

Louisiana State University

Office of Facility Services

Operating Instruction 4103

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SUBJECT: SAFETY MEETINGS

I. Procedures

- A. The LSU Office of Environmental Health & Safety shall conduct a minimum of one (1) safety meeting per month. A safety meeting may vary from a formal presentation to a 15 minute meeting. Safety meetings may be conducted on a more frequent basis at the discretion of the supervisor.
- B. Safety meeting attendance is mandatory for all Facility Services employees. The daily time sheet shall be the primary method of documenting attendance. The "Training/Safety Meeting Report" form shall be used to document training activities, as required by regulatory agencies.
- C. All excused absences must be authorized in writing by the department head. Statistics reflecting each department's safety meeting attendance will be published.
- D. Conducting a safety meeting:
 - 1. Discuss only one major topic per meeting
 - 2. Research information and prepare presentation prior to meeting
 - 3. The best time to hold a safety meeting is at the beginning of the work week or at the beginning of a project
 - 4. Be sincere and attempt to spark interest among attendees
 - 5. Promote discussion of the topic and solutions to safety issues
 - 6. The LSU Office of Environmental Health & Safety is available to provide assistance in developing and presenting safety training programs