



## **Pennsylvania Towing Association Safety Committee (PTASC)**

### **SAFETY MEETING INSTRUCTIONS**

- Identify the subject, download the subject from the PTA Website, subjects will be provided by the PTASC
- Meetings should be held monthly
- Designate a person from the company to facilitate the meeting
- A dedicated location should be identified
- A dedicated time should be identified
- Provide advanced notification to all who will be attending the meeting
- If attendance is mandatory, staff should be notified and consequences assigned if they are not in attendance
- Attendance will be taken at every meeting and staff will need to sign off to show they attended, maintain a separate file for the attendance sheet
- Incentive identified for those who do show (i.e. lunch at meeting, etc.)
- Subjects should be short and to the point, typically no more than one hour or less
- No more than one topic per meeting and stay on point. Do not stray off during the meeting to other topics that may be brought up. This is not a complaint session.

We encourage our members to have these meetings at least once a month. You have the right to refuse. We also would encourage all of our business owners to have an employee handbook stating all the rules and regulations for their employees.