

SECTION 45

SAFETY MEETINGS

1. SAFETY MEETINGS

- 1.1. All site personnel must attend a minimum of one weekly safety meeting led and scheduled by the MAPP Superintendent. This includes all MAPP, subcontractor, vendor, and owner supplied personnel. Meeting information can be obtained from insurance companies, trade associations, the internet, and the MAPP Safety Department. The weekly safety meeting should cover job relevant topics each week, and be 10-15 minutes in length. Safety meeting attendance and information should be documented on the MAPP Safety Meeting Report Form and a copy of presented material be kept with the sign-up sheet. Original documentation should be kept onsite in a file labeled "Weekly Site Safety Meetings" and a copy sent to the project administrative assistant for filing.
- 1.2. On occasion, special safety alert information will be distributed from the Corporate Safety Department. A safety meeting should be held with all site personnel to review the information. A sign in sheet must be completed to document the meeting and filed with the other site safety meetings. If requested, a copy of the meeting documentation should be sent to the Corporate Safety Department.