



SAFETY MEETING

MONTH: _____

✓	REGION		MEETING INFORMATION	
	Construction (AR)		Supervisor	
	Construction (IL)		Meeting Date	
	Construction (MO)		Meeting Length	
	Aggregates (IL)		Meeting Led By (employee)	
	Aggregates (MO)		Manager(s) in attendance	
	Heartland Asphalt Materials			
	Other:			

SAFETY MEETING TOPICS & REMINDERS

Daily Operations Plan	
Safety Topic & Key Points	
ASK:	<p>According to today's operations, what potential hazards do we need to address to prevent someone from getting hurt? (Examples include: down or locked out machinery, abnormal conditions, environment, engineering devices, job location, process, behaviors.)</p>
	Employee Recognized:
ASK:	<p>What did we do right yesterday?</p>
	Employee Recognized:
ASK:	<p>Was there a recent S.H.I.E.L.D.S. occurrence? If so, what happened? If not, move to next question.</p>
	Was it reported? (If not, report now on S.H.I.E.L.D.S. form.)
	Employee Recognized:



ASK:	Are there Safe Operating Procedures (SOP's) or Critical Tasks to be completed/discussed?		
	Employee Recognized:		
Actions Required?			
Actions Required	Who's Responsible?	Due Date?	
Actions Completed?			
Actions Completed	Who Fixed It?	Date Completed?	
Recognition Given:			
	To Whom?	By Whom?	
Manager Review	Signature:	Date:	
ATTENDEES (PLEASE PRINT)			
1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8		16	

Paper Copies: Supervisors submit Safety Meeting form to appropriate regional individual or S: drive folder.

Save to: S:\Safety [Current Year]\Your Facility Type – SAFETY MEETINGS\YOUR LOCATION\CURRENT MONTH

File Name: Supervisor LAST NAME (all caps) + Month (2 digits) + day (2 digits) of meeting Ex: ROSS0102

File Name for offices: OFFICE (all caps) & Month (2 digits) & day (2 digits) of meeting Ex: OFFICE0206

