

SAMPLE SAFETY MEETING AGENDA FOR ABC SHIPPING & CARGO COMPANY

MEETING DETAILS

Date: January 6th, 2020 Time: 11:00 ☒ AM ☐ PM Recurring: ☐ Yes ☒ No
Location: Warehouse H3, Break Room Dial-in Number or URL: N/A
Meeting Lead: Hector Perez, Warehouse Lead Other Speakers: Marcos Stanley, Safety Director

ATTENDANCE

Attendees: Hector Perez, Marcos Stanley, Roger Craft, Stephanie Love, Sandra Page, Norm Steinberg, Marisa Cruz, Patty Montez, Joe Jameson.

Absentees: Fredrick James, Ana Hennessy.

ITEMS & DISCUSSION

15 min 1ST ITEM: OPENING & ROLL CALL

- Introduction of Safety Meeting by Hector Perez;
- Five (5) minute grace period for late arrivals;
- Call to order;
- Roll call will be taken at 11:05 AM;
- Purpose of the meeting;
- Introduction to Marcos Stanley, Safety Director;
- Overview of agenda items.

30 min 2ND ITEM: ADDRESS SAFETY TOPICS

- New safety protocols per 2020 changes;
- PowerPoint presentation on updated shipping structure, including forklift regulations, hard-hat requirements, and obstruction mandates;
- Distribution of safety brochures and forms.

15 min 3RD ITEM: ROUND-ROBIN FOR QUESTIONS / CONCERNS

PLEASE NOTE: Reserve all questions for this item on the agenda.

- Attendees will be able to ask questions regarding the changes;
- After reviewing, everyone shall sign the new safety forms.

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Didier Musso



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