



Safety Meeting Agenda Form

Safety and Environmental Management System

SEMS 2-10

Most required safety refresher training, safety alerts and news to the field are passed along to employees through “on site” safety meetings. This helps us to comply with our internal goals, as well as customer and governmental expectations.

SONOCO uses the Safety Meeting Agenda Form to satisfy this requirement.

It is very important that all information on the meeting is provided in a complete and clear manner so that anyone reading the document is aware of what happened during the meeting. We will briefly discuss what type of information is required on the form and why.

Customer/Job location: This is your location; it is needed to track what locations are covering what topics. This also helps identify who may not have received time critical information that needs to be discussed.

Date: Enter date for when the meeting took place.

Safety Topic: Several things can be listed here. Be sure to include all items being discussed. Safety Topics, titles of safety alerts, reviews of recent accidents or just a description of the safety meeting discussion can be listed. This just gives the reader a clear idea of what went on in the meeting.

Old Business: This area covers information on follow ups from previous meetings. If there was discussion and you were waiting on an answer from the customer or office, updates should be listed here.

Inspection Reports: This area is to list what reports are reviewed if applicable. Any inspections from SONOCO, Customer Reps, Government agencies, etc. will be discussed in this section.

New Business: If anyone has new information to discuss or recommend, it is listed here. Once answers are gathered on it, this info will be covered in the next meeting under the old business section.

Personnel Present: List everyone who attended the meeting. This is very important to make sure all crew members have covered a safety topic, and have been told about accidents or policy changes. Every employee is to print and sign their name, and list their job title. Non-SONOCO employees in attendance are encouraged to sign in as well.

This sheet also asks you to log in the time the meeting started/ended to ensure enough time was allotted for the topics discussed.

The person giving the meeting and their job title is requested in case they need to be contacted for questions.

JSA: JSA information is provided to register what JSA was discussed during the meeting as required by SONOCO safety policy.

Finally, the customer rep signs and dates the paperwork so that they are aware that SONOCO personnel are holding safety meetings and are informed of the topics being covered as well as who is attending them.



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The safety meeting agenda form is to be faxed or turned in to the safety department with weekly rig paperwork.

The new safety meeting agenda form is included in this manual, and can be printed from the company website: www.sontheimeroffshore.com

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Safety and Environmental Management System		SMS F400

Customer / Job Location: _____ **Meeting Date:** _____

1. **Open meeting** – Safety topic: _____
2. **Old Business** – Status of previous recommendations. Discuss pending old business, if any: _____
3. **Inspection Reports** – Report on findings and recommendations of any inspection reports since last meeting: _____
4. **New Business** – Employee suggestions. Discuss new procedures, changes to company safety policy, etc.: _____

5. **Personnel Present:**

Print Name	Signature	Job Title
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Time meeting started/ended: _____ to _____ Next safety meeting date: _____

Meeting chaired by: _____ Title: _____

JSA completed for week? Y or N Topic of weekly JSA: _____

Signature of Customer Rep.: _____ **Date:** _____

Send to SONOCO Safety dept. with regular mail. **DO NOT fax.**