



*Helping to make your workplace a safe place*  
[www.MySafetyPoint.com](http://www.MySafetyPoint.com)

## ISSUE HIGHLIGHTS:

### **Communication is the Key**

Effective communication is critical to ensuring that your safety policies, procedures, and training are understood by all employees.

Company or department meetings are generally used to get this information to the worker. It is important that these meetings be coordinated for effective delivery of the message and material content. It is equally important to hold these meetings on a regular basis. Please see article at right for tips on holding organized and effective safety meetings.

### **Emergency Action Plan**

(See article on page 2)

[www.AutomotiveSafetyAssociation.com](http://www.AutomotiveSafetyAssociation.com)  
Your source for One-Click Access to Loss Control  
Documentation

### **How to Conduct a Meeting**

- Fully prepare for the meeting by reviewing the presentation.
- **Tip: We make choosing a topic of discussion a breeze!** Simply go to our website and select the Newsletter Tab. Here you will find numerous Newsletters with varying topics.
- Plan and announce the meeting well in advance to avoid schedule problems and planned employee absences.
- **Tip: Hold your meetings on the same day every month so it becomes habit.**
- Anticipate and plan for make-up meetings or alternative methods of informing employees who are unable to attend the main meeting.
- Provide a meeting reminder a couple of days prior to the meeting as a courtesy to the employees.
- Start the meeting at the scheduled time and have presentation materials and handouts available for all employees.
- Circulate an attendance roster to verify who attended the meeting and received the information presented.
- **Tip: Use our convenient “Safety Meeting Report” form found under the Resources tab of our website.**
- Request acknowledgement of understanding throughout the presentation.
- **Tip: Some people learn best by example and hands on training.** For instance, if you are using our January 2015 Newsletter article “Automotive Lift – Safety Tips” for your safety meeting discussion, conduct your meeting in the vicinity of your lift so you can show by example the proper procedures involved.



## **AUTOMOTIVE SAFETY ASSOCIATION (ASA)**

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## **Emergency Action Plan**

An Emergency Action Plan (EAP) dictates the actions that should be taken by the employer and employee in the case of an emergency evacuation in the workplace. Though OSHA does not require all facilities to have one- it is strongly recommended. However, an EAP is required by OSHA for any facility requiring personnel to evacuate when a fire alarm is sounded. Any facilities with fixed extinguishing systems and fire detection systems must also develop an EAP.

An emergency action plan must be in writing, kept in the workplace, and available to employees for review. If an employer has 10 or fewer employees, they may communicate the plan orally to their employees.

An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

An emergency action plan must include at a minimum:

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including type of evacuation and exit route assignments
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

## **WHY HAVE AN EMERGENCY EVACUATION PLAN?**

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, bomb threat. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

## **FACILITY EVACUATION PROCEDURES**

Customers, vendors, and suppliers are visitors to a building and may not know the proper procedures to follow during an emergency. The facility manager is responsible for providing pertinent information at the time of the evacuation to ensure that everyone evacuates the building in a safe manner.

**References: MySafetyPoint Technical Bulletin**

For more information on Health and Safety related issues affecting workers, visit OSHA's Website at [www.osha.gov](http://www.osha.gov) and MySafetyPoint at [www.MySafetyPoint.com](http://www.MySafetyPoint.com)

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