

Information Sheet

Supervisor Safety Meeting in a Box Delivery

Prepared by CenturyLink Environmental, Health & Safety

Safety Meeting in Box (MIB) programs are prepared presentations for supervisors to use to conduct monthly safety meetings for field technicians (inside and outside). The programs are outlined in an annual schedule for work groups in the following business units:

- Global Operations
- Engineering & Construction
- National Field Operations & Government Services

The programs are generally a PowerPoint presentation of approximately 15 - 25 slides. The intent is to present a timely safety topic and allow time for employee discussion along with questions. Safety MIB programs should generally last about 15 - 30 minutes.

Safety MIB programs cover both regulatory requirements, safety training/education and refresher topics that supplement initial training.

Supervisors have options to present and review the recommended material.

- Gather the entire work group and review the Safety MIB with a PowerPoint on screen presentation using a computer (laptop) and a projector.
- Gather smaller groups of 4 or 5 employees and review the Safety MIB on a laptop screen.
- Distribute the Safety MIB by email to each employee and conduct a conference call as each employee follows along on their computer. The conference call allows for questions.

Paper copies of the Safety MIB can be used on a limited basis. When used, set the print format to “handouts” so 4 to 6 PowerPoint slides print to a page. This helps to save paper. Print two sided copies if possible. **Limit the use of more expensive color copies.**

Avoid sending the Safety MIB to employees via email and telling them to call with any questions. This limits the interaction and discussion that employees can provide during the safety meeting. It also is difficult to confirm that the material was actually reviewed.

If a primary topic or alternate scheduled monthly Safety MIB topic is not applicable to the work group or a portion of the work group, the supervisor has the option to select and present an alternate topic.

Some scheduled monthly topics are noted as “annual” or “mandatory” requirements and should be covered as soon as practical.

All Safety Meeting in a Box programs are loaded in the Safety Meeting Reporting System (SMRS). Select the drop down box and view all the topics listed in alphabetical order.

The Safety Meeting Reporting System (SMRS) is accessible at the following Compass (intranet) web page:

<http://smrs/>

After completing the safety meeting, record the attendees/participants in SMRS. SMRS files are uploaded weekly to the individual employee's training history (transcript) in the myLink Learning Center.