

Safety To Do List

✓ Annual Safety Contract	✓ Sign and submit to Safety Director by March 1
✓ Put Safety on your Agenda	✓ At least once a year put “Safety” on your governing body agenda
✓ Appoint a Safety Coordinator	✓ Notify Executive Director if there is a change
✓ Annual Safety Breakfast	✓ Come and be recognized! Bring everyone!
✓ Safety Coordinator Round Table	✓ Held immediately following the Annual Safety Breakfast
✓ Post OSHA Log Summary	✓ Post from February 1 – April 30
✓ Organize your Safety Committee	✓ Hold at least four meetings per year – use an agenda and take minutes
✓ Hazard Recognition Inspections	✓ Aim for at least inspection once per quarter – call your Safety Consultant if you need forms
✓ Job Site Observations	✓ Do at least one per quarter per department
✓ Daily Safety Contacts	✓ Talk to your crew everyday about safety
✓ Safety Training	<ul style="list-style-type: none"> ✓ Appoint a safety training administrator ✓ Sign up for MSI classes on line at NJMEL.org ✓ Check out the new on-line classes ✓ Register for “Safety Fast Track”
✓ Order DVD’s and videos from the MEL Media Library	✓ Order online, fax, e-mail or call in your requests. See the catalog online

✓ Driver Records (MVR)	✓ Review annually for all drivers
✓ Annual JIF Planning Retreat	✓ Send a representative to at least one of the sessions
✓ Safety Incentive Award	✓ Use your safety award money to recognize and incentivize employee safety; claims funds by deadline
✓ Optional Safety Budget	✓ Submit receipts to Executive Director by deadline to claim your funds
✓ Regional Training Sessions	✓ Send at least one representative to each session
✓ Police Ad Hoc Committee	✓ Quarterly meetings open to interested Police Command Staff
✓ Suggestions for Improvement	✓ Send updates to Safety Director; make sure there are not more than two years old.
✓ Incident Investigations	✓ Report claims promptly ✓ Investigate incidents promptly; use the on-line supervisor incident investigation reports
✓ Annual program reviews	✓ Once a year review your lock-out/tag out, hazard communication, confined space entry and Bloodborne Pathogen programs
✓ Celebrate your successes	✓ Submit Special Recognition award nominations by December 31 st

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