

## Safety Talks/Meetings

### **Purpose:**

The purpose of this standard is to ensure all team members have a clear understanding of what the expectation is regarding Burlington Paving's safety meeting policy and the completion of Safety Talks or Tailgate Talks.

### **Scope:**

This standard applies to all team members and BP.

### **Responsibilities:**

Mandatory Monthly Safety Meeting – all field staff, supervisors and estimating staff to attend. Meetings are generally scheduled for the first Wednesday of the month during the working season. Tailgate/toolbox talks are expected to be conducted no less than 1 per week. Higher frequency is encouraged during times of heightened concern.

Senior Management: Will post a reminder and agenda for the monthly safety meetings in the shop no less than one day prior to the meeting. On a regular basis senior management will survey/poll team members for topics of discussion and or concerns. BPC will find innovative and interesting ways to convey safety topics. BPC will maintain written documentation as to attendance and topics discussed.

Crew Safety Personnel: are responsible to ensure safety talks or tailgate talks take place no less than once per week. A written record is to be kept as to the date, attendance and topics discussed. Presenters are encouraged to engage team members in the presentation of materials and the development of topics.

Team Members: Will make themselves available and participate in a positive productive manner at all safety meetings/ safety talks and to bring their assigned PPE's to the monthly safety meeting for inspection and maintenance.

### **Procedure:**

The safety co-ordinator will provide each team with a selection of tool box talks. Tool box talks are not limited to these items but this is submitted as a tool to be developed.

Crew Safety Personnel will ensure that toolbox talks are submitted to the office after completion for record keeping purposes.

### **Communication:**

This standard will be communicated via our spring safety meeting.

### **Training/Implementation and Evaluation:**

Spring safety training, safety talks. We will evaluate based safety talk submissions and near miss reports