



Facilitating Effective Safety Meetings

Getting Started – Prepping for the Meeting

- **Spot Check:** Take a walk around your workplace, identify problem areas for discussion, and take note of areas that have been improved upon.
- **Ask Around:** Your employees are your most valuable resource - ask them what they think needs to be addressed during the meeting.
- **Organize Your Objectives:** Put together a clear and purposeful agenda, by asking yourself, what do we want to get out of this?
- **Post the Agenda:** Make the agenda available to employees prior to the meeting. Encourage employees to add additional topics.

Conducting the Meeting

- **Be Respectful:** Treat your employees as adults and you will earn their respect.
- **Give Praise:** Recognize employees for areas that have already been improved.
- **Make the most of your time:** Ensure content is practical and specific.
- **Relate to them:** Encourage employees to share their stories, relate topics to their home lives.
- **Be an active listener:** Ask open ended questions, listen to the answers, and provide feedback.
- **Let someone else take the lead:** Ask an employee to lead part of the meeting. Be sure to arrange this ahead of time to avoid putting someone on the spot.
- **Get comfortable:** Make sure the room is well lit, quiet, a comfortable temperature, and all the seats have a good view of the speaker and visual aids.
- **Pick the right time:** Make meeting for earlier in the day to avoid running into employees end of shift. Ensure you end on time or earlier than scheduled.
- **Strike a balance:** Identify and discuss issues, but also work on finding solutions.

After the Meeting

- **Acknowledge employees:** Thank employees for their participation and ideas.
- **Give feedback:** Post the minutes of the meeting for all workers, and the plan for the action items.
- **Turn ideas into action:** Act on items that were most important immediately, set deadlines for the remaining items.



Sample Agenda For Committee Meeting

(Company Name)
(Name) Joint Health and Safety Committee

Agenda

Date: _____

Time: _____

Location: _____

Roll Call: _____

Apologies: _____

Minutes of Last Meeting for Approval: _____

1. Old Business:

2. New Business:

3. Other Business:

4. Date of Next Meeting:

Contacts

Worker Co-chair: _____

Management Co-chair: _____

Committee Secretary: _____



The Safe Hospitality program is administered by Manitoba Tourism Education Council (MTEC).
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Health and Safety Committee Meeting Agenda

When preparing for a health and safety meeting, you should try to avoid any interruptions (e.g. phone calls, people either coming in or being called out of the room). Too many interruptions can create a false impression that the meeting unimportant, and secondary to the normal day-to-day activities.

An agenda serves a guide to the attending members to prepare for the meeting as well as maintaining organization and flow of the meeting. The committee should devote its attention to health and safety matters, and should not be used as a form of airing general complaints and grievances.

Decisions, whenever possible should be made by consensus, avoid formal voting (as this divides the committee). Allow each person to present arguments to be debated by all committee members

The committee's main function is to make recommendations; each meeting should end with a specific recommendation for action.

- State the problem in clear terms based on known facts
- Investigate the problem to find its root cause
- Recommend action(s) to correct the problem

HEALTH AND SAFETY COMMITTEE MEETING AGENDA
1. Roll call of members in attendance
2. Introduction of visitors
3. Approval of previous minutes
4. Business arising from the minutes including progress reports on outstanding items
• Accident experience
• Workplace inspection reports
• Introduction of new equipment or procedures
5. Reports (inspections, injuries/illness, statistics)
6. New business (itemized list)
7. Education session
8. Date, time and place of next meeting
9. Adjournment