

Safety Meetings

I PURPOSE

Improve our communication in work areas in a significant and effective manner, reducing misunderstandings, and improved awareness of Safety and Health subjects in order to prevent accidents from occurring.

2 SCOPE

This procedure applies to all functional areas, operations, offices, employees and contractors.

3 DEFINITIONS AND ACRONYMS

Definitions

Daily Five-minute Pre-Shift Talk

Inform the employees about the hazards they are going to be exposed to, the limits/scope of their work and the supervisor's availability in case they have any doubts. This shall be done at the start of each shift or when the current daily work routine is changed.

Safety Meeting

Presentations to a group of employees on HSLP issues. Frequency: The supervisor / lecturer / attendees should give/attend talks in order to accumulate a minimum of 45 minutes per month. It can be divided into 15-minute sessions as minimum.

4 RESPONSIBILITIES

Area Superintendents / Department Managers

Attend safety meetings at least once per month.

Employees

Attend / give daily five-minute talks.

Attend and participate in safety meetings.

Adequately fill in attendance forms.

General Foremen

Attend safety meetings conducted by the area Foreman / Supervisor at least once per month.

HSLP

Maintain a file of Safety Meeting records.

Keep attendance records of those attending safety meetings.

Submit monthly reports to all departments, detailing the frequency number and quality of the weekly safety meetings given.

Develop and provide safety meetings material for use by supervisors when giving their safety meetings, on a monthly basis.

Develop monthly topics for Safety meetings in advance to allow for proper planning and delivering of special topics.

Enter the 3W's from the Safety Meetings into the corrective action register.

Ensure that accurate KPI's are calculated on a monthly basis.

Managers Above Functional Area Manages

Conduct Quarterly sessions with employees, which includes HSLP information.

Senior Functional Area Managers

On a quarterly basis, attend and present safety material to employees in his area or responsibility or chair a meeting with employees in which safety is a significant part of the agenda.

Supervisors

Conduct Safety Meetings for their employees of at least 45 minutes per month, or in 15 minute, or 30 minutes weekly or every other week.

Prior to starting the job, conduct a daily five-minute talk.

5 PROCEDURE/GUIDELINE

People giving safety talks and holding safety meetings should prepare themselves in accordance with the techniques presented in Communication Training programs, e.g. 5 P Presentation approach.

The language to be used must be clear and appropriate for the audience.

Lecturers must promote the personnel's participation and use their experience.

3W's will be used to document follow-up actions needed, with the actions needed placed in the COMPANY's CAR system. The items generated shall be entered into the CAR (corrective action register) system in order to do the pertinent follow-up.

Topics presented shall be appropriate and relevant to the audience.

The agenda for safety talks will include: presentation of material provided by HSLP, area specific subjects, reviews of relevant accidents and incidents and statistics, trend analysis as well as relevant accident and incident analysis, review of 3W's generated at past meetings, open discussion session, and incorporation of new 3W items as appropriate.