# OFFICE OF PHYSICAL PLANT QUARTERLY SAFETY MEETING REQUIREMENT

**Name**: Office of Physical Plant

Quarterly Safety Meeting Program

**Purpose**: The purpose of the mandatory safety meeting is to communicate important information about safety, provide general safety training and to improve the level of awareness regarding accidents at OPP.

**Scope:** All technical service employees and their supervisors

**Frequency**: Safety Meetings to be held on a quarterly basis.

# Safety Meeting:

Quarterly, a safety meeting will be held by each supervisor with their respective tech service team. A member of the OPP Safety office will also be in attendance for this quarterly safety meeting. The Manager for the unit will attend at least one of the quarterly safety meetings per calendar year to communicate important safety information.

The agenda of the quarterly meetings is as follows:

1. Review and discuss accident rates and injuries (team and OPP wide) as well as near misses that have occurred.
2. Discuss ways to prevent and reduce these types of incidents.
3. Open discussion of any safety concerns the team may have.
4. Provide departmental ISP updates
5. Review any other safety reminders

Note: All comments and recommendations will be followed up on and any corrective actions will be shared with the team.

# Structure:

# All employees will be encouraged to participate in the meeting and speak up regarding any safety concern that they have.

Whenever possible, the Quarterly Safety Meeting should be scheduled immediately prior to or immediately following the 30 minute lunch period. In all cases a meal or snack, not to exceed $10/person should be provided.

Issue Date: October10, 2016