

SAFETY MEETING REQUIREMENTS

1. All meetings must be held by the close of business on _____.
2. ALL meetings must be documented in the following manner:
 - A written agenda must be prepared and distributed
 - The division and department name, date, time and location of the meeting must be included on the agenda
 - A sign in sheet must be completed with the signature and printed name of each employee in attendance
 - ALL employees must be provided a copy of the College's Safety Rules and Responsibilities information
 - ALL employees must sign the Acknowledgement of Receipt form for the Safety Rules and Responsibilities information
3. ALL Acknowledgement of Receipt forms must be forwarded to _____ by the close of business on _____.