



TEMCO WEEKLY SAFETY CALL

Weekly Incident Call Agenda

Team Call

Tuesday @ 9:00 AM PT

CONFERENCE CALL:

TOLL FREE ACCESS NUMBER: 1-563-999-2090

PASS CODE: 141745#

1. Auto Incident or Employee Injury?
2. Were there any passenger injuries?
3. Did incident involve an appliance slipping? Give Details.
4. Description of incident/injury?
5. Employee name?
6. Employee date of hire?
7. Orientation – Documented training? Number of days?
8. Previous injuries?
9. Previous auto incident?
10. Is auto incident Reportable?
11. Did auto incident involve a vehicle being towed?
12. Was there a documented training completed due to the auto incident? Review training details?
13. When was the previous defensive driving check completed?
14. Was there a documented training completed due to the employee injury? Review training details?
15. When was the previous defensive driving check completed? Review training details.
16. When was the previous safe work check completed? Review training details.
17. Incident Report Forms Packet complete?
18. Root Cause Analysis completed? Review details.

19. Prevention Activity for the workforce? Review details.
20. Prevention Activity for the employee? Review details.
21. Workforce Notification of incident? How? When?
22. Is EE training 100% up-to-date? Was audit completed?
Review details.