

Safety Meetings

Conducting The Safety Meeting

Safety meetings are conducted to educate employees in safety awareness and help improve their safe work practices. Remind workers that safety training is a priority and is important in reducing accidents and injuries. Prepare the safety meeting agenda by concentrating on one or two main topics at a time and keeping it simple. Stay on topic, but be as flexible as possible to get to workable solutions. Use demonstrations, safety videos, and printed handouts to keep the meeting interesting. Maintain a positive attitude by concentrating on improving safety procedures and not on criticism or blame. Never discipline work-



ers during the safety meeting, but re-educate them privately on proper work procedures and only use discipline sparingly. Compliment employees for their continuing safety achievements. Summarize the meeting by reiterating the key points. Develop a plan to schedule corrective actions and assign responsibilities. Allow time to address questions. Retain documentation of the safety meetings by recording the date, topics, brief description, presenters, and sign-in roster of attendees. Periodically evaluate the effectiveness of

the safety meetings to make improvements. Upper management (i.e. Mayor & Department Heads) should attend and participate at least periodically.



Participation

- Involve Employees; Encourage Group Interactions (Teamwork)
- Allow Discussions
- Ask Open-Ended Questions
- Solicit Responses
- Seek Practical Solutions
- Suggest Improvements
- Safety Meeting Attendance Should Be Mandatory

Workers who actively participate in solving safety issues have a greater interest in maintaining safe work habits.

Safety Topics

- Safe Work Practices
- Safety Procedures
- Current Safety Issues/Accident Trends
- Accident Investigations
- Safety Inspection Recommendations
- Management Directives
- Reporting Procedures
- New Equipment/Machinery

Length

- Informal or "Tailgate" Meetings - Monthly (5-10 Minutes)
- More Formal Meetings - Quarterly (10-20 Minutes)
- Begin & End The Meeting On Time.

Presenting short monthly safety meetings is more effective than long and potentially boring ones.

Frequency

- Monthly Safety Meetings
- Consistently - Regular Basis
- Once Safety Meetings Become An Established Routine, Subsequent Meetings Become Easier To Plan And Present.



Workers will come to accept safety meetings as part of their job.