



EFFECTIVE SAFETY MEETINGS

“The Basics”

Here are some basic points for you to consider when conducting a safety meeting.

Preparing for the meeting:

- Know and understand the topic that you are about to present.
- Limit the time of the meeting (15-20 min), addressing one or two main topics.
- Ensure that the topic(s) are specific to the needs of your employees and are applicable to your operations.
- Remember, safety isn't just for the workplace; you may also address safety at home.
- Avoid reading to your employees.
- Prepare handouts as necessary.

Conducting the meeting:

- Bring energy to the meeting; you set the tempo! Be positive, be enthusiastic, be innovative, be informal, make it fun, make it interesting, and promote teamwork. Be sure not to bore your audience.
- Welcome your employees and thank them for their time and attention.
- Tell your employees that they are the experts in their line of work and not just anyone can do what they do. Compliment them on their existing safety efforts.
- Reiterate the reason you hold safety meetings: to provide your employees with good information that they can use to make good smart safe decisions.
- Briefly address any follow-up items from the previous safety meeting, i.e.; corrective actions taken.
- Announce to your employees what topics that you are going to present and why.
- Ask your employees open ended questions that will solicit responses. Recognize their responses with positive comments. Engage their participation as often as possible, as it develops into ownership of the ideas being presented.
- Use visual aids; (i.e.; a full-body harness with lanyard, electrical cord, sling, lockout hasp, equipment, etc).
- Allow time to address questions at the end of the presentation.
- Finish the meeting by reiterating the key points of the meeting and how your employees should use this information to protect themselves and their coworkers.
- Thank your employees for their time and attention, and ask them if they have any suggestions for the next safety meeting.

Other key factors:

- Upper management should be present for the safety meeting and take a participatory role.

- Safety meeting attendance should be mandatory for all employees.
- If applicable, conduct separate safety meetings for different departments or groups.
- Control the tone and tempo of the safety meeting; avoid it becoming a complaint session.
- You should physically interact with the audience (your employees); do not stand behind a podium.
- Begin/finish the meeting on time.