

How to Hold a Good Safety Meeting

1. A safety meeting should be conducted at monthly time-intervals and can be held in conjunction with a general staff meeting.
2. Be certain that everyone is aware of the meeting time and location.
3. Insist that all staff members attend.
4. Pick an appropriate topic. If you can't think of a topic, use one from the list on the next page..
5. Start the meeting on time.
6. Don't waste time, give the meeting your undivided attention.
7. In advance of the meeting, choose your topic and carefully prepare your presentation.
8. Use handouts or posters in order to illustrate your topic.
9. Discuss current safety issues, accidents and "near misses".
10. Invite managerial personnel and fellow workers to make safety topic presentations.
11. Provide verbal and "hands-on" employee safety training.
12. Allow sufficient time for employee questions, concerns and input.
13. Follow-up on employee concerns, suggestions and questions. Provide answers, in a timely manner, to questions and appropriately address concerns and suggestions.
14. Document meeting presentation by completing the "Safety Meeting Report" form.
15. When an employee training session is conducted, provide appropriate documentation.

Construction Site Safety Meeting Topic Suggestions

1. Fall protection/prevention concepts
2. Personal protective equipment:
 - a. hardhat
 - b. eye and face protection
 - c. hearing protection
 - d. protective welding equipment
 - e. personal clothing requirements
 - f. respiratory protection
 - g. hand protection
 - h. proper footwear
 - i. traffic flagging procedures
3. Back injury prevention
4. Housekeeping
5. Tool, equipment and vehicle operational procedures
6. Emergency preparedness procedures
7. Electrical safety
8. Ladder safety
9. Scaffold safety
10. Aerial lift safety
11. Fire prevention and protection
12. Industrial injury, "near miss" and property damage incident reporting procedures
13. Unsafe practices/conditions reporting procedures
14. Confined space entry procedures
15. Excavation and trench safety concepts
16. Lock-out/tag out procedures
17. Hazard communication program
18. Heat-related stress/illness prevention concepts
19. Welding and cutting