

# SAFETY MEETING



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Section:	19	Revision Number:	01
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## 1. PURPOSE AND SCOPE

- a. To establish requirements for routine Safety Meetings to provide employee education and training regarding safe work practices, understanding of safety policies and procedures, governmental regulatory requirements and compliance with company and client safety rules and regulations which prevent work-related incidents, injuries and illnesses. This procedure applies to all **H2 Enterprises, LLC (H2)** Project sites.

## 2. RESPONSIBILITY

- a. The HSE Director is responsible for:
  - i. Developing and issuing the annual Training Requirement Summary.
  - ii. Monitoring the accomplishment of OSHA, ACC, client and other regulatory training requirements.
- b. The Project Safety Coordinator is responsible for:
  - i. Selecting safety topics and presenting or coordinating the presentation of Monthly General Safety Meetings and preparing and distributing an agenda for and documentation of scheduled safety meetings and non-routine safety meetings.
  - ii. Selecting the Training Topics and conducting the Supervisor's Safety Training
  - iii. Ensuring that all safety meetings are conducted by qualified persons and that they are all documented.
  - iv. Maintaining the records required by this procedure.
- c. Foremen are responsible to either conduct or coordinate the presentation of: Daily Tool Box Safety Talks and Task Specific Safety Training or Job Safety Analysis (JSA) instruction, when required.

## 3. PROCEDURE

- a. Monthly General Safety Meetings
  - i. General safety meetings attended by all employees, including temporary or contract personnel under supervision, shall be held monthly and be approximately fifteen (15) to thirty (30) minutes duration. The Project Safety Coordinator, in conjunction with the Project Superintendent, is responsible for the safety topic selection and meeting presentation including deciding, when appropriate, for guest speakers (i.e. Client Safety Professionals, Environmental Specialists, safety equipment representatives, etc.) to speak at the meeting.

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## b. Supervisors' Safety Training

- i. Supervisors' Safety Training will be attended by all Foremen and chaired by the Project Safety Coordinator or the Project Superintendent. Each Foreman, on a rotating basis, will have the opportunity to be the discussion leader for the meeting.

## c. Meeting Agendas

- i. The Project Safety Coordinator will prepare and distribute the Supervisors Safety Training agendas approximately one week prior to the meeting date.

## d. Daily Tool Box Safety Talks, Task Specific Safety Training and JSA Instruction

- i. Each Foreman shall conduct Daily Tool Box Safety Talks of approximately five (5) minutes duration. Temporary or contract personnel under **H2** Supervision shall attend the applicable meeting. Topics for discussion should be of specific application to the project and current work tasks. For example, recent work-related illnesses or injuries, specific hazards, safety procedure items, Safety Handbook topics, hazardous terrain conditions, etc.

1. Daily Tool Box Safety Talks should be documented on each Foreman's Daily Time Sheet.
2. Task Specific Safety Training and JSA Instruction should be documented on their respective forms.

## e. Meeting Documentation

- i. The Monthly General Safety Meeting training subject shall be documented by the Project Safety Coordinator.
  1. Attendance at the meeting shall be documented utilizing the Safety Meeting Sign-In Sheet.
- ii. The Supervisors Safety Training shall be documented by the Project Safety Coordinator using the Supervisor's Safety Training Summary and by preparing minutes of the meeting with distribution to the Project Superintendent and the HSE Director.

## 4. EMPLOYEE SAFETY SUGGESTION PROGRAM

### a. Employee Safety Suggestion Forms

Employee Safety Suggestion Forms (Attachment 6) will be made available to all **H2** employees and **H2** subcontract employees.

### b. Communication of Safety Suggestion Program to Employees

During New Employee Orientation and at other General and Tool Box Safety Meetings, employees will be encouraged to complete Employee Safety Suggestion Forms and turn

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them in to their Foremen or to the Project Safety Coordinator. It will be stressed that employees will not experience any negative repercussions or reprimands for reporting unsafe conditions, but are encouraged to make use of this program by **H2** Management.

c. **Completed Employee Safety Suggestion Forms**

Completed Employee Safety Suggestion Forms will be reviewed and acted on by the Project Safety Coordinator immediately, or as soon as practical, depending on the seriousness of the safety issue, and the corrective actions will be discussed during the monthly safety meetings.

## **5. SAFETY MEETING RECORDS**

a. **Safety meeting records shall be maintained on file at the main office by the Project Safety Coordinator.**

Non-compliance by any **H2** employee with any part of this described program will result in disciplinary action as outlined in the Company's Corrective Action and Disciplinary Program found in this manual.