

Date: _____

To: All Departmental Safety Coordinators

From: Joey Pons, EH & S Director

Re: Safety Meeting – Low Risk Employees

The topic of the low risk safety meeting for this quarter is _____ as described in the attached information. As the Departmental Safety Coordinator, you are responsible for distributing this information to all employees within your supervision and ensuring that they have read and understand it. Using the space below (and more sheets if necessary), please ask each employee to sign their name signifying that they have read the attached information. Return this information to the EH & S office no later than one month from the date of issue. Recall that high risk employees require a formal gathering for their safety meeting as per the guidelines set forth in the EH&S Policy, section 6. Quarterly safety meetings are required by the Louisiana Office of Risk Management. Should you have any questions regarding this, do not hesitate to contact me at x25357 or safetyman@louisiana.edu. Thank you for your cooperation in this matter.

Department: _____

Departmental Safety Coordinator: _____

Attendance

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reviewed by: _____

EH & S Director