

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.



BE RESPONSIBLE - THINK SAFETY