

## SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name \_\_\_\_\_ Location \_\_\_\_\_ Job No. \_\_\_\_\_  
Meeting Leader \_\_\_\_\_ Title \_\_\_\_\_  
Date Held \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_  
Subject of Meeting \_\_\_\_\_ **BE PREPARED FOR EMERGENCIES**

In the event of an accident, fire or other emergency, quick action is usually necessary. This applies to both on the job and at your residence. As safety conscious workers, we should have a plan of action and in the event of an emergency be ready to put the plan into immediate action, almost by second nature.

This applies to our lives off the job as well. For example, if you are on a bus or an airplane do you make it a point to look for the locations of all of the exits? At your residence have you discussed and emphasized with your family members what to do in the event of a fire or other calamity?

The following is a brief list of what every employee on the job should know (and each member of your family should know regarding your own residence).

**WHERE IS THE CLOSEST TELEPHONE?**

**WHERE ARE THE EMERGENCY TELEPHONE NUMBERS LISTED?**

For the ambulance?

For the doctor?

For the fire department?

**WHERE ARE THE FIRE EXTINGUISHERS?**

**WHERE IS THE FIRST AID KIT?**

**WHERE ARE THE EMERGENCY EXITS?**

**TO WHOM DO I REPORT THE ACCIDENT?**