

Suggested Agenda for Monthly Safety Committee Meetings:

1. Have all meetings attendees sign a sign in sheet; on the sign-in sheet include the date/time/topic discussed
2. Discuss the previous month's incidents and/or near misses
2. Ask employees/members of the safety committee team if they have observed any safety related issues within the facility that need to be addressed
3. Discuss safety related items or observations that were brought up in previous meetings; update their status of completion
4. Discuss the safety topic of the month

January – Outline the purpose, goals, expectations, routine schedule of the of monthly safety meetings. Vote in new members.

February – Working with and around forklifts/lift jacks/industrial equipment

March – Compressed gasses/cylinders

April – Emergency Response (medical/fire/natural disasters)

May – Material Handling/Ergonomics

June – Heat Stress

July – Chemical Use and Hazard Communications

August – Harvest/Crush pad Safety

September – Confined Space

October – Personal Protective Equipment

November – Emergency Response (medical/fire/natural disasters)

December – Fall Protection & Safety Program Year in Review; how does this year stand up to previous years in terms on Safety (less/more incidents, severity of incidents, etc)