ↓ Remember that four-wheelers don't stop any faster.