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| **Safety Meeting** |
| Date: |  |  | Property Name: |  |  |
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| Facilitator: |  |  |
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| **Essex Property Trust, Inc. conducts regular safety meetings designed to encourage employees to inform management of hazards at the workplace without fear of retaliation. Our goal in creating these meetings is to identify hazards that exist or may develop in the workplace, how to correct those hazards, and any steps we can take to prevent their reoccurrence. As a result, all hazards should be corrected as soon as they are identified.** **Agenda (Please discuss all of the topics below):*** Discuss general safety issues or concerns
* Review Injury and Illness Prevention Program (IIPP)
* Review Hazard Communication Log
* Review and discuss any incidents or near miss accidents since the last meeting (i.e. almost falling off a ladder, tripping on uneven pavement)
* Report any potential safety hazards (e.g. unsafe behavior, hazardous working conditions)
* Discuss any Personal Protective Equipment (PPE) to help ensure employee safety. If any materials are needed please discuss with management.
* Update Material Safety Data Sheets (MSDS) to include any chemicals brought to the property.
* Review the Historical, Near-Miss and Potential Injury List in the IIPP.
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| Comments: |
| **Sign In Sheet** |
| Date | Employee Name | Signature |
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