**Jiffy Lube Safety Meeting Agenda**

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

# Personal Protective Equipment (PPE)

☐ Safety Glasses – 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 gloves should be worn at all times unless using barrier cream or operating an impact gun.  
☐ Barrier Cream – apply before working and after washing hands.  
☐ Heat/Cut Resistant Sleeves – wear when working around hot or sharp objects.  
☐ Failure to comply with PPE requirements may result in corrective action up to termination.  
(OSHA 1910.132 – General PPE requirements)

# Fire Extinguishers

☐ Know location of nearest extinguisher.  
☐ Understand instructions on use.  
☐ PASS Method:  
 a. Stand back 8 feet.  
 b. Pull the pin.  
 c. Aim at base of flame.  
 d. Squeeze the trigger.  
 e. Sweep nozzle side to side.  
☐ Monthly Inspection.  
(OSHA 1910.157 – Portable fire extinguishers)

# Emergency Eye Stations

☐ Know locations (could find them with eyes closed).  
☐ Understand how to use.  
☐ Monthly Inspection.  
☐ Clean weekly and empty waste tanks.  
(OSHA 1910.151(c) – Requires emergency eyewash facilities where corrosives are present)

# Evacuation Plan

☐ Know evacuation routes, posted clearly.  
☐ Participate in fire drills.  
☐ Know gathering area after evacuation.  
(OSHA 1910.38 – Requires written emergency action plans)

# Lockout/Tagout

☐ Location: by compressor.  
☐ Lock out all equipment before working.  
☐ Only employee who locked out may unlock, with manager verification.  
(OSHA 1910.147 – Control of hazardous energy / lockout-tagout)

# Hazcom Plan (Injury and Illness Prevention Book)

☐ SDS location must be unlocked.  
☐ Know how to read SDS info.  
☐ All containers must be labeled.  
☐ Know location of Hazardous Chemical Inventory List.  
(OSHA 1910.1200 – Hazard Communication Standard)

# Housekeeping

☐ Keep work areas clean.  
☐ Change mop water often.  
☐ Clean spills immediately.  
☐ Keep tools clean.  
☐ Keep grates fully closed unless in use.  
☐ Use accountability board hourly and daily.  
(OSHA 1910.22 – Requires workplaces to be clean, orderly, and sanitary)

# Spill Prevention, Control, Countermeasure Plan

☐ Know location of SPCC Plan and spill kit.  
☐ Train on SPCC Plan EXHIBIT A.  
☐ Understand what is a reportable discharge.  
☐ Perform monthly inspections.  
☐ Must send report to Kayjah with crew/safety meeting.  
(EPA 40 CFR 112 – Oil Spill Prevention; OSHA expects training on handling chemicals under General Duty)

# Workplace Violence Prevention Policy

☐ Zero tolerance.  
☐ Read policy.  
☐ Know prohibited behaviors.  
☐ Know reporting procedures.  
(OSHA General Duty Clause Section 5(a)(1) – Employers must provide a workplace free from recognized hazards)

# Confined Space

☐ Any tank large enough for head/body is confined space.  
☐ Cannot enter with head or body (hand/lower arm only).  
☐ Never place head in tank opening.  
(OSHA 1910.146 – Permit-required confined spaces)

# Lift Safety

☐ Never exceed lift load capacity.  
☐ Use proper lift points and all safety locks.  
☐ Review Vehicle Lift Safety Instructions.  
☐ Full-size trucks (½ ton+) cannot be lifted on scissor lifts, only jacks/post lifts.  
☐ Perform daily inspections.  
(OSHA 1910.212 – General machine guarding often cited for lifts)

# Hydration and Heat Injury/Illness Plan

☐ Ensure cool water is available.  
☐ Encourage 8oz water every 20 min.  
☐ If over 2 hours, use electrolyte beverages.  
☐ Don’t rely on thirst; drink regularly.  
☐ If working outdoors, rest in shade every hour.  
(OSHA General Duty Clause – No formal heat standard yet, but required to protect against known hazards)

# Report All Injuries or Impairments Immediately

☐ Incident form filled out SAME day.  
☐ Customer accident form filled out SAME day.  
☐ DM and HR notified SAME day.  
(OSHA 29 CFR 1904 – Requires employers to record and report certain work-related injuries)

# First Aid Kit & Body Fluid Cleanup Kit

☐ Know locations.  
☐ Know instructions for use.  
☐ Ensure an extra sealed kit on hand.  
(OSHA 1910.151(b) – Requires adequate first aid supplies readily available)

# Methanol (Seasonal)

☐ Be aware of flammability precautions.  
☐ Always use a ground strap.  
☐ Ensure correct mixture.  
☐ No partial drums on Methanol.  The drum should either be full or empty.   
(OSHA 1910.106 – Applies to storage and handling of flammable liquids)

# EAP Employee Assistance Program

☐ Free work-life balance assistance.  
☐ Helps with childcare, eldercare, personal relationships, health, legal, financial, stress, career.  
☐ Learn more at www.unum.com/worklifebalance.  
 1-800-854-1446 (English) / 1-877-858-2147 (Spanish)

# Active Shooter

☐ Watch and discuss video: https://youtu.be/TeOdxKozra0  
☐ RUN, HIDE, FIGHT procedure.  
(OSHA General Duty Clause – Employers are expected to protect against foreseeable acts of violence)

# Sign Off:

☑ Manager/Lead sign off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendance**

**Print Name Signature**