

## How to Deliver Safety Meetings

### **What is a safety meeting?**

A safety meeting is usually a brief (15-20 minutes) discussion with employees about safety hazards that exist in their work environment. The goal of the meeting is to educate employees about the hazards so as to reduce or eliminate injuries.

The meeting can be an add-on to a regularly scheduled meeting with employees such as a Division meeting with a manager(s), or it could be a meeting with a crew out in the field before the work day begins.

### **Why have safety meetings?**

Safety meetings give employees the ability to express their concerns about safety in the work environment. This is a great way to educate management about the hazards which are within their control and responsibility.

In addition, if employees are educated about safety in their work environment, they are more inclined to work safer because they have the knowledge to spot potential hazards.



Do not forget about your department's written safety program, the IIPP. There are provisions within this program which require safety meetings. The safety and health regulations enforced by Cal/OSHA (Title 8) also require that periodic safety meetings occur.

### **What should be discussed in these meetings?**

The most important component of a safety program is the written programs that have been established to illustrate what is expected of employees and management in terms of working safely. Programs like the IIPP, Emergency Action Plan, and Fire Prevention Plan, should be very familiar with all staff. You cannot expect employees to work safely if they do not know their responsibility. Departments should consider discussing these programs in detail at least once a year with all staff.



In addition of written program awareness, discuss what else is going on in any given specific work environment. Examples might include workplace security, work practices, machinery, any trends that may be occurring (ex., increased

number of trip and fall injuries), or anything else which may lead to an injury or illness.

## How to run a good meeting

1.) Meetings can be conducted before the work day begins or during a staff meeting. They should be held in a comfortable, non-distracting environment.

2.) Gather any necessary hand outs and make the appropriate number of copies for all staff.

3.) Complete a Safety Meeting Attendance sheet which is available on the Risk Services website. Go to Human Resources, Risk Services and locate the "Safety Meeting Attendance Sheet" link under Safety Documents.



4.) Meeting topics should relate to the specific work environment. Do not pick too broad of a topic. Risk Services has developed a list of topics that you can follow. This topics list is available on Risk Services webpage. Go to Human Resources, Risk Services and locate the "Recommended Safety Meeting Topics" link under Safety Documents.

5.) If addressing a specific safety concern in the work environment, research the problem before the meeting. For example, what procedures are in place for dealing with violent individuals or consult with the manufacturer for machinery safety issues.

6.) Go through any handouts that you may have with the employees. Discuss, in detail, the topics that you want to convey to employees. Simply giving employees the handouts with little or no interaction is not an effective way of delivering a safety meeting.

7.) Make sure you have the employees sign (legibly) the Safety Meeting Attendance Sheet.

8.) Managers and supervisors should be in attendance for the entire meeting.

9.) If questions are raised that cannot be answered, do not guess at an answer. Let your audience know that you will need to do some further research and that you will get back to them. Contact Risk Services at (209) 937-8233 if assistance is needed.



10.) Get employee feedback! Open up a questions and answers

period toward the end of your meeting. Take recommendations or suggestions seriously. Consult with your Department Safety Coordinator if assistance is needed.

- 11.) The completed Safety Meeting Attendance Sheet should be retained in the Division's safety related training folder (establish one if you haven't already) for a minimum of 3 years. A copy of this sheet should be sent to your Department's Safety Coordinator.