



Safety Meeting:

Meeting Location: K3 Boardroom	Date & time of meeting: Aug 7, 2026, 12 PM
# of staff attending: 9	Meeting Facilitator: Nikki & Andy

Topics Covered:

- Employee ER Plan/SOP Folder Update
- Safety Documents/Forms Website
- Inspection Schedules
- Working Alone
- Plant Schedules

Suggestions & input offered: Brace bin legs by Hanks

Action(s) to be taken: Add Carter to Safety Line - AS
Get Klaas + Dillon a copy of minutes. + Review - NH
Confirm Dillon Schedule - AS

Print Name:	Signature:	Print Name:	Signature:
Colin Dube		Martina Beninati	
Carl Waterman		Nikki Hildebrand	
Steph Fleish			
Andy Schalk			
Cassandra Flickinger			
Sean Churchill			
Carter Bezoyan			



Topic #1: Employee ER Plan/SOP Folder Update

- Switch out old papers for new ones.
 - o Carter takes to do at home
 - o Dillon will do when back

Topic #2: Safety Documents/Forms Website

- New K3 webpage with all the:
 - o Inspection Forms
 - Daily & Monthly
 - Equipment Maintenance
 - o Safety Documents
 - Incident/Accident/Near Miss
 - Safety Data Sheets (if missing let me know)
 - SOPs
 - Safety Meeting Minutes
 - ER Plan
 - o Equipment List
 - o Request Forms
 - New Service/Repair
 - Supplies
 - Vending Machine Items
- Save web page on phone as an app for quick access.
- www.k3seeds.com/k3-employee-safety

Topic #3: Inspection Schedules

- Daily:
 - o Sign off
- Monthly:
 - o Equipment
 - o Fire Extinguisher
 - o First Aid
 - o Forklift
 - o Vehicle
 - o Workplace
- As it occurs
 - o Equipment Maintenance
 - o Incident/Accident/Near Miss

Topic #4: Working Alone

- Make sure log into Safety Line
- Check in a min of once per hour
- Call Andy (not text) throughout the night if there is anything urgent



- If someone fails to check in, Safety Line will call the employee. If they do not answer, Safety Line will call Andy. If Andy does not answer, Safety Line will call Sean.

Topic #5: Plant Schedules

- Starting 24-hour shifts Monday at 6am
- Seed plant Schedule
 - o Shift #1: 6am – 3pm (9 hours)
 - Sean
 - o Shift #2: 9am – 6pm (9 hours)
 - Carter
 - o Shift #3: 6pm – 6am (12 hours) Monday 6pm to Saturday 6am
 - Colin
- Office Schedule
 - o Office coverage from 7am to 5pm.
 - o Martina starting at 7am again
- Saturday Schedule
 - o No schedule until fall seeding starts

Other:

- Don't move in fork pockets with full bags until Hanks strengthens it. Can move using fork pockets with empty bags.