

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.



5 4TH ITEM: RESOLUTIONS

min

- All warehouse workers will submit votes to enact the new safety protocols;
- Motions to alter the requirements may be addressed.

5 5TH ITEM: CONCLUSION

min

- Any outstanding discussions should be brought to light (if any);
- Meeting minutes will be approved by Hector Perez;
- Adjournment.