

**JANUARY 9-13, 2023**

# **SAFETY FIRST WEEK**

## **SAFETY, RISK AND EMERGENCY MANAGEMENT**

951.928.3777, EXT. 7777

## **SECURITY**

951.928.3777, EXT. 4444

2270 Trumble Road  
Perris, CA 92570

## **SAFETY MEETINGS**

Departmental safety meetings are a great way to get teams together to learn about safety, discuss safety concerns, and provide an opportunity to discuss injuries, accidents or near misses that may have occurred.

Safety meetings are a vital part of EMWD's safety culture that helps protect every employee and ensures they return safely to their families each night.

### **HOW OFTEN DO WE HAVE SAFETY MEETINGS?**

- Office staff hosts monthly meetings.
- Field staff hosts weekly meetings.

### **HOW DO WE FACILITATE THESE MEETINGS?**

The current hybrid working environment means some staff will be in-person and others may be remote. When possible, meet in person if the room capacity is adequate for the group. Many departments utilize Microsoft Teams to facilitate the meetings. Most importantly, find a time that works best for everyone's schedule, regardless of the format.

### **WHAT DO WE DISCUSS DURING OUR SAFETY MEETINGS?**

Open communication is key during department safety meetings. This ensures that employees feel comfortable bringing up concerns, asking questions, and making recommendations that will ensure the safety of all EMWD employees, contractors, and the public. Among the items that should be discussed:

- Review the monthly Safety Best Practices poster and handout.
- Go over any departmental and/or EMWD injuries, accidents or near misses and any action items found on the weekly injury and accident report.
- Document the meeting using the newly revised Safety Meeting Sign-In Agenda found on the Pipeline. This form is filable so consider pre-filling with your team members to save time.



# SAFETY MEETINGS



## QUICK TIPS

Encourage open lines of communication

Report all accidents and near misses

Review the information provided during safety meetings

Remember that safety is a team effort that benefits everyone



## ARE THERE OTHER RESOURCES AVAILABLE?

Yes. EMWD has a large amount of resources available to help promote workplace safety. Office resources are available with 12 topics that may be used in addition to the Safety Best Practices. Field resources include 52 topics for the year.

## WHAT DO WE DO WITH THE DOCUMENTATION ONCE THE MEETING HAS ENDED?

- Scan the Safety Meeting form, sign-in sheet, and any related documents and save in the folder for your department found on the network at J:\Share\Dept Safety Documentation.
- Saving to this centralized location allows for easy access during safety audits.
- There is no need to send hard or electronic copies to Safety, Risk and Emergency Management (SREM).
- Retention for these documents is for three years. SREM will delete the documents as required by EMWD's retention schedule.



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