**Safety Meeting Agenda**

Location: Hardisty Board Room

Date: June 8, 2021

Time: 1800 hrs

Attendees:

Hardisty: Justine Ness, Randy Grove, Theresa Campbell, Rhonda Vandal

Online: Peter Weyenberg, Sam Drager, Rob Harrison, Dina Stewart, Hilary Stewart, Delaina Williamson, Ryan Thengs

Justine announced that our Featured Employee for the month is Charlene Ermel.

Charlene Ermel was not available to attend so Justine presented to monthly core value.

Featured Core Value for June- **Safety** and tell us what it means to you and why it is important.

**A Culture of Safety**

Stress and anxious feelings are both natural responses to pressure. But, most often, the answer to easing these responses is not to decrease workload; it’s actually to create a culture where our people feel safe. Safe to fail and learn from it; safe to try new things and grow; safe to stand up for what is right. To know that your management team has your back. When people feel safe, they have less stress and anxiety when under pressure, which leads to higher levels of performance.

**Safety:** A good safety culture is built on teamwork, working cohesively between personnel and clients to protect the lives of workers, the assets of business and our shared environment.

**Hobie Campbell**

1. Worker observation cards
2. Safety Bulletin
3. Transporting jerry cans in SUV. For reasons of hygiene and safety this is not a good practice and a receiver hitch carrier should be used for the SUV and the MTCs if gas cans are need to be transported.
4. Reporting to the client representative with any incident, near miss, illness etc. All Paperwork and final reporting will be handled by SFM management.
5. SFM has a Basic Rope Rescue course for its employees and contractors it is available

**Jody Jewell – Read by Justine Ness**

1. If you have questions regarding information pertaining to the job sheet call if urgent. Text or email and it will be answered in a timely fashion.
2. Proper PPE must be worn at all times. Hard hat, safety glasses, gloves, steel toed boots (laces must be tied!!!!) This is a safety hazard – laces untied and does not look professional.
* Coveralls must be clean if they are dirty get a new pair if we do not have your size email orders@sfmworkwear.com and operastions@safetyfirstm.com and we will get you your size. Also note coveralls come back weekly from the dry cleaners.
* Blue coveralls are for Confined Space
* Red are for safety
* Medic wear blue pants and Blue FR striped Shirt
* Gate Access blue pants and Gate access Control shirt
* Security blue pants and security shirt

If you do not have the proper uniform you MUST let operations and orders@sfmworkwear.com know.

You must be clean shaven, hair cut and presentable looking. Company representation and appearance is important.

**Randy Grove**

1. New employees starting out so please help them and Mentor them
2. Update Driver licenses those with GDL will be unable to advance with in our company.
3. Keep in contact when finishing job for the day.
4. Please limit time off requests if possible, June - August - Busy season we need to come together as a team more then ever. Have each other’s backs.

**Beverly Cameron**

**1.** Referrals, we need people, and we would love some referrals, we are offering a $25 gift card to the store this promo will be for May-August, know anyone that needs summer work, part time full time? Sherwood Park, and Hardisty both locations are looking.

**Rob Harrison**

1. Make sure you are cleaning the vehicles and washing them, filling them full of fuel. Clean up after yourselves and have the truck in a condition you would expect it to be in when you are to get in it! Need something ask?
2. Any Maintenance that is needed on a unit email shop@safetyfirstm.com

**Justine Ness**

1. Fuel Cards are working so we aren’t sure why people are having troubles

2. If you need to use your personal card for whatever reason we require an actual receipt you cannot take a picker of the pump and expect that to be excepted.

**What safety means to our Company**

Meeting Adjourned: 1900hrs

Next meeting: July 13th, 2021