



Employee Safety Meetings

(Forms may be used as a master, photocopies made. Signed forms should be kept with employees personnel file.)

Safety Meetings

Safety Meetings Policy for

MONTHLY

(insert company name)

It is the policy of _____ that safety is a number one priority and to provide as safe a workplace as possible for our employees. Accidents and injuries are preventable. To foster work place safety, our Safety Meeting Policy includes the following:

Weekly safety meetings are our goal. We will have more lengthy and detailed meetings when necessary for some topics and to address safety concerns. Topics with an * asterisk are required by OSHA to reviewed ANNUALLY with all employees.

- Hearing Conservation*
- HAZCOM / Spill Response Plan*
- ZES (zero energy state) / Lockout Procedures*
- Fire Extinguisher Training*
- MSDS Review*
- Driver Training / DOT Review*
- CPR and First Aid Review*
- Personal Protective Equipment
- Company Safety Policies
- Heat Stroke and Heat Exhaustion
- Log and Transport Truck Inspection
- Review of Equipment Operation Manuals

*- denotes required by OSHA on an annual basis