City of Rochester
Department of Environmental Services
City Hall Room 300B, 30 Church Street
Rochester, New York 14614-1290
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Paul Holahan
Commissioner

NUMBER 2.2

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: **Monthly Safety Meetings and Minutes Taken**

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that monthly safety meetings take place and meeting minutes are taken. This report monitors monthly employee safety training and is a tool to ensure that monthly safety meetings are scheduled and completed.

PROCEDURE: One monthly safety meeting is directed by the City's Training and Safety Office. A second monthly employee safety meeting is completed by in-house safety committee. This committee is made up of one technician from each shop and each shift. Each committee member takes a turn conducting the training with a safety topic they came up with. These training topics tend to be more specific to our facility environment and equipment.

Each shop manager and supervisor is responsible for attending the train-the-trainer trainings based on the scheduled rotation set up by the Service Manager. Copies of the information covered and copies of the sign-in sheets are turned into the Service Manager when the session is complete. The Service Manager is responsible for updating the report with new schedules and completion information. The Service Manager will also ensure that copies of sign-in sheets are sent to the Safety and Training Office, as well as to CVMF's front office to be filed.

The Service Manager will file this report with the end of the month and end of year summary reports.

Report samples and meeting minutes from August 31, 2009 are attached.

GOAL: The goal is to ensure that all employees are well trained and well versed in the City's and Department's safety policies and procedures. Ultimately, training helps to prevent injuries from happening. We want everyone to walk out as healthy as they walked in!

PREPARED BY: Scott Corser, Service Manager

DATE: September 1, 2009