

**SILVERWOOD LANDSCAPE  
EMPLOYEE SAFETY TRAINING**

**EMPLOYEES IN ATTENDANCE**

SAFETY INSTRUCTOR Alexo Martinez Date: 3/31/22

TRANSLATOR \_\_\_\_\_ Time: 1:30 pm

JOB SITE Lago (Orchard Hills)

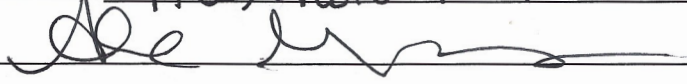
TOPIC Access and Egress + Responding to accidents.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Pedro Medina  
Heleodoro Aguilar  
Benigno Nestor  
FORTUNATO

~~Pedro Medina~~  
~~[Signature]~~  
~~[Signature]~~  
VUB

Instructor Name (Please Print): Alexandro Martinez

Instructor Signature: 

*Fortunato  
Barber*

# **SAFETY MEETING MINUTES**

**DATE:** 3/31/22

**TIME:** 1:30 PM

**CONDUCTED BY:** Alex Martinez

**CONDUCTED FOR:** Silverwood Landscape – Lago

**SUBJECTS DISCUSSED:** EMERGENCY ACTION PLAN AND AED RESPONDER TEAM REVIEW / CLEAR ACCESS AND EGRESS

## ***1. Company Policy on Safety***

Reviewed that the company objective is to have employees think safety in all aspects of employment.

## ***2. Be Prepared for Emergency Situations***

Always keep clear aiseways and access to exits for emergency egress,

Emergency situations may arise at any time. Expedient action must be taken in order to provide the best possible care for the injured person in emergency and/or life threatening conditions.

Preparation for emergency and/or life threatening conditions involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency personnel, and continuing education in the area of emergency response.

As a SilverwoodLandscape employee it is important to act swiftly to save a life.

In the case of cardiac arrest, irreversible brain death occurs in four to six minutes if no CPR or defibrillation is provided during that time. Every minute elapsed without using an Automated External Defibrillator (AED) reduces survival rate by 10%. After 8 minutes, survival rates are about 5%. Within 10 minutes of this condition, there is brain death.

- All employees should know who is trained in First Aid, CPR, and authorized to use the AED. In the case of a cardiac emergency, even if you are unsure, this person should be notified immediately.
- All employees should know where all AEDs and First Aid kits are located.
- A designated person should immediately call 911.
- The person calling 911 should know the name and address of the facility and the type of emergency.
- A designated person should immediately go to the entrance of the facility to route the ambulance to the closest entrance to the building or golf course location of the patient.

(Continued)

- Assistance may be needed to assure unnecessary employees and other bystanders are giving space and respect to the patient. Have designated employees contain the area, politely requesting space, while the trained First Aid Responder/CPR Certified/AED Responder tries to assist/resuscitate the patient.
- Do not move the injured person unless there is immediate danger of further injury.
- Responders and Providers should provide patient care consistent with his/her training.

In the case of a cardiac emergency, an authorized First Aid Responder should follow procedures required and as applicable to start compressions/breathing. When the AED and AED Responder is ready, they should follow procedures.

AED Responder is to follow AED instructions. When working with the AED, assure that it is immediately powered on and then proceed with instructions.

No employee is authorized to speak to the media, public or any other communications company in regards to injuries.

### *3. Review of Injuries*

Reviewed prior injuries and close calls for last quarter. Discussed what new procedures and policies can be implemented to prevent recurrence.

### *4. Review of Employer & Employee Responsibility*

Discussed that it is responsibility Silverwood Landscape to provide the safest possible environment for its employees, and that it is the responsibility of the employees to be accountable for their own safety by adhering to the Code of Safe Practices for their job and by abiding by the safety rules and regulations of the Company.

## RECOMMENDATIONS:

- 1.
- 2.
- 3.

APPROVED BY:

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SAFETY INSTRUCTOR  
SAFETY COMPLIANCE COMPANY

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DATE