Louisiana State University
Office of Facility Services

Operating Instruction 4103

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