**Jiffy Lube Safety Meeting Agenda**

**Store # \_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_**

1. **Personal Protective Equipment (PPE)**
	* Safety Glass’ – must be worn at all times when working.
	* Bump Cap – must be worn at all times when working lower bay.
	* Slip Resistant/ Oil Resistant Shoes - must be worn at all times when working.
	* Nitrile glove should be worn at all time unless you are using barrier cream or operating an impact gun.
	* Barrier Cream – should be applied to hands before working and after washing hands when working.
	* Heat/ Cut Resistant Sleeves – wear when working around hot or sharp objects.
2. **Fire Extinguishers**
	* Locations in store – you should always know the location of the nearest extinguisher when working.
	* Instructions on how to use.
	* **PASS** Method
		+ - 1. stand back 8 feet from fire.
				2. **P**ull the pin.
				3. **A**im the nozzle at the base of the flame.
				4. **S**queeze the trigger while holding extinguisher upright.
				5. **S**weep the nozzle from side to side, covering the area of the fire.
	* Monthly Inspection
3. **Emergency Eye Stations**
	* Locations – could you find them with your eyes closed.
	* Instructions – how to use.
	* Monthly Inspection
4. **Evacuation Plan**
	* Know evacuation routes.
	* Do **Fire Drill**.
	* Gathering Area after evacuation.
5. **Lockout/ Tagout**
	* Location - by compressor.
	* Instructions – lockout all equipment before working on it.
6. **Hazcom Plan (Injury and Illness Prevention Book)**
	* **SDS** (Safety Data Sheets)
		+ - 1. Location must be in unlocked area.
				2. Instructions – how to read info. on sheets.
			- Container Labeling – all containers must be labeled.
			- Hazardous Chemical Inventory List – where it’s located.
7. **Report all Injuries or impairments to Manager Immediately**
8. **First Aid Kit & Body Fluid Cleanup Kit**
	* Location
	* Instructions
9. **Methanol (seasonal)**
	* Precautions – Flammability
	* Ground Strap – must be used.
	* Correct Mixture
	* Reseal partial and empty drums.

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1. **Housekeeping**
	* Keep work areas clean.
	* Change mop water often to avoid oily film on floor.
	* Clean up spills immediately.
	* Keep tools clean.
2. **Spill Prevention Control Countermeasure Plan**
	* Location of the SPCC Plan.
	* Location of the spill kit.
	* Train employees on use of SPCC Plan EXHIBIT A (Discharge Contingency Plan).
	* What is a reportable discharge?
	* Monthly Inspection requirements.

1. **Workplace Violence Prevention Policy**
* Zero Tolerance
* Read Policy
* Prohibited Behaviors
* Reporting
1. **Confined Space**
* Any tank larger enough to fit your head or head and body.
* Cannot be entered by any part of the body other than the hand and lower arm.
* Never place your head in any tank opening.
1. **Lift Safety**
* Never exceed lift load capacity (know the difference between loaded weight and unloaded weight).
* Use proper lift points**.**
* Use all safety locks.
* Read and review Vehicle Lift Safety Instructions
* Full size trucks (1/2 ton or larger) cannot be lifted on scissor lifts, jacks or post lifts only.
1. **Hydration and Heat Injury/Illness Plan**
* Ensure cool water is available for your employees to drink. The water tab on the soda fountain is great for this need.
* If working in the heat encourage employees to drink 8oz of water every 20 minutes whether they are thirsty or not.
* If they are in the heat for more than two hours employees will need to drink electrolyte containing beverages. The Powerade tab on the soda fountain will accomplish this need.
* Employees should not rely on feeling thirsty to prompt them to drink. Reminded them to drink on a regular basis to maintain hydration throughout their shift and beyond.
* If working outdoors (not in the shade of the building or an awning) employees will need to rest in a shaded environment after every hour of work outside of the shade.
1. **EAP Employee Assistance Program**
* Work-life balance assistance program. Provided at no charge through the company’s benefits plan.
* Helps find solutions for the everyday challenges of work and home as well as for more serious issues involving emotional and physical well-being.
* Cjildcare and /or eldercare referrals.
* Personal relationship information.
* Health information and online tools.
* Legal consultations with licensed attorneys.
* Financial planning assistance.
* Stress management.
* Career development.

Learn more at [www.unum.com/worklifebalance](http://www.unum.com/worklifebalance).

1-800-854-1446: English

1-877-858-2147: Spanish

1. **Active Shooter**
* Watch and discuss video listed below.
* https://youtu.be/TeOdxKozra0

**Attendance**

**Print Name Signature**