

## **13.0 SAFETY MEETINGS**

### **13.1 Preconstruction Review Meetings**

Each PMC Subcontractor shall participate in a preconstruction review meeting with the PMC at RMA prior to site mobilization. The purpose of the meeting will be to verify that the Subcontractor understands the operational requirements for the task and is prepared to start work. The meeting will include a review of the high loss-potential activities and the significant safety requirements associated with the task(s). The PMC Subcontractor's manager and the designated HSS are required to attend the meeting.

### **13.2 Daily Safety Meetings**

The PMC Subcontractors shall conduct daily "tailgate" safety meetings with each work crew member prior to the start of each work shift or when the individual arrives at work. The meeting shall include a discussion of the planned work activities and periodic special safety topics of interest to site personnel. In addition, the following items shall also be discussed as appropriate:

- Necessary training requirements and site work rules
- Changes in work practices or environmental conditions
- Precautions or safe work practices related to the day's site activities
- New or modified site-wide procedures or requirements
- Incident alerts provided by the PMC or RVO

Active employee participation in daily safety meetings shall be encouraged by site management and safety personnel. Documentation of daily safety meetings shall be maintained at RMA by the PMC Subcontractor and made available for inspection by the PMC or RVO. An example daily safety meeting sign-in sheet is provided as Figure 13-1. Participation in daily safety meetings will meet the RVO requirement for weekly safety meetings and therefore does not require a separate weekly safety meeting.

### **13.3 Monthly Subcontractor Safety Meeting**

Each on-site PMC Subcontractor is required to attend the PMC Monthly Subcontractor Safety Meeting. The purpose of this meeting is to provide a forum for the exchange of safety-related information between the PMC and Subcontractors as well as among Subcontractors working on-site. It is expected that the Subcontractor will be represented by the Subcontractor Site Manager, Site Superintendent, or equivalent operations management representative. Subcontractors should plan to bring at least one employee representative to each monthly meeting.

### **13.4 Committee Meetings**

The PMC Program Manager shall designate a representative to the RVO Safety and Health Steering Committee. The representative is responsible for representing the PMC and each PMC Subcontractor in accordance with the RVO Health and Safety Program (RVO 1997a and b), Procedure Numbers 102 and 111.

If required in the Subcontract, PMC Subcontractors will nominate a representative to participate as a member of either the RVO Safety and Health Steering Committee or the PMC EHSSC. All employees (including Subcontractor and lower-tier subcontractor employees) may submit safety topic suggestions to any member of the EHSSC for consideration at future meetings.

### **13.5 Incident Review Meetings**

In the event that an OSHA-recordable injury/illness or an incident that affects the compliance status of RMA occurs, a presentation at the RVO Safety Incident Review Committee meeting is required. The PMC Health and Safety Manager shall schedule the presentation with the RVO. The presentation shall include, but is not limited to, contributing factors, root causes, preventive measures, results and lessons learned. The PMC and/or PMC Subcontractor operations management, site management, and health and safety organization will be represented at the meeting as necessary.

Figure 13-1 Daily Safety Meeting Sign-In Sheet

	Program Management Contractor Rocky Mountain Arsenal	DAILY SAFETY MEETING SIGN-IN SHEET
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Date: \_\_\_\_\_ Project Name/Location: \_\_\_\_\_  
 Company: \_\_\_\_\_ Person Conducting Briefing: \_\_\_\_\_

**1. AWARENESS (e.g., special EHS concerns, pollution prevention, recent incidents, etc.):**

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**2. OTHER ISSUES (HASP changes, new AHAs, attendee comments, etc.):**

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**3. DISCUSSION OF DAILY ACTIVITIES/TASKS AND SAFETY MEASURES TO BE USED:**

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**4. ATTENDEES (Print Name):**

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.
17.	18.
19.	20.
21.	22.
23.	24.
25.	26.
27.	28.
29.	30.