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## **Safety Meetings Standard**

### **1.0 PURPOSE**

This standard supports the SaskPower Safety Management Policy and specifies the requirements for safety meetings at SaskPower.

### **2.0 DEFINITIONS**

#### **2.1 Action Items**

Corrective actions or preventative actions that have arisen in response to a meeting, audit, inspection or investigation. Action items are assigned to a specific person, with a target date for completion.

#### **2.2 Meeting Agenda**

A document that outlines the topics to be covered in the meeting, as well as the location, attendees, date and time of the meeting.

#### **2.3 Meeting Minutes**

A document that captures “old business” from previous meetings, “new business” from the current meeting and other areas of concern. Meeting minutes also capture the date, time, location, attendees and the chair of the meeting.

#### **2.4 Occupational Health Committee (OHC)**

Comprised of committee members including employees and management. The committee is led by a management co-chair and a worker co-chair. In general terms, the OHC assists the employer and workers in preventing occupational incidents and illnesses.

#### **2.5 Safety Meeting**

A forum used for ongoing safety awareness and exchange of safety information. The meetings serve to communicate safety information and concerns throughout the organization. Safety meetings at SaskPower include department, management, peer group and OHC meetings.

#### **2.6 Tailboard Meeting**

A meeting conducted at the worksite by the workers to ensure that all hazards are identified and mitigated.

### **3.0 METHOD/PRACTICE**

#### **3.1 Planning a Safety Meeting**

The chairperson, or their designate shall:

- Secure a meeting location.
- Develop and distribute an agenda to all invitees.
- Agendas shall be contained, or direction provided to them in the safety management system software. They may contain:
  - Review of minutes of the previous local safety meeting, including status on any concerns raised.



- Review of incidents reported since the last meeting, including status of corrective actions recommended and / or taken.
- Review of planned inspections conducted since the last meeting, including corrective actions.
- Review minutes of previous OHC meeting.
- Comments and concerns of work.
- Presentation of a safety topic.
- Review safety policies, standards and safety briefings.
- Where applicable, ensure that terms of reference are developed, adhered to and reviewed on a regular basis.
- Where available, refer to SafetyNet for safety meeting agenda templates.

### **3.2 Frequency of Safety Meetings**

- Registration Units shall establish and document safety meeting frequency. At a minimum, safety meeting frequency shall be:
  - Two times per year for office workers;
  - Four times per year for field workers;
  - Consistent with requirements noted in OH&S regulations, terms of reference and/or local procedures for hazard and risk assessment.

### **3.3 Safety Meeting Document / Data Control**

- Safety meeting minutes shall be documented and recorded in Intalex.
- Safety meeting action items shall be documented.
- Safety meeting action items shall document progress towards completion.
- Supervisors are to provide and review the meeting minutes and supporting information with employees that were absent from the meetings.

## **4.0 REFERENCES**

- Saskatchewan
  - *The Occupational Health and Safety Regulations, 1996, Part III, General Duty*
- SaskPower (Located on the SafetyNet)
  - SaskPower Safety Management Policy
  - CSD Communication Matrices
- 3<sup>RD</sup> Party
  - Frank E. Bird Jr. (1986). Loss Control Management, Practical Loss Control Leadership (3rd Edition). Duluth, Georgia: Det Norske Veritas