**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**