



**DEPARTMENT OF PUBLIC WORKS
PLUMAS COUNTY, CALIFORNIA
PUBLIC WORKS
OFFICE SAFETY MEETING
POLICY and PROCEDURE**



BACKGROUND

There is a need for the Department of Public Works to assure that a Office Safety Meeting Policy and Procedure is on record in the Department files. Safety training is a fundamental requirement of occupational health and safety laws. Providing safety training alone is not sufficient to ensure compliance. The Department must document training efforts. Employers must be able to prove not simply that training was provided to their workers but that took steps were also taken to verify its effectiveness.

SAFETY MEETING POLICY

Public Works office safety meetings should be held in accordance with the various circumstances involved or when necessity dictates. No set pattern will suit all cases. Some examples are as follows:

- Safety meetings should occur immediately after the occurrence of an unsafe act.
- Safety meetings should occur when new procedures or equipment are introduced in the worksite and may represent a new hazard.
- Safety meetings should be held whenever a previously unrecognized hazard is identified.
- Generally, regular office safety meetings shall be conducted once a month. Department policy has established that the meeting will be held on the third Thursday of the month.
- The attendance and subject discussed shall be documented on the Plumas County Public Works Safety Meeting form. Safety meeting attendance is not an option.

SAFETY MEETING PROCEDURE

Office personnel shall be randomly selected at each safety meeting to be responsible for the presentation at the next safety meetings. No matter who is conducting the safety meetings, all safety meeting will be structured and documented through the following procedures:

Meeting Preparation

Good safety meetings require planning and effort. Making the Safety Meetings interesting is of utmost importance. The subject matter of a talk should be considered in advance to make sure that it is pertinent and does not repeat other talks recently presented. However, repeating topics several times during the course of a project is beneficial as long as it applies to the work being done.

Selecting a topic for a safety meeting is not always easy, so do not wait until the meeting to choose your topic. To ease the pain of this task, you can choose your topic by:

- Reviewing new laws or industry standards.
- Reviewing new company policies and procedures.
- Conducting inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
- Considering future events in the industry that may impact specific work procedures.
- Asking your employees for issues they would like to see discussed at the meeting.

Conduct the Meeting

- Don't waste time - give the meeting your undivided attention.
- Allow employees a time to discuss and ask questions.
- Discuss how the topic applies to your work area.
- Use handouts, posters or safety literature to illustrate your topic.

Training Documentation

There are more than 100 OSHA standards that require a company to provide safety training to workers. Some but not all of these standards also require the employer to document that training. But, as a practical matter, documentation is required even if the OSHA standard does not expressly require such documentation.

Documentation shall be achieved by the following actions:

- Complete the Safety Meeting Report Form
 - Be sure that all employees sign the Safety Meeting Report Form
- Complete the safety topic with a brief summary of topics discussed. This must be more than just listing the topic. The summary must include a brief description of material covered and should include copies of any material, handouts or literature used during meeting.
- In the safety suggestion and/or comments section include:
 - any comments that the employees may have provided, and.
 - any safety hazards discussed, including follow-up information to correct the hazards.

Training Verification

In addition to documentation of the meeting, in order to satisfy OSHA training requirements, you must make an active effort to verify that workers retained the lessons learned during the training session. The effort must be ongoing. That means you may need to test, reinforce and make adjustments, as needed.

Four techniques are recommended to evaluate and enhance the effectiveness of the training:

- Post-Training Quiz
- Participant demonstrations and/or discussions
- Post-Training Evaluation
- Post-Training Observation.

In the safety suggestion and/or comments section, indicate your method of verification that the training subject was understood by attendees.

EFFECTIVE DATE OF THIS POLICY and PROCEDURE

Immediately, upon signature by the Director of Public Works.

Robert A. Perreault, Jr.
 Director of Public Works
 Plumas County

Date