

# SAFETY BULLETIN



## SAFETY MEETINGS

**The goal of safety meetings is to identify potential workplace risks, and develop ways to mitigate them.** Accidents cost your district money, time, and human capital. Fortunately, most accidents are preventable.

### Key Components:

1. Meetings should be run by the District Safety Coordinator and follow an agenda.
2. The Safety Coordinator needs to bring the IIPP as a reference.
3. A safety representative who is familiar with the safety concerns for each district site should be present.
4. **The agenda should list each site, allowing that site's representative dedicated time to discuss their safety concerns.** The Maintenance representative should keep a running list of concerns and prioritize them.
5. A Work Comp breakdown should be presented and discussed to identify injury trends.
6. The meeting concludes with a review of safety trainings required and conducted.
7. Records of the meetings and any training sign-in sheets are added to the IIPP in the "Worker training and instruction" tab.

Most Important!

### **Examples of Safety Concerns:**

Maintenance issues  
Gates & Fences  
Security issues  
Trespassers  
Lighting  
Fire alarm issues  
Trip hazards  
Upcoming events  
Pesticides

### Bring in the EXPERTS:

1. Safety Coordinators from each site
2. Human Resources
3. Maintenance/Operations
4. Transportation
5. Risk/Safety Manager
6. Administrators

### **DON'T EXPECT WHAT YOU DON'T INSPECT.**

A safe workplace depends on the culture of your district. Leaders (administrators) set the tone. If they don't care, nobody else will!

**The LAW:** In accordance with CCR, Title 8, 3203(a)(3), Safety Meetings are a substantial component of satisfying the requirement for "safety communication in the workplace" regarding occupational safety and health.

For any questions regarding this Safety Bulletin, or requests for free onsite safety classes, please contact Kurt Walling, the Loss Prevention Manager for STSIG at [kwalling@stsig.org](mailto:kwalling@stsig.org), or 530-221-6444.

**And remember: *Stay Alert, Stay Alive!***