



Date: January 28, 2019		EMAIL THIS SHEET IN TO THE OFFICE AFTER YOUR MEETING!!!	
Project Number#	Job Name:	Person Conducting Meeting:	

2019 Annual Training (R-T-K) Packets

Our 2019 R-T-K Training Packets were mailed out January 11th. If you have not received yours by end of day Monday, January 21st, please contact Lindsey Harfield @ 612-599-1107.

Please submit all 5 pages that are in the back of the training packet to the office ASAP. Also be sure to place 2019 Emergency Contact Information Packet inside your hardhat. If you have ANY questions, ask your Foreman, or call Sturg or Lindsey.

See backside for extra incentive!
Email: lharfield@olympiccompanies.com -or- Turn in to your Foreman

Last week's Bonus Question: How would an employee have access to Olympic's drug & alcohol policy?

Answer: 3 Options: New Hire Paperwork, in your 2019 R-T-K Training Packet, call Sturg or Lindsey for a copy.

Inspect your equipment (scaffold, aerial lifts, ladders, fall protection, electrical cords, etc., etc..) prior to the start of each work shift.

For inspection packets or repair tags call Dave Sangren @ (612) 644-3136 to have some delivered to your jobsite.

Any questions give Sturg a call (612) 221-8603

PLEASE PRINT YOUR NAME

(Foreman review sheet, verify crew members names are legible)

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

Visit our website: www.olympiccompanies.com

Comments:

Record to beat 378 days!!!
As of January 24, 2019 we have worked 29 days without a Lost Time Injury.
We have safely worked 49,096 hours towards our ATV goal of 150,000 hours!

Toolbox Talks winner for last week: Randy Grunseth @ Ronald McDonald House

This week's Bonus Question: What is an EAP (Employee Assistance Program)?
Which program is yours?

Hint: See 2019 RTK packet

2019 Safety Training Packets (R-T-K)

Let's have some fun by adding an incentive this year!

Safety Committee will be giving away **\$25 Gift Cards** for the Olympic Employees who have submitted the **5 pages** of paperwork to Lindsey by the 2-week deadline of **January 29th**.

By February 5th – 3-Oly T-shirts

Feb. 12th – A "Thank You"

Feb. 19th – A call from your General Superintendent

Feb. 26th – You will be sent home by your Foreman to get your paperwork and instructed to bring it into your General Superintendent.

*To qualify for future safety awards,
your 2019 R-T-K test must be completed **February 5th.***

Thank You,
Safety Department