**Safety Meetings**

1. **Purpose**

To promote safe working conditions through regularly scheduled and effective management-employee safety meetings.

1. **Responsibility**

The Supervisor shall:

* Coordinate the safety meeting and require all employees to attend.
* Maintain attendance check in sheets.
* Follow up on any corrective items or suggestions that come up in the meeting.

HSE Coordinator shall:

* Provide materials for safety meetings.
* Present or provide others to present safety meetings as requested.
* Assist the Supervisor in completing corrective actions as appropriate.

Employees shall:

* Attend and participate in all scheduled safety meetings.
* Notify the Supervisor in advance if unable to attend.
* Give undivided attention to presenter during meetings.

1. **Scheduled Safety Meetings**

* Monthly safety meetings will be scheduled and prepared in advance.
* Employees will be notified of the time and location of scheduled safety meetings.
* Meeting minutes will be taken and distributed to attendees and those who were unable to attend.
* An action plan to follow up on safety issues, brought up during the meeting, will be created and assigned a deadline.
* Attendance must be documented using the [Safety Meeting Attendance Form](#_Appendix_D:_Safety) in Appendix C.

1. **Pre-Job Safety Meetings**

* Prior to the commencement of a new job, a pre-job safety meeting will be held.
* All employees, contractors, and clients involved with the job should participate in the pre-job meeting.
* Topics to be discussed during the meeting may include:
  + Hazards identified on the hazard assessment.
  + Methods of communication.
  + Job specific emergency procedures.
  + List of tasks to be performed.
  + Work procedures and approximate schedule of work.
  + Location of emergency facilities and equipment.

1. **Tailgate Safety Meetings**

* Tailgate meetings should be held at least weekly and prior to non-routine or hazardous work.
* Daily meetings provide opportunity to discuss the work to be performed during the day, safety concerns, and who will be onsite.
* The proper tools, special equipment, and personal protective equipment needed to do the job shall be reviewed.
* If needed, the hazard assessment should be updated during the tailgate meeting.