

SAFETY MEETING IDEAS

Many employers have come to the realization that they are not achieving maximized results in their safety meetings if they show a safety video and/or read a “canned” safety topic to their employees. In both of these methods, some employees tend to allow their minds to drift off onto other things. The retention rate of these two methods is comparatively less than “hands on” types of learning methods. The purpose of safety meetings is to provide your employees with good information that they can use to make good safe decisions to protect themselves. The following provides alternatives that you can use to conduct effective safety meetings.

1. From the Frontline Meeting

- a) Ask your employees to write down what they think are the three biggest work related hazards that they face (*can be done prior to the meeting*).
- b) Collect their responses and verbally present them, one at a time, to the group without identifying the author.
- c) Ask your employees for their thoughts regarding the hazard, how it should be addressed and how they can protect themselves.
- d) Take decisive action to address the hazard and set a timeframe for resolution.

This type of safety meeting achieves many things: it's interactive, thus it is more interesting than simply watching and listening to someone read or talk. It puts your employees in a position to really think about what they do and the hazards of their job, and it puts them in a position to offer solutions.

2. “Hands On” Interactive Meeting

- a) Bring your employees to a safe location within their work environment where the particular piece of equipment, process or procedure that you are going to discuss is located.
- b) If you are addressing a procedure, open by telling your employees what the topic is.
- c) Ask for volunteers to explain and demonstrate the proper procedure as it applies.
- d) Provide constructive intervention when correcting improper procedural steps.
- e) Thank and compliment employees for their participation.

Example of “Hands On”: If the meeting is about machine guarding, hold the meeting in front of the machine. Ask your employees to identify anything wrong with the machine. If they indicate a guard is missing, ask them what they would normally do in this situation. Ask your employees to install and adjust the guard. Discuss the benefits to them for having the guard. Have everyone inspect the other machines for proper guards and report any potential problems they found and corrected.

This type of meeting is designed to put your employee in a safe setting of potential hazard being discussed. This method provides a high degree of learning and retention by your employees as it stimulates multiple senses.

3. Recent Events Meeting

- a) Without pointing blame, discuss the circumstances surrounding a recent significant near-miss or accident.
- b) Discuss all of the contributing factors that caused the near miss or accident.
- c) Ask your employees what they think could have or should have been done differently.
- d) Discuss what corrective actions have been taken to prevent a reoccurrence.

This type of safety meeting is held right after the investigation of a near miss or accident and the determination of corrective action for the hazard. The purpose is to alert your employees of recent events and the actions taken as a result of these events.

4. Upcoming Events Meeting

- a) Explain in detail with your employees any upcoming changes in operations, processes or new equipment.
- b) Ask your employees what hazards they believe these changes/conditions may present.
- c) Ask your employees to offer ideas about what can be done to protect themselves or others against these hazards.

This type of safety meeting is held prior to any known change in operations, new equipment, etc. This meeting is held in anticipation of the change and is a good preemptive meeting to alert employees of what to expect and how they should protect themselves in light of the change.

5. Other Ideas to Discuss

Attempt to understand why these issues are occurring by asking the question,

- a) Observed unsafe behaviors (decisions) made by your employees.
 - i. Use equipment improperly
 - ii. Use unguarded equipment
 - iii. Not wearing personal protective equipment when needed
 - iv. Not following safety policies and procedures (taking unnecessary risks)
- b) Observed unsafe conditions
 - i. Improperly stored equipment
 - ii. Unguarded equipment
 - iii. Damaged equipment
 - iv. Unattended spills
 - v. Broken electrical cords
- c) Accident trends
 - i. Accident causes
 - ii. Body parts affected and personal protective equipment needed to be utilized