

# **SAMPLE SAFETY MEETING AGENDA FOR ABC SHIPPING & CARGO COMPANY**

## **MEETING DETAILS**

Date: **January 6<sup>th</sup>, 2020** Time: **11:00 ☑ AM ☐ PM** Recurring:  Yes  No

Location: **Warehouse H3, Break Room**

Dial-in Number or URL: **N/A**

Meeting Lead: **Hector Perez, Warehouse Lead**

Other Speakers: **Marcos Stanley, Safety Director**

## **ATTENDANCE**

**Attendees:** Hector Perez, Marcos Stanley, Roger Craft, Stephanie Love, Sandra Page, Norm Steinberg, Marisa Cruz, Patty Montez, Joe Jameson.

**Absentees:** Fredrick James, Ana Hennessy.

## **ITEMS & DISCUSSION**

### **15 1<sup>ST</sup> ITEM: OPENING & ROLL CALL**

min

- Introduction of Safety Meeting by Hector Perez;
- Five (5) minute grace period for late arrivals;
- Call to order;
- Roll call will be taken at 11:05 AM;
- Purpose of the meeting;
- Introduction to Marcos Stanley, Safety Director;
- Overview of agenda items.

### **30 2<sup>ND</sup> ITEM: ADDRESS SAFETY TOPICS**

min

- New safety protocols per 2020 changes;
- PowerPoint presentation on updated shipping structure, including forklift regulations, hard-hat requirements, and obstruction mandates;
- Distribution of safety brochures and forms.

### **15 3<sup>RD</sup> ITEM: ROUND-ROBIN FOR QUESTIONS / CONCERNs**

min

**PLEASE NOTE:** Reserve all questions for this item on the agenda.

- Attendees will be able to ask questions regarding the changes;
- After reviewing, everyone shall sign the new safety forms.



# Sample Of Weekly Safety Meeting Agenda

**J Rink**

## **Sample Of Weekly Safety Meeting Agenda:**

*Demonstration Plan for Wellhead Monitoring Technologies ,      **Understanding, Measuring, and Improving Daily Management*** Ross Kenneth Kennedy,2019-01-15 Understanding Measuring and Improving Daily Management explains the critical parts of a continuous improvement strategy to achieve Operational Excellence and where reactive improvement through effective daily management fits in In addition it shows the consequences to your Operational Excellence journey if daily management is not performed well Reactive improvement develops the capability and discipline within the organization to be able to rapidly recover from an event or incident that stops you from achieving your expected or target performance for the day shift or hour and most importantly your ability to capture the learning and initiate corrective actions so that the event or incident will not re occur anywhere across the organization As such reactive improvement focuses on improving daily management through your daily review meetings your information centers supporting the daily review meetings and your frontline problem solving root cause analysis capability at all levels The book introduces the seven elements of reactive improvement that must work in concert for effective daily management and allows the reader to rate their site or department to determine their starting point compared to best practices 1 Supportive organization structure to support development of your people so they have ownership and accountability for the performance of their area of responsibility 2 Effective frontline leaders to ensure everyone else in the leadership structure are not working down a level 3 Appropriate measures with expected targets that are linked to the site s Key Success Factors for Operations to ensure goal alignment and are relevant to the area being focused on 4 Structured daily review meetings to identify opportunities problems incidents and monitor progress of their solution so they don t happen again 5 Visual information centers that visually display daily and trending performance along with monitoring of actions to address problems issues raised 6 Frontline problem solving root cause analysis capability across the site and 7 Rapid sharing of learning capability across shifts departments and the organization The author outlines in detail why each of the seven elements are important to achieving Operational Excellence and most importantly how to implement each element supported with many templates and tools      Current Topics ,1930

Construction Safety Jimmie Hinze,1997 Appropriate for undergraduate and graduate level courses dealing specifically with Construction Safety or any Construction Design Architecture Engineering courses that emphasize safety Written to help the future construction manager engineer or architect understand the basic principles and latest research in construction safety Much more than a review of OSHA guidelines this text summarizes the latest research in a way that managers can use immediately There is an emphasis on the principles of accident prevention      Construction Project Management Eddy Rojas,2009-06-01 Construction Project Management offers some of the best project management studies commissioned by ELECTRI International The Foundation for Electrical Construction that were selected coordinated and monitored by some of the most progressive contractors and performed by outstanding scholars from top U S universities Topics include pre

construction planning early warning signs of project distress impact of change orders project sequencing ideal jobsite inventory levels tool and material control systems recommended safety practices partnering total quality management quality assurance performance evaluations and contract risk management All specialty and general contractors will find value in this practical book The concepts presented will improve your understanding of the main issues affecting construction project management and will provide you with tools and strategies to enhance your company s productivity and profitability WAV offers downloadable files consisting of Checklists for each one of the 10 categories that make up the model pre construction planning process including standard procedures for change orders RFIs submittals transmittals billing progress updates a sample requirements and expectations letter and a sample letter of intent A Spanish translation of Chapter 7 Recommended Safety Practices A methodology for assessing contractors TQM program progress based on the Malcolm Baldrige National Quality Award Criteria Materials to assist contractors in preparing a quality assurance manual and implementing an effective quality assurance program A template for a partnering workshop that includes a sample partnering agenda an introduction to the basic partnering concepts sample mission statements and a sample partnering charter Sample evaluation forms that contractors can customize to evaluate supervisors journeymen and apprentices

Construction Operations Manual of Policies and Procedures Andrew M. Civitello,2000 Filled with procedures for successfully managing construction operations this work features over 300 pages of methods strategies and tactics forms and ready to copy letters all laid out in a concise easy to grasp style Devoted to the design build process it also offers coverage of the advances in claims and dispute resolution

*Learning Paths* Jim Williams,Steve Rosenbaum,2004-09-07 Learning Paths is a down to earth practical resource that is filled with illustrative examples methods techniques strategies processes and tools for making company wide real time training possible Created to be flexible the Learning Path approach can be customized to fit your organization no matter what its type or size Learning Paths is divided into three sections The Learning Path Methodology Walks the reader through the major steps and strategies needed for building Learning Paths Doing the Right Training Offers a wide range of strategies methods and techniques that can be targeted to the training within a Learning Path and tied to an organization s particular business needs Do the Training Right Shows how to ensure the training within a Learning Path is delivered in the most cost effective manner and introduces methods for structuring training so that it transfers to the job easily and effectively

**The Weekly Underwriter** Alasco Delancey Brigham,Henry Rogers Hayden,1978-07 *Adaptive Leadership*,2008 **Ward's Automobile Topics** ,1905 *Vanpooling, a Handbook to Help You Set Up a Program at Your Company*

Donna Blanchard,Commuter Transportation Services,1993 **Safety Education** ,1929 A magazine of the good adventure

*New York Court of Appeals. Records and Briefs.* New York (State)., **Two Bells** ,1920 *National Safety News* ,1919 *Schedule 3* United States. Congress. Senate. Committee on Finance,1929 *The Street Railway Journal* ,1928 **New Macaroni Journal** ,1924 *Moderator-topics* ,1921 **Vanpooling: a Handbook to Help You Set Up a Program at**

**Your Company ,1993**

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