

January 2019 Pre-Shift Meetings

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1. Seatbelts: Show the proper way a belt must be worn- no knots in the seatbelt.	2. Seatbelts: Ask an employee if they have ever seen or heard of a person being injured do to not wearing a seatbelt?	3. Running Lines Talk about the running lines of equip. especially in aisles and intersections- can be catastrophic	4. Doorways: Demonstrate the proper way to drive equip through doorways- what way does an employee face	5. Seatbelts: Name a body part that can be injured if a seatbelt is not worn?
6. Stretching Stress the importance of stretching and knowing what you are about to pick or lift.	7. Checks -Bring a forklift/equipment to the meeting and have 2 employees show 3 different things to check on the pre-trip use inspection.	8. Data plate. Have an employee show where it's located and talk about the hazards of going outside limits, why this can never be done.	9. Pinch points- Ask employees- Name 2 pinch points and ways to reduce risks.	10. Knives: Show the proper way to cut and give the expectation for acceptable safety knives.	11. Pinch points- Ask employees- Name 2 pinch points and ways to reduce risks.	12. Demonstrate cross aisle/intersection behaviors- stop, use horn, look both ways
13. Dock Door Safety: Have mtg at a dock door and talk about hazards, also talk about inside/loading hazards of a trailer	14. Securing -Have meeting at dock and ask how we secure loads at loading and before loading?	15. Quiz.....	16. Dock doors- Talk about the hazards of a dock door sliding or vibrating down as you enter or exit trailer.	17. Trailer Creep- Ask a few questions around trailer creep and what we can do to reduce the risks of incident.	18. Footing- Ask about being sure of footing. Continuous situation assessment: areas change all the time, wet spots, debris etc	19. Eyewash- Give an example of how Emergency Exits and Eye stations get blocked
20. Ask an employee to show two things that are checked on the equipment checks? Talk about capacities or data plates.	21. Don't attempt to clean-up bodily fluids –contact supervisor Last two hrs of shift when most incidents happen	22. Safest place- Communicate the safest place to be when operating a piece of powered equipment.	23. When power is lost in the facility and you are on equipment what should you do?	24. Discuss blind spots in the facility and how we reduce risk of incident?	25. Walkway safety in the winter months. Ask how they will reduce risk of slip/falls	26. When power is lost in the facility and you are on equipment what should you do?
27. Back to the Basics: Seat Belts, 4 Point Contact(on jacks), have EE Do a demonstration	28. Stress the importance of stretching and knowing what you are about to pick or lift.	29. PPE- Talk about refueling powered equipment or changing batteries, what's the proper PPE?	30. Intersections: Ask for 3 examples of how to reduce risks at an intersection	31. Hand Injuries: Have a demonstration done on a potential hand injury.		

Pre-shift Meetings should be no longer than 2-3 minutes long and maximum two topics. Ask Open-ended questions for interaction