

SAFETY MEETING REQUIREMENTS

1. All meetings must be held by the close of business on Friday, September 23, 2011.
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 the Chancellor's Office by the close of business on Monday, September 26, 2011