

You're a Safety Meeting Pro.



A safety meeting includes all employees and a management person is there to ensure that issues are address. Safety meetings are more effective for a smaller employer.

Do the following for safety meetings:

- Assess the work site for fall and falling object hazards. Make sure your safety meetings:
- Are held monthly. You may meet more often to discuss safety issues as they come up.
- Have at least one management representative.

Record Meetings

- Prepare minutes from each safety committee and:
- Preserve them for one year.
- Make them available for review by safety and health consultation personnel of the Occupational Safety and Health Administration.

Cover these topics:

- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- Document attendance.
- Write down subjects discussed.

Today's Safety Meeting Topic.

Driving Safety.

Did you know that in the United States, more than 2,400 people die each year due to on the job vehicular crashes, and that in Washington, fatal motor vehicle collisions are THE leading cause of work related deaths? These shocking statistics sadly should have been prevented and today we will talk about policies, procedures, prevention and other ways to protect your business and your drivers.

Training Goal

Ensure only licensed employees over the age of 18 are authorized to drive for your company. Be sure to establish a reporting system for any malfunctions or hazards related to company vehicles.



Your Script

Driving Safety Tips

- Ensure employees to not use a cell phone when driving company vehicles, unless using a hands free device.
- Ensure company has a not texting policy when employees are operating vehicles.
- Be sure drivers are not working irregular hours to cause fatigue.
- If applicable, establish a one driver/one vehicle policy. This way the employee gets to be as comfortable to vehicle as possible. This will also make it easier for a driver to identify and mechanical problems before it becomes a life threatening emergency.
- Be sure to train and warn employees of fatigue. If employees are feeling tired or fatigued, have an open door policy for them to report this. Better to report it and not have a tired driver operating vehicles, which could cause an injury and or death to themselves or others.
- Be sure employees perform an inspection of vehicles prior to each shift. Inspecting tires, oil levels, etc.
- Encourage a "no fault" reporting system if in place. This encourages employees to report a greater number of near-misses, problems and accidents, which allows you to update your safety program to account for those hazards. Recommend employees are not punished with disciplinary actions upon reporting any hazards as it will limit information from coming back from the drivers in the future.
- Ensure employees are given enough time to get to destinations.
Prepare for traffic, emergencies, inclement weather.

Driving Safety.

Did you know that in the United States, more than 2,400 people die each year due to on the job vehicular crashes, and that in Washington, fatal motor vehicle collisions are THE leading cause of work related deaths? These shocking statistics sadly should have been prevented and today we will talk about policies, procedures, prevention and other ways to protect your business and your drivers.

Driving Safety Tips

- Ensure employees to not use a cell phone when driving company vehicles, unless using a hands free device.
- Ensure company has a not texting policy when employees are operating vehicles.
- Be sure drivers are not working irregular hours to cause fatigue.
- If applicable, establish a one driver/one vehicle policy. This way the employee gets to be as comfortable to vehicle as possible. This will also make it easier for a driver to identify and mechanical problems before it becomes a life threatening emergency.
- Be sure to train and warn employees of fatigue. If employees are feeling tired or fatigued, have an open door policy for them to report this. Better to report it and not have a tired driver operating vehicles, which could cause an injury and or death to themselves or others.
- Be sure employees perform an inspection of vehicles prior to each shift. Inspecting tires, oil levels, etc.
- Encourage a “no fault” reporting system if in place. This encourages employees to report a greater number of near-misses, problems and accidents, which allows you to update your safety program to account for those hazards. Recommend employees are not punished with disciplinary actions upon reporting any hazards as it will limit information from coming back from the drivers in the future.
- Ensure employees are given enough time to get to destinations. Prepare for traffic, emergencies, inclement weather.

У

Company Name			Date
Location	Time	# of Attendees	
Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quaterly Other _____			
Meeting Facilitator Signature		Title	
Notes (Topics, employee recommendations, etc)			
Attendees			

Content Covered

Did you know that in the United States, more than 2,400 people die each year due to on the job vehicular crashes, and that in Washington, fatal motor vehicle collisions are THE leading cause of work related deaths? These shocking statistics sadly should have been prevented and today we will talk about policies, procedures, prevention and other ways to protect your business and your drivers.

Driving Safety Tips

- Ensure employees to not use a cell phone when driving company vehicles, unless using a hands free device.
- Ensure company has a not texting policy when employees are operating vehicles.
- Be sure drivers are not working irregular hours to cause fatigue.
- If applicable, establish a one driver/one vehicle policy. This way the employee gets to be as comfortable to vehicle as possible.

This will also make it easier for a driver to identify and mechanical problems before it becomes a life threatening emergency.

- Be sure to train and warn employees of fatigue. If employees are feeling tired or fatigued, have an open door policy for them to report this. Better to report it and not have a tired driver operating vehicles, which could cause an injury and or death to themselves or others.
- Be sure employees perform an inspection of vehicles prior to each shift. Inspecting tires, oil levels, etc.
- Encourage a "no fault" reporting system if in place. This encourages employees to report a greater number of near-misses, problems and accidents, which allows you to update your safety program to account for those hazards. Recommend employees are not punished with disciplinary actions upon reporting any hazards as it will limit information from coming back from the drivers in the future.
- Ensure employees are given enough time to get to destinations. Prepare for traffic, emergencies, inclement weather.

[illegible]