



Langley Research Center Safety Alert

SA-15-94

Date: December 5, 1994

TO: All Langley Employees

FROM: 429/Safety Manager

SUBJECT: Employee Safety Meeting Requirements and Guidelines

According to LHB 1740.3, **Facility Safety Head and Facility Coordinator Guide, Employee Safety Meetings** "should be held often enough to maintain a high level of safety consciousness among the employees." From this date, each Facility Safety Head (FSH) is directed to ensure that the minimum frequency of Employee Safety Meetings is one per month in operations areas and once annually in office areas.

The Employee Safety Meetings should follow these guidelines:

- A. Discussion of Accidents or Near Misses and recommendations to preclude recurrence.
- B. Discussion of unsafe conditions or operations and proposed actions to eliminate or reduce associated risks to acceptable levels.
- C. Discussion of closure of action items from previous safety meetings.
- D. Discussion of updates to Standard Operating Procedures since the last Safety Meeting.
- E. Review of a section of the Safety Manual.
- F. Safety film relating to work or a topic of interest to the group.
- G. Open forum to discuss issues or concerns from personnel.

Facility Safety Heads are reminded that they are responsible for ensuring that all qualified operators have read and understand changes that affect the operation of a facility. A formal sign-off log must be maintained at each facility documenting that each qualified operator has reviewed and understands changes to the Standard Operating Procedures. Monthly Employee Safety Meetings offer a good opportunity to question operators and ensure that the operators have signed the log.

Questions concerning Employee Safety Meetings should be directed to the Safety Manager. OSEMA personnel are available to assist FSHs when preparing for Employee Safety Meetings. The Employee Safety Meetings will increase the safety awareness of LaRC personnel and help keep LaRC a safe and healthful place to work.

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