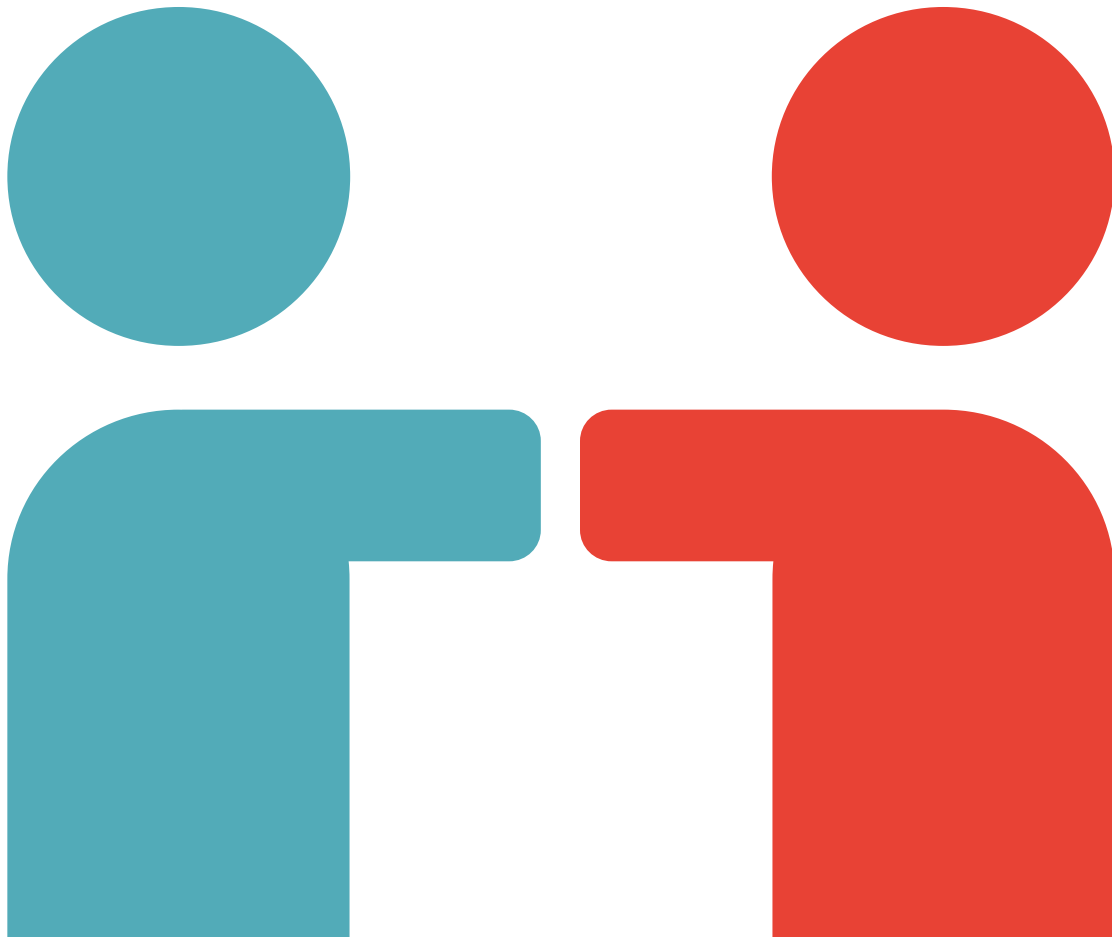


# your safety

## meeting guide.

### how to lead a successful safety meeting

A safe workplace is an informed workplace, so conducting regularly scheduled safety meetings with your team is one of the best ways to avoid accidents and eliminate potentially hazardous workplace conditions. Before your next safety discussion, follow this guide to make it as effective and efficient as possible.



## before the meeting

### get the word out

Let everyone know about the upcoming meeting through email, flyers or whatever method of communication is most efficient for your workplace. Schedule your meeting at the start of the workday when everyone's fresh. Asking employees to come in early or stay late can hurt morale and put them in the wrong state of mind for absorbing new information.

### establish a theme

It's always a good idea to cover the basics like safe lifting, personal protective equipment (PPE) and electrical safety, but also make sure to tailor the subject of your meeting so that it's applicable to your workplace.

### prepare adequately

Whether you're a seasoned veteran of leading safety meetings and programs or just getting started, make sure you're thoroughly prepared. Safety information and other toolbox options are readily available through OSHA's website. Use this information to draft key points that you can read from during the meeting.

### meet anywhere

The location of your presentation takes a backseat to its message. Conference and break rooms work well, but so does a quick huddle on the shop floor or in the warehouse receiving area. As long as everyone can hear and see you clearly, logistics aren't a major concern.

## during the meeting

### start on time

Start on time, and have your team sign in as they arrive. This will increase accountability for future meetings and communicate to employees that, while the tone or setting of the meeting may be informal, the information being presented is worthy of close attention.

