



Weekly Safety Meetings (WSM)

- Each On Trac System MUST have a Weekly Safety Meeting.
- The Project Manager will be responsible for scheduling the Weekly Safety Meeting. If a System/Project does not have a PM, then a Director of Operations will appoint a person to be responsible for conducting Weekly Safety Meetings.
- Each Safety Meeting will be documented and signed by all System personnel. If a person is not present at a meeting, they will have to set through the safety topic presentation and sign the attendance document before being allowed to perform work duties.

Weekly Safety Meeting Upload Procedure

- Each On Trac System will be assigned a shared Google Drive Safety Meeting folder.
Example: The Bristol System will be titled: Bristol – Weekly Safety Meetings
- The person responsible for conducting Weekly Safety Meetings will upload the documentation weekly to the system folder.
- The Weekly Safety Meeting document will be labeled by system name, Weekly Safety Meeting (WSM) and the weekending (WE) date. The week will run Sunday to Saturday. *Example: The Bristol System title will be the WE year, month, and then day like this - Bristol WSM – WE 2020- 01-04*
- The Weekending Signed Document will be put in the monthly folder.
Example: The Bristol System, then January 2020 like this - Bristol WSM – 2020 – 01
- Monthly folders will be put in year ending folders.
Example: The Bristol System for the year 2020 - Bristol WSM – 2020

SAFETY...IT'S WHAT WE DO



WEEKLY TECHNICIAN & SAFETY MEETING

System: _____

Date: _____

Leader: _____

Weekly Safety Meeting Topic: _____

Provide detailed notes on areas covered as well as who is making presentations. Attach copies of any handouts or video links and include as part of record. Weekly Tech/Safety meetings must be documented and filed in the PM office as well as scanned to the Systems Google Drive Safety Meeting folder. If there is a System Specific Safety Topic it must be pre-approved by the Director of Technical/Safety Operations. The PM is responsible for verifying attendance of all system personal.

Premise Topics

Drop/Splice Topics

General Topics

OTI Safety Topic

System Specific Safety Topic

ATTENDEES (check off your name below and sign)

Check	Print Name	Sign Name	Check	Print Name	Sign Name
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Project Manager signature: _____

Date: _____