

# Montana Department of Transportation

## Adopt A Highway

### Group Safety Meeting

Group Name: \_\_\_\_\_

Date: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Guest Speaker \_\_\_\_\_

<p><b>Safety Items Discussed</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work Plan</li> <li><input type="checkbox"/> Review of Work Location</li> <li><input type="checkbox"/> General Approach to the Work Area(s)</li> <li><input type="checkbox"/> Individual Assignments</li> <li><input type="checkbox"/> Work Days/Hours</li> <li><input type="checkbox"/> Parking Area(s)</li> </ul> <p><b>Clothing</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Safety Vests</li> <li><input type="checkbox"/> Proper Foot Wear</li> <li><input type="checkbox"/> Hats/Gloves</li> <li><input type="checkbox"/> Pants/Shirts</li> </ul> <p><b>Work Signs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose</li> <li><input type="checkbox"/> Location</li> <li><input type="checkbox"/> Responsibility for Opening and Closing</li> </ul>	<p><b>Work Methods</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proper Lifting Techniques</li> <li><input type="checkbox"/> Awareness of traffic             <ul style="list-style-type: none"> <li>a) Traffic speeds</li> <li>b) Face or work toward traffic</li> <li>c) Crossing methods and locations</li> </ul> </li> <li><input type="checkbox"/> Personal Risk</li> <li><input type="checkbox"/> Bag Placement</li> </ul> <p><b>Refreshments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Water Location and Responsibility</li> <li><input type="checkbox"/> Lunch</li> <li><input type="checkbox"/> No Alcohol/Drugs</li> </ul> <p><b>Other Discussion Items</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First Aid Kit(s) Responsibility and Location</li> <li><input type="checkbox"/> Emergency Notification Procedure</li> </ul>
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### Meeting Attendance Roster

Name	Name	Name
1. _____	11. _____	21. _____
2. _____	12. _____	22. _____
3. _____	13. _____	23. _____
4. _____	14. _____	24. _____
5. _____	15. _____	25. _____
6. _____	16. _____	26. _____
7. _____	17. _____	27. _____
8. _____	18. _____	28. _____
9. _____	19. _____	29. _____
10. _____	20. _____	30. _____

