

SAFETY MEETING AND SAFETY MEETING TOPICS

GUIDELINES FOR SAFETY TRAINING MEETINGS

Supervisor is responsible for assuring and monitoring Safety Training Meetings on a weekly basis. The Supervisor should assign one or two employees to conduct a weekly safety meeting. Supervisors should conduct Special Safety Meetings as soon as possible when a serious accident, incident or potential problem exists on-site. The Director of Safety and Loss Prevention may, at his discretion, declare Safety Stand Downs and direct specific training be conducted. All employees, supervisors and sub-contractor's employees on site the day of a meeting shall attend the meeting and sign the meeting record. All personnel shall attend the meeting wearing all their PPE and dressed ready for work. The weekly safety meeting will be conducted immediately following that mornings stretch and flex.

NOTE: Each project will conduct a morning stretch and flex as a crew. Immediately following the morning stretch and flex, the crews will break up and meet with their individual foremen for the daily JHA briefing. The daily JHS briefing is not to be held as an entire group. There is not to be an announcement period daily as a group. Announcements will be given by individual foremen to their crews. The only all hands meetings will be held once per week and additional meetings at the Direction of the Director of Safety and Loss Prevention.

Sub-contractors on site the day of the E Light weekly safety meeting are required to have their employees attend our weekly safety meeting.

These meetings are an essential element of the Company's Safety, Health, and Environmental Program (SHEP). It is a proven fact that Companies, which conduct good meetings, attain better safety records than those that have poor, or no safety meetings.

In order to assist in the preparation of material and in presenting safety-training meeting, the following guidelines are provided.

PREPARING FOR THE MEETING

The Director of Safety And Loss Prevention will write a safety meeting each week and send out to supervision. Be sure to review the safety meeting and prepare beforehand. You may need demonstration material. Be sure you are completely familiar with the topic of discussion before holding the safety meeting. Be sure to consult with the Director of Safety and Loss Prevention if you are going to cover a different topic at a safety meeting other than the one sent to you. This topic must be approved in advance.

Schedule the meeting at the same time every week, if possible, and hold it right in the work area. These meetings are generally 5 to 15 minutes in length so seating is not important. However, make sure everyone can easily see and hear the speaker. A good time to hold the meeting is just after shift begins, immediately following the lunch break or before receiving payroll.

Just prior to the meeting, gather all the material and/or equipment the speaker will need. When possible, use actual demonstrations to illustrate the points. For example, if you are talking about fire extinguishers, have one with you to show what it looks like and how it is used. Have a mushroomed tool head or a broken hammer handle to show how they can cause accidents. If necessary, get someone to help you.

The entire crew or department shall be present before the meeting is started.

Be sure that an employee assigned to deliver a safety meeting has read this entire document and is prepared to deliver the safety meeting correctly. We do not need to have someone stand in front of the group and read a piece of paper.

CONDUCTING THE MEETING

- Start on time. You lose interest if delays occur.
- Make the meeting short and to the point. However, if you get a good discussion going, use discretion whether to continue.
- Start by complimenting the men on some recent good work.
- Give the talk in your own words.
- Get the employees to participate in the meeting. The purpose of these meetings is to get workers to think about safety problems. Encourage them to offer suggestions for improving safety in the work area or your craft.
- Maintain control. Do not allow the meeting to develop into a wasteful, time-consuming "bull session".

OTHER ITEMS TO COVER IF APPLICABLE

Review any injury or near miss incident any crewmember had during the past week or a Special Safety Meeting topic identified by E Light. Discuss: what the injury was, how it happened, and how it could have been prevented and steps to be taken to prevent reoccurrence.

Review safety violations noted during the past week. Discuss: the nature of the violation, the danger involved and offers constructive criticism without naming anyone in particular.

Review the work planned for the week ahead. Discuss hazards to avoid or control, safety equipment to be used, and safe procedures to be followed.

Be sure to cover the announcements in the safety meeting each week.

Ask the employees if they experienced any rework during the previous week and the cause of the rework. Be sure to note the responses on the sheet. This information is not to lay blame. It is used to track rework, determine primary causes and find new mitigations for reducing our rework in the field.

RECORD KEEPING REQUIREMENTS

Have each employee sign the attendance sheet (Safety Meeting Record, Form attached) at the conclusion of the meeting and the person conducting the meeting must sign it. The completed sheet must be faxed or e-mailed to the Director of Safety and Loss Prevention's designated coordinator after each meeting and the original kept on file in the construction office.