### engage your team

Think of your meeting as an open dialogue rather than a one-way presentation. Doing so will better engage your audience and improve their retention of critical information. The last thing you say is the first thing they'll remember, so use it to emphasize an encouraging main takeaway.



### show, don't tell

Use visual aids and demonstrations whenever possible to emphasize your main points. Show images of correct and incorrect workplace scenarios to give a more memorable illustration. Demonstrations and a hands-on activity, too, can improve comprehension and provide a new dimension of participation to your meeting.

### wrap up with questions

Make sure to allot time for questions at the end of the meeting. Not only will this increase engagement, but it will ensure that there are no lingering areas of doubt or confusion. Don't be afraid to hand over the mic to veteran employees at this stage, and encourage them to share feedback and applicable anecdotes.

## after the meeting

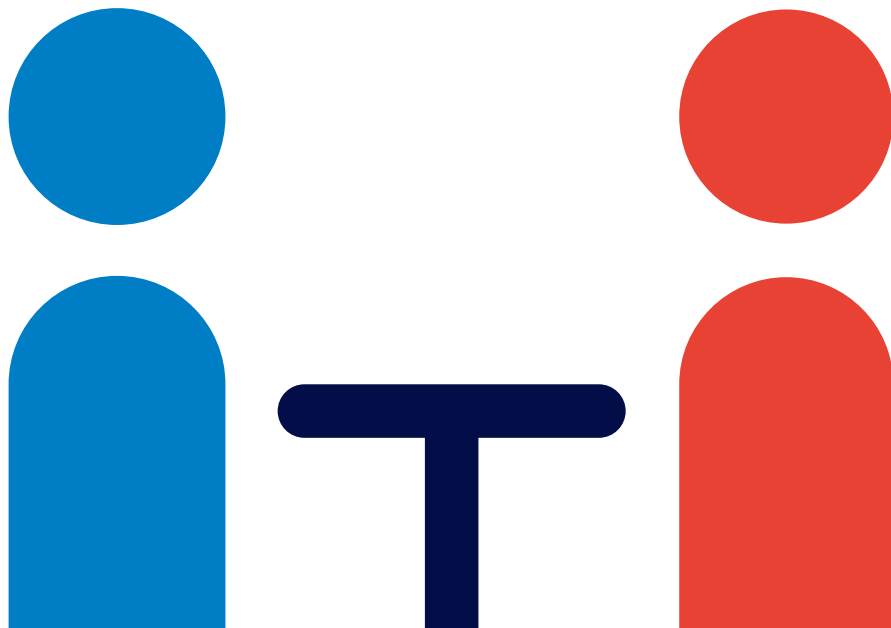
### follow up to reinforce

It's hard to retain everything that was said during a meeting, so follow up with safety reminders to ensure that what you presented remains top of mind with your team. Allow employees to give you feedback after your meeting has ended. Use their suggestions to improve future presentations and topics. Choosing a subject that interests your team will make for a stronger and more productive meeting, with better employee engagement and increased participation.

### consistency is key

Regularly scheduled meetings will set expectations, ensure attendance and communicate to your staff that management cares about safety. Consistency is far more effective for keeping safety top of mind than hosting one big meeting with a slick presentation. Don't worry about running out of topics as the year goes on. When it comes to safety, there are never enough reminders.

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# safety meeting checklist

## before the meeting

- Get the word out about the meeting via email, flyers or whatever works for your team.
- Schedule the meeting early in the day.
- Send out a reminder the day before to prevent no-shows and latecomers.
- Think about what tools and equipment your team uses most often and what types of hazardous situations might occur when selecting your focus.
- Prepare adequately by visiting [www.osha.gov](http://www.osha.gov) to:
  - Learn about all workplace safety rules and regulations.
  - See if any laws or guidelines have changed.
  - Access information and tools to help you with safety education and implementation.
- Meet anywhere, as long as everyone can hear and see you clearly.

## during the meeting

- Start the meeting on time.
- Ask your team to fill out a sign-in sheet as they arrive.
- State the meeting's objective from the top.
- Request that all cellphones be turned off to minimize distractions.
- Set a casual and open tone with humor and be passionate in your discussion.
- Allow for open dialogue and questions with your employees.
- End on a positive note with an encouraging main takeaway.
- Use visual aids, demonstrations and hands-on activities to educate your employees.
- Allot time for questions at the end.
- Ask for feedback and applicable anecdotes.
- Thank employees for their time and attention.
- End the meeting promptly before attention spans wane.

## after the meeting

- Reinforce the safety information by sending an email summarizing key points.
- Post safety reminders in areas with high foot traffic.
- Have senior leadership reinforce your safety messages with their own reminders.
- Ask for feedback and suggestions from your team after your meeting ends.
- Get input on safety topics that matter most to them.
- Schedule meetings on a regular basis, daily, weekly or monthly.
- Stick to the established meeting days and times.