



Safety Meetings: A Safety Training Program



Goal

This program is designed to help supervisors conduct more effective safety meetings.

Objective

By the end of this program, you'll understand the key factors that go into running a safety meeting that keeps your team engaged, informed, and most importantly, safe.

Planning your safety meeting: Setting the stage for success

Before you stand in front of your team, here are a few things to consider:

Know your audience

The way you speak likely changes based on the person you're addressing. The same goes

with the people at your safety meetings. Think about:

- How old are your team members?
- What kind of education do they have?
- How much experience do they have on the job?

Understanding these factors will help you tailor your message to best reach everyone in the room.

Timing is everything

Nobody wants to sit through a lengthy safety lecture. Decide the following:

- How long can your team be away from their work without causing possible problems or delays?
- How much information do you need to cover?
- How long can your team realistically pay attention?

Remember, shorter, more frequent meetings are often better than long, infrequent ones.

Pick your topic

Plan your topic in advance. Consider:

- What do you see on the job every day?
- What company safety procedures and regulations need to be reviewed?
- Have there been any recent accidents or injuries?
- What are the results from recent safety inspections?
- Are there new processes or equipment?
- Does management want you to cover something specific?

Always try to tie in current issues when you can. It makes the meeting feel more relevant and immediate.

Choose your meeting type

There are two main types of safety meetings:

1. Formal meetings.

These are the big, planned-in-advance meetings. They're usually monthly or quarterly.

2. Informal or "tailgate" meetings.

These are quick, 5-to-10-minute chats before a job starts. These focus on specific safety issues for that day's work.

Pick Your Format

How you present your information can make or break your meeting. Some options include:

- Lecture. (Use sparingly!)
- Case study.
- Group discussion.
- Hands-on demonstrations.
- On-the-job training.

- Audiovisual presentations. (But don't let it put people to sleep!)
- Simulations.

Always end with a good wrap-up. It helps you see if your team understands the material and gives them a chance to ask questions.

Running the meeting: Keep it engaging

Remember the KISS principle: Keep It Short and Simple. Here are some key points to keep in mind:

- Start with a quick summary of what you're covering and why it matters.
- Present the meeting as an important part of the company's safety goals.
- Keep things informal to encourage participation.
- Be flexible within your agenda.
- Use real-life examples of safety violations and their consequences.
- Get the group involved throughout the meeting.
- Summarize at the end.
- Announce when the next meeting will be.
- Always end on a positive note.



After the meeting: Recordkeeping & evaluation

- Don't forget to keep records of your meetings. It's not just good practice, but it's also required by OSHA. Use sign-in sheets to track attendance.
- Finally, evaluate your meetings regularly. Are people using what they've learned on the job? Has safety improved? Use this feedback to make your next meeting even better.

Safety meeting checklist

Use this handy checklist to make sure you've covered all your bases:

- Appointed someone to oversee safety meetings.
- Decided on frequency and length of formal meetings.
- Asked employees what topics they want to cover.
- Selected a topic for the next meeting.
- Announced the date and time of the next meeting.
- Reserved a meeting room.
- Arranged for any needed audiovisual equipment.
- Prepared handouts and evaluation forms.
- Got everyone to sign the attendance roster.
- Filed all the paperwork properly.

Effective safety meetings require planning and effort, but the investment pays off. By using these tips, you'll be leading engaging, informative safety meetings in no time.

Remember:

Safety is everyone's responsibility!

Review

1. What are the two types of safety meetings?
 - a. Long and short.
 - b. Technical and non-technical.
 - c. Formal and informal.
 - d. None of the above.
2. Evaluate your audience based on age, experience, and _____.
 - a. Sex.
 - b. Work area.
 - c. Job title.
 - d. Education.
3. The term KISS refers to Keep it Short and Simple.
 - a. True.
 - b. False.
4. Some of the key points to remember to have an effective safety meeting are:
 - a. Keep the tone informal to encourage participation.
 - b. Always use a lecture to get your point across.
 - c. Be as flexible as possible within the limits of your agenda.
 - d. Both a. and c.
5. You will want to use an evaluation to see what worked and what could be improved.
 - a. True.
 - b. False.

Answers: 1. c 2. d 3. a 4. d 5. a



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