



DEPARTMENT OF CONSERVATION AND ENERGY (C&E) SAFETY MEETINGS

The following outlines the procedures regarding the preparation, conduction, and recordkeeping related to safety meetings:

I. PREPARE FOR THE MEETING

1. The Safety Coordinator shall conduct safety meetings electronically by email for those employees assigned to the LaSalle building. The (field) Safety Officers may conduct safety meetings in person or electronically by email, as deemed appropriate.
2. The Safety Coordinator and/or Safety Officers select an activity or topic to be used as a safety meeting that can benefit all employees. During the 1st quarter of each Fiscal year, the topic for the safety meeting shall be those safety policies that require 100% attendance, including: Safety Rules; Assignment of Responsibilities; Drug-Free Workplace; Return to Work; and Post-Accident Drug Testing. Additionally, the Department requires Vehicle Operations and Monitoring and Violence-Free Workplace. For purposes of identifying safety meeting topics for the other three quarters of the year, it may be helpful to:
 - a. Review any safety issues identified in quarterly inspection reports;
 - b. Review the root cause analysis relative to any reported workers' compensation injuries;
 - c. Consider current events (i.e., hurricane season, results of safety audits/fire drills, etc.).
3. All safety meeting emails must include:
 - a. The name and contact number to whom any questions regarding the safety meeting should be directed; and,
 - b. Reminder that all accidents/injuries must be reported within 24 hours of occurrence.
4. Once a topic is selected, the Safety Coordinator drafts the safety meeting email, in compliance with the steps above, and forwards to the Undersecretary for approval. Safety Officers should prepare and submit safety meetings for approval by their Site Manager.
5. Upon approval, the Safety Coordinator and/or Safety Officer conducts the meeting.

II. CONDUCT THE MEETING

1. If the meeting is conducted by email, employees must indicate that they have received and read the meeting materials by:
 - a. Selecting the "Vote" button at the top of the email which records the date/time of their attendance at the meeting;
 - b. Send a "Read Receipt" in response to the safety meeting email; and/or
 - c. By reply email, acknowledge they have received and read the meeting materials.
2. If the meeting is conducted in-person, employees must record their attendance by providing an original signature on a meeting sign-in sheet. The sign-in sheet must reflect the meeting topic and date on which the meeting was conducted.

III. RECORDKEEPING

1. Copies of "Read Receipts" and/or sign-in sheets must be maintained by the Safety Coordinator and/or Safety Officers.
2. Meeting participation must be calculated and documented for review at the next audit or compliance review. The percent participation at each meeting can be calculated by dividing the total number of employees who attended by the total number of employees eligible to attend.